

**Minerva Public Library
Board of Trustees Meeting Minutes
August 27, 2014**

Attendance

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

Call to Order

The meeting was called to order at 6:35 p.m. in the Library Board Room.

Adjustments to the Agenda

None

Public Participation

None

Minutes: Virginia Birks moved and Diane Ruff seconded the motion to approve minutes of the July 23, 2014 Board Meeting as presented. The motion passed unanimously.

Old Business

Sewer Repair Update: The excavation and repair of the sewer line on Lynnwood is done and the road was resurfaced last Friday. We have yet to hear back from Humber Sanitary about when they can install the shut-off valve in the library's sewer line.

Back to School Special: At Director Dillie's request, and as discussed at the last Board Meeting, SEO staff forgave all outstanding overdue fines for MINYA patrons—those patrons under 18. Approximately \$3500 in fines was forgiven on 08/16 from approximately 750 MINYA patrons, leaving approximately \$11000 in billed items and fees charged to 267 MINYA patrons. Director Dillie then forgave the \$10 collection agency referral fee for 31 patrons who had only owed overdue fines, with no lost materials at this time. The library does not usually waive the referral fee because the library pays it to Unique Management for each referral, and thus the charge to the patron is a reimbursement to the library.

Purge of Patron Records: SEO has done the annual of patron records with no activity in the last 36 months, and no items checked out. This year, at our request, SEO also purged those inactive patrons who owed less than \$5.00 as we discussed at the last Board meeting. Out of around 9200 registered Minerva borrowers, SEO purged 1664 patron records.

Tree Trimming: Bowman's Tree Service trimmed the trees around the library the last week of July, cutting trees back from the building and opening up the larger trees to make them better able to stand high winds.

Fiscal Officer's Report

Monthly Financial Reports: Diane Ruff moved and Richard Rutledge seconded to accept the Monthly Financial Reports for July, 2014. The motion passed unanimously.

PLF Distribution: The August distribution was \$49,716.13, up 6.0% from last August, and down 5.2% year to date. The Ohio Dept. of Taxation should issue soon a new certified estimate for the 2015 PLF.

Unique Management: Unique Management's July invoice was \$125.30 for 14 placements.

Reallocated Appropriations: None.

Letter to GASB: The Fiscal Officer will send a letter opposing the revisions to GASB Statements 43 and 45 regarding the reporting of postemployment benefits as requested by OPERS and the Ohio Library Council.

New Business

Renewals: The SEO Advisory Committee voted last week to raise the system-level renewal limit from two to four. This library has limited renewals to two on some types of materials. We will raise the renewal limit to four on everything but framed art effective September 1.

Hoopla: Director Dillie explained that the library will offer the Hoopladigital.com service to Minerva patrons beginning September 4. Hoopla is pay per use service that offers complete CDs from major and independent labels, movies, and audiobooks. The movies are, for the most, not high-demand new releases, but there is a large catalog of titles available. Mobile devices will use a free app to manage the downloaded files. Desktop and laptop PCs will stream files using a free media player. The library pays only for what patrons check out, and there is not annual subscription or access fee.

Correspondence

No correspondence

Travel and continuing Education: Tom Dillie – NEO-RLS webinar - \$25.00

Director's Report

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

Monthly Library Statistics: The door count for July was up 7.4% over last year and rise helped the year-to-date deficit recover almost 2%. However, circulation in-house was down 7.1% and is now down 9.9% for the year. Total circulation, which includes items shipped to other libraries, was down 6% for the month.

July Gifts

Restricted Contributions

None in July

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 40.35	07/09/2014
Fines/Fees/Contributions	\$ 20.00	07/16/2014
Fines/Fees/Contributions	\$ 20.50	07/17/2014
Fines/Fees/Contributions	\$ 3.25	07/21/2014
Fines/Fees/Contributions	\$ 12.25	07/23/2014
Fines/Fees/Contributions	\$ 24.25	07/31/2014
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Total Restricted and Unrestricted	\$ 120.60	

In-kind Gifts

Denise Felger	8 hardcovers; 4 trade paperbacks
Anonymous	6 hardcovers; 2 trade paperbacks; 2 mass market paperbacks

Adjournment

The meeting adjourned at 7:20 p.m.

The next Regular Board Meeting will be held on September 24, 2014 at 6:30 pm in the Minerva Public Library Board Room.