

**Minerva Public Library
Board of Trustees Meeting Minutes
June 22, 2016**

Attendance

Trustees Roger Bartley, Virginia Birks, 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 6:30 p.m. in the Library Board Room.

Adjustments to the Agenda

None

Public Participation

None

Minutes: Virginia Birks moved and Phil Zbasnik seconded to approve the minutes of the May 25, 2016 Board Meeting. The motion passed unanimously.

Old Business

None

Fiscal Officer's Report

Monthly Financial Reports: Richard Rutledge moved and Diane Ruff seconded to accept the monthly financial reports for May 2016. The motion passed unanimously.

PLF Distribution: The June distribution was \$72,495.78 up 15% from last June and up 0.9% year to date.

Net Position:

May Revenue	=	\$59,126	YTD Revenue	=	\$291,884
May Expenses	=	<u>\$55,895</u>	YTD Expenses	=	<u>\$296,354</u>
Difference	=	\$ 3,231	Net Position	=	-\$ 4,470

Unique Management: Unique Management's May invoice was \$71.60 for 8 placements.

Public Library Fund: We received an email from Michelle Francis of the OLC stating that the Office of Budget and Management indicated that state revenues for FY2016 are coming in over a half billion dollars under estimates through May. This is 2.5% less than expected. OBM will revise their FY17 state revenue estimates in July – these are expected to be downgraded. This will affect the Library's PLF. We are watching the situation closely and will keep you updated as information is released.

Health Insurance: The annual health insurance increase effective July 1, 2016 will be 2.5%. Long-standing members of SCOG received 3 premium holidays. The Library did not qualify for any premium holidays for next year.

Reallocated Appropriations: None

New Business

HVAC Upgrade: American Heattek, the library's HVAC contractor, has presented a proposal for upgrading the controllers. The current system was installed in 2003 during construction and is obsolete. The new controller will allow online monitoring of the HVAC system by both library staff and American Heattek which will allow more targeted managing of the temperature in the building and remote diagnosis of at least some problems. A copy of the proposal is available for review. Director Dillie has approved the upgrade, but money will need to be transferred within the capital fund accounts to cover the cost.

The Board accepted the contract with American Heattek to upgrade the HVAC controller system for a total cost of \$9680.00.

Resolution 16-06-01: Diane Ruff moved and Virginia Birks seconded to transfer \$10,000.00 from fund account 4001-760-720-0000, Capital Projects—Land Improvements to fund account 4001-760-331-000 Capital Projects—Maintenance and Repair of Facilities. The motion passed unanimously.

Correspondence

The library received a copy of a letter sent by a concerned patron to Mayor Waller regarding the potholes on the access road to the library, YMCA, and middle school.

Travel and Meetings:

Sandy Creek Joint Fire District – CPR training - \$60.00

Director's Report

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

Annual Library Statistics: May continues the trend of increased activity of 2015. Doorcounts were up 2.8% for the month and are now up 9.4% for the year; the increases lately have been in the upstairs count, with the side-door student-visit down a bit. In-house circulation was up 20.6% for the month and is now up 11% year-to-date. Total circulation, which includes in-house circ, loans to SEO libraries, and downloadable content, was up 18.3% for the month and now up 9.9% for the year. Downloadable content circ has been running between 35-40% higher than last year.

Accept Gifts

Restricted Individual Contributions to the General Fund

Bartley Funeral Home	\$ 50.00	05/31/2016
For youth Summer Reading Program		

Unrestricted Individual Contributions to the General Fund

Contributions	\$ 18.05	05/04/2016
Empties for Cash [refund]	\$ 24.95	05/04/2016
Contributions	\$ 15.15	05/11/2016
Contributions	\$ 26.35	09/17/2016
Contributions	\$ 46.73	05/18/2016
Book Prospector	\$ 7.47	05/23/2016
Contributions	\$ 21.80	05/24/2016
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Total Restricted and Unrestricted	\$ 210.50	

In-kind Gifts

Jeff Betler	5 hardcovers, 4 DVDs
Ben Morgan	4 hardcovers, 4 trade paperbacks
Anonymous	16 hardcovers, 16 trade paperbacks, 1 mass market paperback; 1 audiobook

Adjournment

The meeting adjourned at 7:13 p.m.

The next Regular Board Meeting will be held on July 27, 2016 at 6:30 pm in the Minerva Public Library Board Room.