

**Minerva Public Library
Board of Trustees Meeting Minutes
February 24, 2016**

Attendance

Trustees Roger Bartley, Virginia Birks, Diane Ruff, and Richard Rutledge,; Library Director Tom Dillie, Fiscal Officer Mary Jane Smith.

Call to Order

The meeting was called to order at 6:37 p.m. in the Library Board Room.

Adjustments to the Agenda

None

Public Participation

None

Minutes: Virginia Birks moved and Diane Ruff seconded to approve the minutes of the January 27, 2016 Board Meeting. The motion passed unanimously.

Old Business

AED Purchase: The library has ordered an AED and wall-mounted case from AEDPeople.com whose representative provided a demonstration at January's Board meeting. The device has not yet arrived. Doug Huffman from AEDPeople will do a one-hour demonstration for the staff during the in-service morning on March 11. CPR and AED training will be arranged through the Fire Department.

Fiscal Officer's Report

Monthly Financial Reports: Richard Rutledge moved and Virginia Birks seconded to accept the monthly financial reports for January, 2016. The motion passed unanimously.

2015 Annual Financial Report: The 2015 Unaudited Annual Financial Report and associated documents were distributed to the Trustees via e-mail. A review copy was available at this meeting, and a copy is included in the file copy of this month's Board packet.

Resolution 16-02-01: Virginia Birks moved and Diane Ruff seconded to accept the Minerva Public Library 2015 Unaudited Annual Financial Report as submitted. The motion passed unanimously.

PLF Distribution: The February distribution was \$66,343.81, up 2.3% from last February and up 4.3% year to date.

Net Position:

January Revenue =	\$62,673	YTD Revenue =	\$62,673
January Expenses =	\$ 50,498	YTD Expenses =	\$50,498
Difference	= \$ 12,175	Net Position =	\$12,175

Unique Management: Unique Management's January invoice was \$71.60 for 8 placements.

Reallocated Appropriations: None

New Business

None

Correspondence

None in January

Travel and Meetings

- Kelly Chaplin - NEO-RLS You Can Get What You Want for Free – no cost
- NEO-RLS Youth Services Afterschool Boot Camp – no cost
 - NEO-RLS Gadgets and Gizmos – no cost

Director's Report

Virginia Birks moved and Richard Rutledge seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

Annual Library Statistics: 2016 has started off very busy. Doorcounts were up 8.5% over 2015, with increases both upstairs and downstairs. Checkouts were up 8%, and renewals were down, leaving an in-house circ increase of 3.8%. Loans to SEO libraries were down a bit, but increase in downloadable content circ left the overall circulation count up 3.7% over last year. This January saw much better weather than last year, when the schools were closed five days and the library opened at noon one day.

Accept Gifts

Restricted Individual Contributions to the General Fund

Teresa Blocher for Adult and Youth Programs	\$500.00	01/05/2016
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Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 63.80	01/06/2016
Fines/Fees/Contributions	\$.80	01/07/2016

Book Prospector	\$ 7.08	01/11/2016
Fines/Fees/Contributions	\$ 31.65	01/14/2016
Fines/Fees/Contributions	\$ 15.25	01/21/2016
Fines/Fees/Contributions	\$ 21.15	01/26/2016
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Total Restricted and Unrestricted	\$ 639.73	

In-kind Gifts

anonymous

16 hardcovers; 27 trade
paperbacks; 1 mass market; 6
DVDs; 1 videogame; 2 CDs

Adjournment

The meeting adjourned at 7:13 p.m.

The next Regular Board Meeting will be held on March 23, 2016 at 6:30 p.m. in the Minerva Public Library Board Room. A meeting of the Record Retention Committee will begin at 6:25 p.m.