

**Minerva Public Library
Board of Trustees Meeting Minutes
February 22, 2017**

Attendance

Trustees Virginia Birks, 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 6:32 p.m. in the Library Board Room.

Adjustments to the Agenda

None

Public Participation

None

Minutes

Virginia Birks moved and Diane Ruff seconded to approve minutes of the January 25, 2017 Board Meeting. The motion passed unanimously.

Old Business

Strategic Planning: The Board reviewed a draft of the community survey at its last meeting. That survey has been reviewed by the consultant from the State Library and Director has loaded it into Survey Monkey online. The plan is to have the survey available to the community from Monday, February 27 through Friday, March 31.

Fiscal Officer's Report

Monthly Financial Reports: Phil Zbasnik moved and Louanne Kiko seconded to accept the Monthly financial reports for January, 2017. The motion passed unanimously.

2016 Annual Financial Report: The 2016 Unaudited Annual Financial Report and associated documents are ready and were distributed to the Trustees via e-mail. A review copy is available at this meeting and a copy is included in the file copy of this month's Board packet.

Resolution 17-02-01: Diane Ruff moved and Louanne Kiko seconded to accept the Minerva Public Library 2016 Unaudited Annual Financial Report as submitted. The motion passed unanimously.

PLF Distribution: The February distribution was \$ 64,484.96 down 2.8% from last February and down 2.7% year to date. Last February's PLF was \$66,344, \$1,859 more than this February.

Net Position:

Jan Revenue =	\$59,977	YTD Revenue =	\$59,977
Jan Expenses =	\$61,189	YTD Expenses =	\$61,189
Difference =	\$ -1,212	Net Position =	\$ -1,212

Unique Management: Unique Management’s January invoice was \$62.65 for 7 placements.

Reallocated Appropriations: None

New Business

State Budget: Director Dillie shared some portions of a Powerpoint provided by the Ohio Library Council about the biennium budget process. The Public Library Fund is currently set at 1.7% of the Ohio General Revenue Fund. It is hoped to maintain that percentage in the next budget, but also to hold the PLF harmless from the effect of any reductions to the GRF. The state will lose the ability to collect sales tax from managed Medicare organizations, a sales tax that was also available to the counties, and there are other state-wide concerns including the opioid crisis that may pull money out of the GRF. It is early in the budget process and Director Dillie provide updates as time goes on.

Property and Liability Insurance: The library has renewed its insurance with the Ohio Plan for another year. Because the value of the collection had dropped a bit, and the art objects are no longer underwritten separately, the renewal price was \$139 less than last year. There is a \$25,000 coverage listed in the policy for fine art which more than covers the total value of the artwork that was underwritten separately in previous policies.

Rebecca Miller moved and Virginia Birks seconded to accept the renewal of the Ohio Plan insurance package for the period of April 1, 2017 through March 31, 2018 in the amount of \$7,942.00. The motion passed unanimously.

Correspondence

None this month

Travel and Meeting Expenses

None in January

Director’s Report

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

Annual Library Statistics: Door counts started off this year down 3.9% from 2016, but still well above 2015 and 2014. In-house checkouts were down just a bit, but renewals were well up and left total in-house circulation up 3.8%. Overall circulation was up 3.5% reflecting the slight drop in local check-outs as well as a slight decline in downloadable content circulation compared to last January. Overdrive circulation has dropped from this time last year, but Hoopla is up quite a bit with 146 checkouts, our highest monthly circ ever from that platform.

Accept Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 26.45	01/05/2017
Fines/Fees/Contributions	\$ 19.65	01/11/2017
Book Prospector	\$ 25.00	01/17/2017*
Fines/Fees/Contributions	\$ 35.25	01/24/2017
Fines/Fees/Contributions	\$ 23.10	01/31/2017
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Total Restricted and Unrestricted	\$ 129.45	

*Includes \$25.00 from the Entre Nous Club in memory of Pat Burman

In-kind Gifts

anonymous

3 hardcovers; 2 trade paperbacks; 6 mass market; 2 DVDs; 3 videogames

Adjournment

The meeting adjourned at 7:33 p.m.

A Records Retention Meeting will be held on March 22, 2017 at 6:20 p.m. in the Minerva Public Library Board Room. The next Regular Board Meeting will immediately follow.