

**Minerva Public Library  
Board of Trustees Meeting Minutes  
July 26, 2017**

**Attendance**

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

**Call to Order**

The meeting was called to order at 6:38 p.m. in the Library Board Room.

**Adjustments to the Agenda**

None

**Public Participation**

None

**Minutes**

Phil Zbasnik moved and Richard Rutledge seconded to approve minutes of the May 24, 2017 Board Meeting. (Note: the June regular Board meeting was cancelled for lack of a quorum.) The motion passed unanimously.

**Old Business**

**Strategic Planning:** The State Library Consultant's met with the library staff today at 3:00 pm, with the Board at 5:30, and with a focus group of community members this evening at 7:00.

**Library Associate I for Youth Services:** Kendra Selby was hired for the open Library Associate I position in Youth Services, and Kendra started worked June 19.

**Automatic Renewals:** On May 8 SEO turned on automatic renewals for library materials checked out at Minerva. In May of this year, renewals accounted for 39% of in-house circulation, while in May 2016 they accounted for 32%. In June of last year, renewals accounted for 23% of in-house circulation, and this year, they accounted for 36%.

**Parking Lot Sealed and Striped:** Vasco Asphalt patched the parking lot on June 19 and then sealed and striped the lot on June 20. The patching closed up the crumbling spots in the parking lot and also evened out the transition between the drive-up lane and the concrete lip around the catch basin.

**Fiscal Officer's Report**

Rebecca Miller moved and Diane Ruff seconded to accept the Monthly financial reports for May and June 2017. The motion passed unanimously.

**PLF Distribution:** The local June PLF distribution was \$61,123.17, up 1.5% from last June and down 3.3% year to date, and the local July distribution was \$67,746.34, up 1.5% from last July and down 2.5% year-to-date. This year-to-date PLF is \$10,606 less than last year's at this time. This July is \$1,013 more than last July.

Note that at the state level, the total June PLF distribution was up 2.5% over last June, and the July distribution up 2.65% over last July. Minerva's local PLF distribution from Carroll and Columbiana counties is a fixed percentage and therefore will rise and fall in line with the state-level distribution. Because the Stark County distribution is calculated using a local formula, that local distribution can vary from the state-level rate. The library's overall position in the formula is in slow decline in relation to five of the other six libraries in Stark County.

**PLF News:** The Ohio FY 2018-19 Budget has been passed reducing the PLF to 1.68% of the General Revenue Fund from the 1.7% used in the previous budget.

**Net Position:**

May Revenue	= \$60,024	YTD Revenue	= \$288,281
May Expenses	= <u>\$57,993</u>	YTD Expenses	= <u>\$326,210</u>
Difference	= \$ 2,031	Net Position	= \$-37,929

June Revenue	= \$62,138	YTD Revenue	= \$350,419
June Expenses	= <u>\$59,636</u>	YTD Expenses	= <u>\$385,846</u>
Difference	= \$ 2,502	Net Position	= \$-35,427

**Health Insurance:** SCOG has notified us that the Library qualifies for 2 premium holidays for the 2017-18 year. The holidays will be taken in August 2017 and March 2018. Both are months containing 3 pay dates, and having premium holidays in those months will help with the cash flow. The savings to the library for each holiday month is \$5814. We still are required to pay a minimal amount in each holiday month (current billed rate less the billed rate of June, 2017) of approximately \$100. We are now qualified to receive all premium holidays that SCOG offers in future years regardless of how much the staff uses the insurance.

**Unique Management:** Unique Management's May invoice was \$71.60 for 8 placements, and the June invoice was \$35.80 for 4 placements.

**Reallocated Appropriations:** None

**New Business**

**Managed IT Services:** the library has contracted with HMB.net to provide both real time monitoring of the libraries computer network and support and assistance in managing that network as well consulting services for technology projects. HMB is based in Westerville and was recommended by SEO staff. An engineer will make site visit to set up the monitoring and review the library's equipment and network. The first project we'd like help with is modernizing the wi-fi set-up and figuring out a way to offer printing from wireless devices. The initial cost of monitoring set-up is \$1000, then \$250 a month, billed monthly, for the service. The library will also purchase 20 hours of consulting time at \$125 an hour; those hours do not expire and more can purchased as needed. This project was not in the 2017 budget, and in order to fund it, the Board will need to approve reallocating funds from Capital Projects to Purchased and Contracted Services. The executive summary of the proposal and the price information is included in the Board packet.

**Resolution 17-07-01:** Virginia Birks moved and Rebecca Miller seconded to hire HMB.net to provide computer network monitoring services and technology consulting services as described to the library. The motion passed unanimously.

**Reallocate Funds:** In order to pay for the monthly monitoring of the network by HMB from September through December, more money needs to be added to the account for Contracted Services relating to Computer Services. There is money available in the Youth Services A/V account to use for this purpose but it must be reallocated by the Board.

**Resolution 17-07-02 :** Diane Ruff moved and Rebecca Miller seconded to reallocate \$1750.00 from Library Materials and Information--AV Materials Youth (1000-120-413-2006) to Other Contract and Purchased Services—Computer Services and Information (1000-230-390-0014). The motion passed unanimously.

**SelectReads:** The library has subscribed to an e-mail newsletter service that will generate monthly themed newsletters to promote library materials and will handle the subscription to and delivery of the same. The package includes a tool which the library can use to create its own e-mail newsletter with the service handling subscription and delivery duties for that newsletter as well. The library has committed to the service for 18 months and will evaluate its costs and results later next year. The six months remaining in 2017 will cost \$1250, with a full subscription of \$2500 payable in January, 2017. A summary of the service was included in the Board packet.

**Resolution 17-07-03:** Richard Rutledge moved and Phil Zbasnik seconded to subscribe to the SelectReads service as described for 18 months, with \$1250 for the first six months to be paid in July. The motion passed unanimously.

**Landscaping Improvements:** Down to Earth Landscaping presented a proposal to improve the landscaping in the large window well outside of Youth Services and Fireside Reading room. The estimated cost is \$4,576 and the design drawing will be available at the Board meeting. Director Dillie has signed off on the work and it will be paid for from the some of the funds from the very large donation given to the library in 2015. The design sketch will be available at the Board meeting.

Richard Rutledge moved and Virginia Birks seconded to accept the contract with Down to Earth Landscaping for improving the window well area. The motion passed unanimously.

**Catch Basin Problem:** The catch basin nearest the handicapped parking spaces has developed a crack in one side that allowing gravel to wash out from underneath the parking lot and into the catch basin. The library first contacted Bachtel Excavating in Massillon about the problem because that firm was recommended for similar work by Massillon Public Library. Bachtel referred the job to Underground Services in Green, we are waiting for a visit and an estimate from someone from that company.

**Air Conditioner Compressors:** The library has two AC condenser units each with three compressors—one unit with three smaller compressors and one with three larger. One compressor failed in April and American Heattek took it out of service which did not affect the functioning of the air conditioners. A second compressor failed on July 1-2. Now each condenser has only two functioning compressors, and American Heattek says that both compressors need to be replaced. The estimate for the project is \$13,550 which the library does not have available in the current appropriation.

**Amending the 2017 Appropriation:** In order to cover the cost of the HVAC repair described above, the catch basin repair for which there is no estimate as yet, and to have money available for other physical plant problems through the end of the year, more money needs to be added to the Capital Projects Fund. The original appropriation was for \$10,000 almost all of which has been spent. It would be prudent to add \$25,000 to that account to get the library through the end of the year. Five “yes” votes are required to amend the appropriation.

**Resolution 17-07-04:** Diane Ruff moved and Rebecca Miller seconded to amend the 2017 appropriation to Capital Projects—Maintenance and Repair on Facilities (4001-760-331-0000) by adding \$25,000 to that account bringing the total 2017 appropriation for that account to \$35,000. The motion passed unanimously.

**Library Internet Policy Update:** the library uses Google Analytics to collect statistics about its website. OPLIN recently informed libraries with websites designed and managed by the OPLIN Webkit service that Google requires any organization using Analytics to conform to a privacy policy and to post this policy on the organization's

website. A draft of an amended Internet Policy including these required additions is included in the Board packet.

**Resolution 17-07-05:** Virginia Birks moved and Diane Ruff seconded to approve the updated Internet Access and Privacy Policy as submitted. The motion passed unanimously.

**Correspondence**

None this month.

**Travel and Meeting Expenses:**

Kathy Heller –mileage to Pat Catan's for Summer Reading Program - \$15.20

Kelly Chaplin – Interactive Literacy Workshop registration - \$50.00

Audrey Keister - Interactive Literacy Workshop registration - \$50.00

**Director's Report**

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

**May and June Library Statistics:** Door counts were down 1.2% month to month in May and 11.4% in June with decline all at the front door. Year to date door counts are down 7.5% compared to 2016. In-house checkouts were down 10.9%, in May, but renewals were up 24.4% and that increase left total in-house circ up .25% over May, 2016. In June, in-house checkouts were down 17.3%, but renewals were up 56% leaving us down .3% for the month of June. Total in-house circ is now down 4.1% year-to-date, while total circ is down 3.3% for the year. Automatic renewals are definitely boosting total in-house circ. Hoopla circulation saw record months in May and June; the availability of Hoopla records in the regular catalog has obviously made more patrons aware of the product.

**Accept Gifts**

**Restricted Individual Contributions to the General Fund**

None for May or June

**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 48.45	05/09/2017
Fines/Fees/Contributions	\$ 18.55	05/16/2017
Fines/Fees/Contributions	\$ 15.20	05/23/2017
Fines/Fees/Contributions	\$ 1.00	05/30/2017
Fines/Fees/Contributions	\$ 11.90	05/31/2017

Fines/Fees/Contributions	\$ 10.85	06/06/2017
Fines/Fees/Contributions	\$ 9.85	06/13/2017
Fines/Fees/Contributions	\$ 103.20	06/19/2017
Book Prospector	\$ 6.37	06/20/2017
Fines/Fees/Contributions	\$ 20.75	06/20/2017
Fines/Fees/Contributions	\$ 8.40	06/21/2017
Fines/Fees/Contributions	\$ 14.20	06/27/2017
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Total Restricted and Unrestricted	\$ 268.72	

**In-kind Gifts May and June**

Anonymous 7 hardcovers; 22 trade paperbacks;  
3 mass market; 2 DVDs

**Adjournment**

The meeting adjourned at 7:42 p.m.

The next Regular Board Meeting will be held on August 23, 2017 at 6:30 pm in the Minerva Public Library Board Room.