

**MINERVA PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
February 27, 2013**

**Attendance:**

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

**Call to Order:**

The meeting was called to order at 6:35 p.m.

**Adjustments to Agenda:**

None

**Public Participation:**

None

**Minutes:** Virginia Birks moved and Rebecca Miller seconded to approve the minutes of the January 23, 2013 Board Meeting. The motion passed unanimously.

**Old Business:**

None

**Fiscal Officer's Report:**

**Monthly Financial Report:** Phil Zbasnik moved and Diane Ruff seconded to accept the monthly financial reports for January, 2013. The motion passed unanimously.

**PLF Distribution:** The February distribution was \$64,736.32, \$13.80 more than last February. A reminder that the distribution through July, 2013 should be pretty much the same month for month as the first half of 2012.

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

**New Business:**

**Library's Annual Report:** Virginia Birks moved and Rebecca Miller seconded to accept the Library's 2012 annual report. The motion passed unanimously. The report is posted on the library's website, a press release is sent out, and a few copies are provided in house for distribution.

**Staff Half-Day In-Service:** Last year the library held two half-day in-service training days for library staff, one in February and the other in October. Director Dillie has scheduled an in-service day for Friday, March 29, and the library will open at noon on that day.

**Correspondence:**

Letters of welcome to Minerva's new Ohio Representative and Senator were drafted. A letter to Dave Harp, Village Manager, regarding the maintenance of the sewer line in front of the building was also written.

**Travel and Meetings:**

Kathy Heller - Summer Reading Program 1/11/13 – mileage - \$12.29  
Tom Dillie - Licking County Library SEO Meeting 5/15/13 –Registration-- \$55.00  
Tom Dillie – NEO-RLS 1/23/13—webinar registrations-- \$30.00

**Director's Report:**

**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.

**Monthly Library Statistics:** January in-house circulation was almost exactly that of 2012; SEO loans were down a bit. Total circulation was down then 2.9% from January, 2012. On the other hand, the doorcount was up 1.9%, the reference question count was up 33%, the directional question count was up 120% over last January, and ebook circulation was almost double that of 2012. So people are using the library and, by measures other than circulation, using it more.

**Gifts Accepted in January:**

**Restricted Individual Contributions to the General Fund**

None

**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 1.00	01/08/2013
Fines/Fees/Contributions	\$ 48.14	01/09/2013
Fines/Fees/Contributions	\$ 12.00	01/17/2013
Fines/Fees/Contributions	\$ 14.00	01/28/2013
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Total Restricted and Unrestricted	\$ 75.14	

**In-kind Gifts**

Anonymous

5 hardcovers; 6 trade  
paperbacks; 4 mass market  
paperbacks

Virginia Birks

Bob and Polly Givens

1 hardcover

4 hardcovers in memory of  
James Reiboldt

**Adjournment:**

The meeting was adjourned at 7:37 p.m.

The next Regular Board Meeting will be held on March 27, 2013 at 6:30 p.m. in the Minerva Public Library Board Room. The Minerva Public Library Records Commission will meet at 6:20 p.m. on the same day.