

**Minerva Public Library  
Board of Trustees Meeting Minutes  
April 27, 2016**

**Attendance**

Trustees Virginia Birk, Louanne Kiko, 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 6:34 p.m. in the Library Board Room.

**Adjustments to the Agenda**

None

**Public Participation**

None

**Minutes:** Louanne Kiko moved and Phil Zbasnik seconded to approve the minutes of the March 23, 2016 Board Meeting. The motion passed unanimously.

**Old Business**

**Appointment of Trustees:** Director Dillie sent a letter to School Superintendent Chaddock asking that the appointment of Roger Bartley and Dick Rutledge be added to the agenda of the next School Board meeting.

**Unique Management:** Director Dillie mentioned at last month's meeting that Unique has informed its customers that changes to credit reporting law will prohibit Unique from credit reporting library patrons beginning in June, 2016. Trustees had asked how often Minerva patrons were credit-reported. A chart provided by Unique summarizes the cash and materials recovered during the past four years of the company's interactions with Minerva patrons. Over the library's entire history with Unique the general statistics are:

- Number of Patrons referred to Unique Management: 1,114
- Number of Patrons Credit Reported: 477
- Number of Patrons who pay their account in full after being credit reported: 50
- Percent of Patron who pay their account in full after being credit reported: 10.5%

**CPR and AED training:** five staff members complete training offered by the Sandy Creek Fire District on April 7. Another group of staff will take the training on May 5. The AED is mounted in a cabinet on the wall next to the elevator on the library's main floor.

## **Fiscal Officer's Report**

**Monthly Financial Reports:** Louanne Kiko moved and Virginia Birks seconded to accept the Monthly financial reports for March, 2016. The motion passed unanimously.

**PLF Distribution:** The April distribution was \$47,480.96 up 0.7% from last April and up 3.7% year to date.

### **Net Position:**

March Revenue	=	\$51,329	YTD Revenue	=	\$181,961
March Expenses	=	<u>\$65,600</u>	YTD Expenses	=	<u>\$179,381</u>
Difference	=	-\$14,271	Net Position	=	\$ 2,580

**Unique Management:** Unique Management's March invoice was \$26.85 for 3 placements.

**Audit:** The Agreed- Upon Procedures for years 2014 and 2015 have been completed. There were no exceptions or findings. A copy of the report was emailed to the Trustees and is on file in the Fiscal Officer's office.

**Supplemental Insurance:** An Allstate supplemental insurance plan purchased through a broker called BOSTbenefits , which offers coverage for doctor's visits, accidents, and cancer, has been offered to employees beginning April 1, 2016. Ten employees enrolled. The library transfers payment to BOSTbenefits as a payroll deduction from the employees' paychecks; the library makes no contribution to the cost of this benefit.

**Book Sale:** The Spring Book Sale took in \$1,292.

**Reallocated Appropriations:** \$91.00 was transferred from 1000-230-343-0000 Fidelity Bond Premiums to 1000-230-341-0000 Property Insurance Premiums to pay the liability insurance.

## **New Business**

**Property and Liability Insurance:** The library has renewed its insurance with the Ohio Plan for another year. This year's premium is \$8,091, a \$307 increase over 2015.

**Landscaping Service:** The library has again contracted with Down to Earth landscaping to mow the grounds this year for \$41.60 a visit.

**Strategic Planning:** Director Dillie contacted the State Library about arranging for a consultant to facilitate strategic planning. The process will take 5-6 months and will start in early fall. There is no charge for this service from the State Library.

**Correspondence**

None in March

**Travel and Meetings:**

Kathy Heller – mileage for programming supplies - \$12.40

Mary Jane Smith – OLC Fiscal Officer Conference fee - \$135.00

**Director's Report**

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

**Annual Library Statistics:** March continues the trend of increases over 2015. Doorcounts were up 5.4% for the month and 13.5% for the year. In-house circulation was up 12.6% for the month and 10.9% year-to-date. Total circulation, which includes in-house circ, loans to SEO libraries, and downloadable content, was up 11.3% for the month and 9.6% for the year. Downloadable content circ is up 42% for the year.

**Accept Gifts**

**Restricted Individual Contributions to the General Fund**

Richard Grunder	\$3,000.00	03/28/2016
For Adult Services In memory of Ann Grunder		
Minerva Rotary Club	\$ 100.00	03/14/2016
Colfor	\$ 500.00	03/14/2016
Minerva Bowl	\$ 25.00	03/24/2016
YMCA of Central Stark County	\$ 50.00	03/28/2016

**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 13.35	03/02/2016
Fines/Fees/Contributions	\$ 21.10	03/09/2016
Fines/Fees/Contributions	\$ 76.85	03/16/2016*
Fines/Fees/Contributions	\$ 16.00	03/22/2016
Fines/Fees/Contributions	\$ 11.45	03/29/2016

---

Total Restricted and Unrestricted \$ 77.85

Includes \$50.00 given by the staff of Barberton Public Library in memory of Mary Ann Hays

**In-kind Gifts**

Richard and Ann Myers

5 hardcovers

anonymous

8 hardcovers; 7 trade  
paperbacks; 5 mass market; 6  
DVDs

**Adjournment**

The meeting adjourned at 7:39 p.m.

The next Regular Board Meeting will be held on May 25, 2016 at 6:30 pm in the Minerva Public Library Board Room.