

**Minerva Public Library Board of Trustees  
Minutes of the March, 2019 Regular Meeting  
March 27, 6:30 pm in the Library Board Room**

**Call to Order:** Mr. Bartley called the meeting to order at 6:35

**Attendance:** Trustees Roger Bartley, Dick Rutledge, Jennifer Beard, Becky Miller, and Virginia Birks; Library Director Tom Dillie.

**Adjustments to the Agenda:** under the New Business, Mr. Bartley will report on his meeting with Dr. Carl Winters

**Public Participation:** none

**Minutes:** Ms. Birks moved to approve the minutes of the February 27, 2019 Board Meeting as presented. Ms. Miller seconded. Motion carried

### **Ongoing Business**

**YMCA Expansion Project:** Mr. Dillie reported that the renovations are pretty much complete. The library's parking lot is clear of construction materials. Teresa Arrasmith said that she plans to have that last row of parking spaces swept and striped before the YMCA re-opening reception in early April.

**Mental Health First Aid Training Grant:** the library is sharing the information about the April 18<sup>th</sup> training opportunity with local organizations and agencies. The library manages the sign-ups and is taking registration through March 28.

**Strategic Plan Update:** The library's new website is up and running. We are replacing the old logo with the new one as we find it. Staff will have an opportunity to purchase apparel with the new logo. Lion's Den will also print the logo on two metal signs, one for the fencing around the HVAC area and one to post next to the front doors. The library will host five programs on various topics in April and May, and in May will host an exhibit on Minerva schools from the Historical Society. Jennifer Bates has set up a library account with the Hootsuite website to allow us to manage Facebook and Instagram from one place rather than logging into each social media platform; comments can also be monitored and responded to from within Hootsuite. We are working up a posting schedule so that the library will post to social media most days of the week.

### **Fiscal Officer's Report**

Mr. Rutledge moved to accept the monthly financial reports for February, 2019. Dr. Beard seconded. Motion passed

**PLF Distribution:** The February PLF receipts are \$45,320, just under the \$45,458 received last March. The amount received from Carroll County was \$450 short to account for the \$450 overpayment from that county last month. At the state level the PLF receipts were up 1.1% over last March. In this first quarter the library has received 24.45% of its estimated total for 2019.

**2019 Net Operating Position**

February Revenue	= \$70,182	Year to Date Revenue	= \$124,671
February Expenses	= \$62,031	Year to Date Expenses	= \$114,830
Difference	= \$ 8,151	Net Position	\$ 9,841

**Unique Management:** Unique Management's February invoice was \$98.45 for 11 placements.

**Overdue Fine Revenue:** Mr. Dillie reviewed the library's fine revenue. The library currently charges 10 cents a day for most overdue materials; the overdue fines on videogames and framed art are 50 cents a day. Fines on DVDs were reduced from 50 cents a day to 10 cents beginning in January, 2016. Patrons may renew online or by calling library, and the library has had automatic of eligible materials since May, 2017. The decline in fine revenue shown below reflects both the changes by the library in fines charged and renewal procedures, and reductions in the number of items patrons check out. Mr. Dillie pointed out that while \$2,700 is an amount that the library can do something with, fines are now a very small part of the library's revenue. Other libraries in Ohio have gone fine free and doing so is a nation-wide trend and the library may consider eliminating overdue fines during the 2020 budget planning. Mr. Rutledge asked if there were any costs associated with collection fines, and Mr. Dillie explained that other than the cost of staff time, there was no extra expense to the library. Ms. Miller asked whether eliminating fines would make it difficult to get library materials returned. Mr. Dillie explained that the library does bill patrons for items not returned at all, and might speed up that process if overdue fines were eliminated.

<u>Overdue Fines Collected</u>		<u>% of Total Revenue</u>
2013	\$14,059	1.9%
2014	\$12,733	1.9%
2015	\$12,589	1.7%
2016	\$ 8,547	1.2%
2017	\$ 5,201	0.7%
2018	\$ 2,714	0.3%

## **New Business**

**2018 Annual Report:** the draft annual report for last year was included in the Board Packet. Trustees reviewed the report. Mr. Dillie mentioned that the report format is the same one used for the last 10 years, but that he's asked Jennifer to work up an infographic summary of some report data that will be more visually interesting. Mr. Dillie also completed the annual Public Library Data Survey which uses the same reporting tool as the State Library. PLDS generates a pamphlet version of the reported data that we can modify for distribution here.

Ms. Birks moved to approve Resolution 19-03-01 to approve the 2018 Annual Report as submitted. Ms. Miller seconded. Motion passed.

**Property and Liability Insurance:** The library's insurance is with the Ohio Plan Risk Management, Inc., a company that provides insurance to public entities throughout Ohio. Our local broker is Whitaker-Myers in Wooster. The library provides an updated replacement cost of library materials every year, and Whitaker-Myers recalculates the building property value each year as well. The library does receive an Advantage Credit each year based on loss ratios and risk management practices. This year's discount is \$684. This year's renewal cost is \$8,274, a reduction of \$62 from last year's renewal rate. The reduction is due to an increase in the Advantage Credit because the library is now moving out of the shadow of those high claim years. Mr. Dillie mentioned that although local insurance agents sometimes ask about providing a quote, they usually don't follow through. The Ohio Plan is for public entities and we have had good claims service when needed.

Dr. Beard moved to Approve Resolution 19-03-02 to accept the renewal of the library's property and liability insurance with Ohio Plan Risk Management, Inc. Mr. Rutledge seconded. Motion passed.

**Delivery Contract:** The State Library of Ohio negotiates a contract with a private vendor for delivery to all libraries in Ohio that wish to participate in the statewide delivery program. For example, this service is how materials are shared among the 93 libraries that are members of the SEO consortium, as well as how materials are shared between the academic libraries in the Ohiolink system. The cost to an individual library is based on the number of delivery days each week (from one to five days) the library uses, not the number of items or packages sent or received. Libraries are expected to take delivery frequently enough to make their daily shipments a reasonable size. Minerva moves enough material that we have five-day-a-week delivery. The library renews this contract annually in January with the State Library of Ohio; the price has stayed the same for the past three contract years.

Mr. Rutledge moved to approve Resolution 19-03-03 to accept the Statewide Delivery Service contract for July 1, 2018 through June 30, 2019 at a cost of \$8,023.47. Ms. Miller seconded. Motion carried

### **Information**

**Carroll County PLF Distribution:** Mr. Bartley reported on his March 27 meeting with Carroll County District Library Board President, Dr. Winters. Dr. Winters requested this meeting following a news item in the *Carroll County Messenger* reporting on MPL's last Board meeting and mentioning CCDL's refusal to meet to discuss the PLF distribution. Dr. Winters confirmed to Mr. Bartley that CCDL has no interest in discussing the distribution, let alone entering into any agreement with MPL and Bowerston PL. CCDL believes that it still doesn't receive enough of the County's PLF, even after the additional 5% it was granted beginning in 2018, and CCDL will continue to request an increased share. Mr. Dillie pointed out that we had assumed this to be the case, and it is good to have it confirmed. MPL will continue to present information to the Carroll County Budget Commission including comparative performance statistics. MPL's goal in this process to fix the distribution at one rate so that we can plan our budgets accurately.

**Videogame Circuit:** for several years the library has subscribed to a rotating videogame collection from the Northeast Ohio Regional Library System (NEO-RLS). This was a once-popular service that now is used by only Minerva and two other libraries. NEO is discontinuing the service this spring and will donate its collection of videogames to the three remaining subscriber libraries. We have received the first additional shipments of games and have added them to collection. In the past the library only circulated videogames to local patrons and did allow those games to be requested by patrons of other libraries. Since these games now owned by the Minerva, and we have many more of them, we have made that collection available to requests from other SEO libraries.

**Dolly Parton Imagination Library:** Stark County District Library is planning to begin this program which allows parents to sign-up children aged 0-5 years to receive one book a month by mail at a cost of \$25 per year per child. SCDL has asked the other six libraries in Stark County if they would like to participate as well with SCDL handling the administration county-wide and the each library responsible for its own local registrations and for funding the annual cost for their own patrons. The library Directors will meet on April 4 at SCDL to discuss this project. Mr. Dillie will then have more information to share with the Trustees at their April meeting.

**Next State Budget:** The Governor has sent his budget proposal to the legislature. It includes funding the PLF at 1.68% of the General Revenue Fund which is the formula in the current budget. The PLF is funded at 1.66% in permanent law so

it's good see the Governor's support for maintaining that small increase. The budget proposal also includes the creation of the Ohio Books from Birth Foundation to help fund distribution of one book at month to children in Ohio from birth until five years of age. The Foundation is intended to support the implementing the Dolly Parton Imagination Library program throughout the state.

**Census Hiring:** The Census Bureau will hold a hiring workshop at the library on April 9 to help people apply. The library will provide laptops to connect to the wifi network and space in the Community Meeting Room. The library will publicize this event through its normal channels.

**Appreciation Award:** Mr. Dillie informed the Board that the Chamber of Commerce has voted to award the library this year's E. David Hank Appreciation Award for service to the community. The award will be given at the Chamber's annual dinner on April 30.

**Correspondence**

None this month.

**Director's Report**

Ms. Miller moved to accept the monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Ms. Birks seconded. Motion carried.

**Library Statistics:** The February door count was up 6.8% over last February, and we're now up 7.8% for the year. In-house circulation (checkouts and renewals of physical materials) was down 6.7% and total circulation (in-house circ + loans to other libraries + downloadable content) was down 5.7%.

**Accept Gifts**

**Feb. Restricted Individual Contributions to the General Fund** \$ 0.00

**Feb. Unrestricted Individual Contributions to the General Fund** \$100.03

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**Total Restricted and Unrestricted** \$100.03

**February In-kind Gifts**

anonymous

18 hardcovers; 17 trade  
paperbacks; 5 mass market  
paperbacks; 2 DVDs; 1 book  
with CD

Richard and Ann Myers

1 hardcover book

**Adjourn:** Ms. Miller moved to adjourn. Seconded by Ms. Birks.

The next Regular Board Meeting will be held on April 24, 2019 at 6:30 pm in the Minerva Public Library Board Room. The Board will meet as the Records Commission immediately prior to the regular Board meeting.

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