

**Minerva Public Library Board of Trustees
May, 2018 Meeting Minutes
May 23, 6:30 pm in the Library Board Room**

**Attendance: V. Birks, D. Ruff, S. Repella, P. Zbasnik, T. Dillie, Director, C. Davies
Fiscal Officer. Excused R Bartley and R Rutledge**

**Call to Order at 6:36 pm by Secretary Virginia Birks
Adjustments to the Agenda-NA
Public Participation-NA**

Minutes: Approve minutes of the April 25, 2018 Board Meeting.
Diane Ruff moved to accept and Phil Zbasnik seconded, motion approved unanimously.

Old Business: Director Dillie reviewed the Strategic Planning Recommendations/

Strategic Plan: The Board will review some more information regarding the strategic plan. Director Dillie reviewed the Strategic Planning Recommendations.

Fiscal Officer's Report

Phil Zbasnik moved to accept the Financial Officer Report, Sara Repella seconded. Motion approved.

Accept: Monthly financial reports for April, 2018.

PLF Distribution: The May distribution is \$58,960 which is slightly more than the \$58,511 received in May, 2017. For the first five months of the year, the library's PLF receipts are \$11,152, or 4.1%, below this time last year. At the state level, the PLF receipts for this May were up 7.9% from last May. By contrast, our very small local May increase reflects a small reduction in our share of the Stark County PLF, and the 25% drop in the library's share of the Carroll County PLF. Historically, May PLF receipts are much high than those of March and April. As a side note, fine revenue is down 60% year-to-date compared to last year because we are using automatic renewal.

Net Position

April Revenue	= \$44,183	YTD Revenue	= \$215,944
April Expenses	= \$54,481	YTD Expenses	= \$ 242,753
Difference	(\$10,298)	Net Position	= (\$27,809)

Fiscal Officer Davies discussed the Ohio Library Fiscal Officer Association meeting she attended last week. She thanked the board for allowing her to go. The information from the State Auditor from NE was very helpful

Unique Management: Unique Management's April invoice was \$80.55 for 9 placements.

New Business

Tax Budget: Although the library does not receive any local tax money, it is required to file a tax budget each year with the County Auditors' Offices. This budget serves as placeholder until the library files its actual appropriation. The Ohio Department Taxation has not yet certified a PLF estimate for 2019, nor do we know what the Carroll County Budget Commission will do with that County's PLF distribution. Therefore, this budget is simply a restatement of the current appropriation.

Approve Resolution 18-05-01: to approve the 2019 Tax Budget as presented.

Sarah Repella moved to approve resolution 18-05-01 and Diane Ruff seconded the motion. Motion passes unanimously.

Signatures on Certificates of Deposit: At its April meeting the Board approved Resolution 18-04-03 to require the Board President as co-signer on all certificates of deposit. The library's Investment Policy needs to be amended to reflect that change.

Approve Resolution 18-05-02: to amend Section X of the Minerva Public Library Investment Policy as presented:

Diane Ruff moved to amend resolution 18-05-02 and Phil Zbansik seconded the motion. Motion approved unanimously.

Any securities, certificates of deposit, deposit accounts, or any other documents evidencing deposits or investments made under authority of this section shall be issued in the name of the library with the Fiscal Officer **and Library Board President** as the designated payees. If any such deposits or investments are registered either as to principal or interest, or both, they shall be registered in the name of the Fiscal Officer **and Library Board President**. The Fiscal Officer shall be responsible for the safekeeping of all documents evidencing a deposit or investment acquired under this section.

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 Director's Report, Diane Ruff seconded the motion and the motion was approved unanimously.

Library Statistics: Door counts were up in April over 23% from last year, with substantial increases in the upstairs and downstairs counts. Kathy Heller pointed out that the Minerva spring break was in March rather than April this year, which certainly did increase the student visit count. In-house checkouts were up 5.3%, the first monthly increase this year. Renewals were up 35%, leaving in-house circ up 16.6% for the month and 8.4% for the year so far. Overdrive circulation continues to run well ahead of last year, and Hoopla circulation is strong, but staying at a level that we can afford to maintain.

Accept Gifts

Restricted Individual Contributions to the General Fund

Summit Glove	\$100.00*
Thrivent	\$250.00*
Drug Mart	\$ 50.00*

Unrestricted Individual Contributions to the General Fund

Spring Book Sale	\$875.00
Donations	\$306.99
Susan Henderson	\$ 25.00*

Total Restricted and Unrestricted	\$1606.99
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*donated for Youth Summer Reading

**donated in memory of Glenna Jean Rinehart

In-kind Gifts

anonymous	14 hardcovers; 27 trade paperbacks; 3 mass market paperbacks
Hannah Reed	3 hardcovers
Robert Dressel	1 hardcover and 1 trade paperback

Adjourn

The next Regular Board Meeting will be held on June 20, 2018 at 6:30 pm in the Minerva Public Library Board Room.

Phil Zbansik moved to adjourn at 7:45 and Diane Ruff seconded the motion. Motion approved unanimously.