

**Minerva Public Library Board of Trustees
October 24, 2018
Meeting Minutes**

Attendance: Roger Bartley, Sarah Rapella, Virginia Birks, Diane Ruff, Phil Zbasnik, Becky Miller, Director Tom Dillie and Fiscal Officer Christina Davies

Call to Order: The meeting was called to order by Roger Bartley, President at 6:30 pm.

Adjustments to the Agenda-No

Public Participation-Employee Jennifer Bates

Minutes: Approve minutes of the September 26, 2018 Board Meeting.

Phil Zbasnik moved to approve and Diane Ruff seconded the motion. Motion passed.

Ongoing Business

Director Dillie gave an update on the ongoing business.

Open Library Trustee Seats: As instructed by the Board, Director Dillie has written to Gary Chaddock, Minerva Local Schools Superintendent and requested that he place a resolution on the next School Board meeting agenda appointing Diane Ruff and Jennifer Beard to the Library Board beginning with the first Board meeting in January, 2019. Director Dillie also e-mailed Dr. Beard and invited her to attend any this year's remaining Board meetings as a guest of the Board to see how things work.

YMCA Zoning Variance: The work has begun to expand the YMCA parking lot. The library has received no additional zoning variance request for a sidewalk next to the new addition.

Strategic Plan Update: The library is hosting its first partnered exhibit with the Minerva Historical Society. The Society provided First World War materials from its collection for display in the library's display cases. The library is also partnering with the Chamber of Commerce to exhibit the Smithsonian's *World War I: Lessons and Legacies* poster set. The posters are on display in the library; will take a brief trip to the Roxy Theater in support of the World War I music program on November 9, and then will be on display in the library along with the Historical Society materials, through Thanksgiving.

Fiscal Officer's Report

Accept: Monthly financial reports for September, 2018.

Virginia Birks moved to accept the motion, Phil Zbasnik seconded the motion. Motion passed.

PLF Distribution: The October distribution is \$52,361.23 which is about the same as \$52,791.60 received in October, 2017. Year-to-date, the library's PLF receipts are \$548,799 which is \$22,371, or 3.6%, below the \$569,485 received in the first nine months of last year. After the first ten months of the year the library has received almost 83.7% of the most recent PLF estimate for 2018. The Department of Taxation has revised its final 2018 PLF revenue estimate at 2.6% more than the estimate it made in December, 2017.

Dept. of Taxation 2018 Revenue Estimate for Minerva PLF

December, 2017	\$638,828
July, 2018	\$655,596
Difference	\$ 16,768

Net Operating Revenue Position

September Revenue	= \$60,992	YTD Revenue	= \$ 510,894
September Expenses	= \$48,182	YTD Expenses	= \$ 483,338
Difference	\$ 12,810	Net Position	= \$ 27,556

Fiscal Officer Davies reported on the fiscal year to date financials. She also discussed with the Board her intention to take a part-time FO position with Newton Falls Library two days a week. She asked the board to continue with her benefit package. She voluntarily reduced hours to save the library money. She also thanked the board for the flexibility and the ability to do both jobs.

Unique Management: Unique Management's September invoice was \$125.30 for 14 placements. This is an unusually large number of referrals for one month.

New Business

Lynda.com: The Board will see a brief demonstration of this new learning tool available through the Ohio Web Library.

Tabled until November 2018

2019 Budget: The Board will review information regarding staffing costs in anticipation of a full discussion of the 2019 budget at next month's meeting.

Director Dillie reviewed the Staffing costs and 2019 Wage Proposal for the 2019 Budget. The library cut staffing hours by 10% beginning February 12 of this year, and also cut the materials budget by 12% in order to make up for the lost PLF revenue from Carroll County. Those cuts brought the library back to a neutral budget. Additional savings on staffing costs from positions left unfilled and the voluntary reduction in hours by the Fiscal Officer have saved the library additional \$18,000 as of September 30. The increase in PLF receipts state-wide has also improved the library's position. While these additional savings will not make up the total amount lost in the unexpected reduction in Carroll County PLF revenue, they do put the library in a much better position than expected for 2019. And the budget proposal reflects that improvement.

Performance Evaluations: The Personnel Committee agreed to meet to review the job performance of the Director and Fiscal Officer. The Director will send the Committee the evaluation forms and the Director and Fiscal Officer will provide self-evaluations to the Committee.

Transfer Funds: The library cut its materials budget by about 12% this year in response to the PLF shortfall from Carroll County. It would be helpful to transfer some money into those funds in order to finish out the year.

Approve Resolution 18-10-01: to transfer \$1341.33 from 1000-230-299-0000 (other fringe benefits) and \$2081.28 from 1000-230-371-0000 (auditing services) to the following fund accounts \$1300 to 1000-120-413-1007 (Downloadable Content); \$1061.30 to 1000-120-411-1000 (Adult Books); and \$1061.31 to 1000-120-411-2000 (Youth Books).

Virginia Birks moved to approve Resolution 18-10-01 and Becky Miller seconded the motion. Motion passed.

Approve Resolution 18-10-02: Sue Miller retirement and appreciation

Becky Miller moved to approve Resolution 18-10-02, Diane Ruff seconded the motion. Motion passed.

Correspondence

None this month.

Director's Report

Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet.

Virginia Birks moved to accept the Directors Report. Becky Miller seconded. Motion passed.

Library Statistics: Door counts were down in September 7.5% from last year, the loss was mostly in the upstairs count, and now down 4.8% year-to-date. In-house checkouts were down a whopping 15.9 %. Renewals were just ahead of last September, leaving in-house circ down 9.9% for the month and up .4% for the year. We are now past the one-year anniversary of turning on auto-renew; therefore we no longer have that boost in renewals making up for the decline in initial checkouts when comparing the current year the last. Total circulation was down 8.6% for the month and is now basically even year-to-date; there was a noticeable drop in loans to other SEO libraries this month Overdrive circulation continues to run well ahead of last year. Hoopla circulation is also well above last year, but staying at a level that we can afford to maintain. The increased downloadable content circ does not make up for the loss in physical materials circ.

Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Donations	\$164.82
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Total Restricted and Unrestricted	\$164.82*
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*Includes \$100 donated by John Oyer

In-kind Gifts

anonymous	4 hardcovers; 21 trade paperbacks; 4 DVDs; 10 videogames
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Adjourn

Sarah Rapella moved to adjourn at 8 pm. Becky Miller seconded, motion passed.

The next Regular Board Meeting will be held on November 28, 2018 at 6:30 pm in the Minerva Public Library Board Room.