

**Minerva Public Library Board of Trustees
December, 2017 Board Meeting Minutes
December 20, 6:30 pm in the Library Board Room**

Attendance: Roger Bartley, President, Dick Rutledge, Vice President, Louanne Kiko, Virginia Birks, Secretary, Diane Ruff, Becky Miller, Phil Zbasnik, Tom Dillie, Director and Christina Davies, Fiscal Officer

President Roger Bartley called the meeting to order at 6:30 pm in the Library Board Room

Adjustments to the Agenda- There were no adjustments to the agenda

Public Participation-none

November 2017 Meeting Minutes: Virginia Birks moved to accept the November 2017 Meeting Minutes. Phil Zbasnik seconded the motion and the minutes were approved by the board.

Old Business

Library Trustee Seat: The ad hoc Search Committee looking for Trustee candidates for the seat that Louanne Kiko will leave at the end of December will report to the Board. The Board will then determine which candidate to invite to join the Board. The committee updated the board it has two candidates who are both willing to serve if asked. The Trustees discussed both candidates and decided that Sara Rapella's background in finance would make a good replacement for the expertise that Louanne Kiko brought to the Board.

Virginia Birk made a motion for the ad hoc Search Committee to contact the candidate Sara Rapella and offer her the Board Seat being vacated by Louanne Kiko. Louanne Kiko seconded the motion. The motion was approved unanimously.

Fiscal Officer's Report

Dick Rutledge moved to accept the monthly financial reports for November, 2017. Diane Ruff seconded the motion and the motion passed unanimously.

PLF Distribution:

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.

Fiscal Officer's Report

The November 2017 PLF revenue was \$55,052.80 plus additional receipts of \$853.12 for a total of revenue of \$55,905.92. The Stark County distribution is calculated using a local formula and the distribution can vary. The contribution from Carrol and Columbiana Counties are a fixed rate. The total PLF for the month of October 2017 was \$52,791.60. The library received an additional \$2591.20 in the month of November 2017.

Expenses totaling \$65,797.29 were disbursed of which \$1086.70 was spent in capital to The balance of the capital account is \$138,068.72

Education:

The Fiscal Officer attended the UAN Update 2018, and completed two webinars on Ethics and a "Notes Webinar on the Financial Statements for Libraries" thru the Ohio Library Commission.

Concerns/Comments:

Christina spoke with a representative at the UAN Conference and asked about the capital account. She recommended we leave the money split between Checking and Savings then discuss with the Auditor when our books are audited in March. The fiscal officer is now tracking the Capital with an excel spreadsheet.

Budget:

The temporary budget is complete. Tom suggested we take a look at it in January 18 so I can put the actual expenses for the 2017 next to the budgeted number to see the comparison. Since this is my first budget, I feel this is a terrific idea.

We do not need a temporary allocation because we have a great deal of money to carry over from 2017 and I asked the UAN official and she stated it was not needed with that amount of carry over.

See Excel Spreadsheet Budget

Cash Balance as of 11.30.17

<u>Ending Cash Balance:</u>		Capital Balance	Total Pooled Cash As of 11/30/17
Checking/Cash on Hand	71,748.88	42,706.78	114,455.66
Savings (Chase)	26,457.40	95,361.94	121,819.34
Certificates of Deposit (CNB)	<u>215,411.92</u>		215,411.92
Petty Cash	<u>345.00</u>	-	345.00
Total	<u>313,963.20</u>	<u>138,068.72</u>	<u>452,031.92</u>

Of the \$313,963.20
\$32743.00 is restrictive donations

Net Current Operating Fund Position:

November Revenue =	\$55,905	YTD Revenue =	\$646,470
November Expenses =	<u>\$65,797</u>	YTD Expenses =	<u>\$669,557</u>
Difference =	\$- 9,892	Net Position	\$-23,087

Unique Management: Unique Management's November invoice was \$35.80 for 4 placements.

New Business

2018 Appropriation: It appears that the library will finish 2017 with its operating budget in deficit, probably between \$20,000 and \$25,000. The Director and Fiscal Officer have drafted an appropriation for 2018 that is also currently showing a deficit, even after a reduction in the library materials budget and with no change in employee compensation. In order to budget for next year accurately, Director Dillie recommends that the Board approve a temporary 2018 appropriation at this meeting in order to start fiscal year 2018 on January 1. At the January 2018 regular meeting the Board will then consider the permanent appropriation. Budget notes and a draft temporary are included in this month's Board packet.

Approve Motion 12-01-2017: to approve the 2018 Temporary Budget as presented.

Louanne Kiko motioned to accept and Dick Rutledge seconded the motion. Motion passed unanimously.

Hiring Director and Fiscal Officer: Because the employee compensation package for 2018 has yet to be determined, the formal hiring of the Director and Fiscal Officer will be delayed until the January Board Meeting. The current Director and Fiscal Officer employment agreements hire those position through the 2018 Organization Meeting.

Transfer to Capital Projects: the 2017 permanent appropriation includes a \$50,000 transfer to the Capital Projects Fund. In light of the current operating deficit, Director Dillie recommends transferring out \$40,000 to replace capital money spent this year. That amount will be pulled from savings rather than current revenue. Approving the transfer requires five "yes" votes.

Approve Motion 12-02-2017: to transfer out \$40,000 from general revenue to the Capital Projects Fund.

Diane Ruff moved to transfer 40,000.00 on December 29, 2017 to the capital project fund and Becky Miller seconded the motion. The motion was approved unanimously.

Coffee Sales: The library recently an office-model Keurig coffeemaker with a donation from Virginia Birks to use for coffee sales to patrons. The library would sell patrons a cup, lid, and k-cup for \$1 with sweetener and creamer provided at no charge.

Approve Motion 12-03-2017: to authorize sale of hot coffee and tea to library patrons at the price of \$1 a serving.

Louanne Kiko moved to authorize the sale of hot coffee and to tea at a cost of \$1.00. Becky Miller seconded it. Motion approved unanimously.

Resolution of Appreciation and Thanks

WHEREAS the Minerva Public Library is a vital part of the community, and

WHEREAS, the Minerva Public Library Board of Trustees strives to provide excellent library service to the community, and has worked to maintain that level of service during times of financial hardship, and

WHEREAS, the diligence, experience, and community involvement of each Trustee is essential to the effective and efficient work of the Library Board, and

WHEREAS Louanne Kiko has served the Library Board, the Library staff, and the patrons of the Library, as a Trustee since January, 2011,

NOW, THEREFORE BE IT RESOLVED on this twentieth day of December, Two Thousand and Seventeen, the Minerva Public Library Board of Trustees commends Louanne Kiko for her valuable, faithful, and consistent service to the Minerva Public Library and its patrons over the past seven years, and expresses heartfelt appreciation and thanks for her work to maintain and improve the Library.

Motion to approved the Resolution and Thanks was given by Diane Ruff and seconded by Dick Rutledge. Resolution approved unanimously.

Staff In-Service Morning: The library will hold an in-service training meeting for staff from 8:45-11:45 on Friday, January 12. The library will then open to the public at noon. That Friday is the last day of the quarter for Minerva Local Schools and there are no classes that day.

Dick Rutledge made a motion to close the library the morning of January 12, 2018 to allow for an employee educational morning per request of Tom Dillie Director. Phil Zbasnik seconded. The motion was approved unanimously.

Correspondence

None this month.

Travel and Meeting Expenses: Christina Davies, Fiscal Officer attended the UAN 2017 Year End Procedures in Columbus, Ohio December 6, 2017.

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 and Louanne Kiko seconded the motion. The motion was passed.

November Library Statistics: Door counts down 7.4% year to year, and 6.6% year-to-date. In general, this year's decline is due to a drop in upstairs count, while the class visit count at the backdoor has stayed pretty much even with last year. were up 2.7% year to year in October with increases both upstairs and downstairs. In-house checkouts were down again 9.2% for the month and are now down 8.3% year-to-date. However, renewals were up 42% over last November, and are now running ahead 29% year-to-date. That dramatic increase along with a modest increase in downloadable content puts total circulation 7.4% ahead of last November and 2.9 over 2016 so far.

November Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 82.36
Total Restricted and Unrestricted	\$ 82.36

In-kind Gifts November

Anonymous

28 hardcovers; 14 trade
paperbacks; 3 mass market
paperbacks; 2 videogames

Minerva Elementary School
#belikethewillow

47 hardcovers and 3 trade
paperbacks

Adjourn

Louanne Kiko moved to adjourn the meeting at 7:40 pm and Diane Ruff seconded the motion. Motion passed.

The next Regular Board Meeting and the Annual Organization Meeting will be held on January 24, 2018 at 6:30 pm in the Minerva Public Library Board Room.