

**Minerva Public Library
Board of Trustees Meeting Minutes
April 26, 2017**

Attendance

Trustees Virginia Birks, Diane Ruff, Louanne Kiko, and Phil Zbasnik; Library Director Tom Dillie, Fiscal Officer Mary Jane Smith.

Call to Order

The meeting was called to order at 6:35 p.m. in the Library Board Room.

Adjustments to the Agenda

None

Public Participation

None

Minutes

Louanne Kiko moved and Diane Ruff seconded to approve minutes of the March 22, 2017 Board Meeting. The motion passed unanimously.

Old Business

Strategic Planning: The community survey has been completed and the results sent off to consultant Evan Struble at the State Library of Ohio. Evan hopes to have the results tabulated and returned to the library next week. We have tentatively scheduled to have focus groups meet May 23 and 24 or May 24 and 25. Evan would like to meet with the Board and it might be easiest to schedule that meeting for May 24, before the monthly Board Meeting.

Fiscal Officer's Report

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

PLF Distribution: The April distribution was \$44,779.26, down 5.7% from last April and down 0.7% year to date. This year's PLF is \$1,606 less than last year's at this time.

Net Position:

Mar Revenue	= \$52,047	YTD Revenue	= \$178,146
Mar Expenses	= <u>\$71,950</u>	YTD Expenses	= <u>\$205,474</u>
Difference	= \$-19,903	Net Position	= \$-27,328

Unique Management: Unique Management's March invoice was \$17.90 for 2 placements.

Reallocated Appropriations: Reallocated \$200 from 1000-120-411-2000 Youth Books to 1000-120-412-0000 Periodicals to pay PO 89-2017 Youth magazines.

State Budget Update: The overall revenue outlook for the upcoming biennial budget has been reduced by \$800 million over the two years. The Governor, Senate President, and House Majority Leader have agreed to consider this reduction in the budgeting process. The House announced its budget on Tuesday and it includes returning the PLF to 1.66% of the General Revenue Fund rather than maintaining the current 1.7% rate. The Senate has already begun work on its revisions to the House budget. Director Dillie will provide an update at the next Board meeting.

New Business

Staff Update: Cindy Winner, an LAI in Youth Services, has given notice. Her last day of employment will be June 30. The library is advertising now online and in the newspaper for someone to fill that position.

Guiding Ohio Online: The GOO program to provide technology trainers to public libraries in rural areas has been modified for the 2017-2018 service year. It will longer use AmeriCorps members to provide training, but rather will allow qualified libraries to hire a contract worker to provide technology training and programs. The contracts will be funded at 75% of the total wage cost by the State Library using Federal LSTA grant money, and hiring library will then pay the remaining 25%. Minerva PL will apply for grant funding under this program.

Library as Meeting Site: The library is providing meeting space for the committee that studying the idea of creating a special taxing district to help finance the expansion of US 30. The library also is the meeting site now for the monthly Minerva Area Historical Society meeting.

Correspondence

None this month.

Travel and Meeting Expenses

Audrey Keister – Early Lit 101 – mileage - \$41.44

Mary Jane Smith – OLC Fiscal Officer Conference – registration - \$185.00

Director's Report

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

March Library Statistics: Door counts were down 6.49% month to month; the upstairs count was again down considerably from 2016, the downstairs count was up about even. Year to date doorcounts are down 3.8% compared to 2016. We started last year with several months of substantial increases over 2015. This year's so far are well ahead of 2015 and even with 2014. In-house checkouts were down and renewals were about even leaving us down 8.2% for the month and down 6% year to date. Total circulation was down 5.9% for the month, and 3.1% year to date. However, circulation so far this year is running ahead of both

2015 and 2014 numbers. Hoopla circulation was up again in March with the highest number checks every, but Ohio Digital Library circ continues to run behind last year.

Accept Gifts

Restricted Individual Contributions to the General Fund

Minerva Rotary Club	\$ 100.00	03/20/2017
YMCA of Central Stark County	\$ 50.00	03/20/2017
Battista and Battista Co. LPA	\$ 25.00	03/20/2017
Minerva Welding and Fabricating Inc.	\$ 100.00	03/20/2017
Colfor	\$ 500.00	03/21/2017
Gotschall-Hutchinson Funeral Home	\$ 50.00	03/21/2017

Note: all these donations restricted to Youth Services

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 15.75	03/07/2017
Fines/Fees/Contributions	\$ 47.90	03/08/2017
Book Prospector	\$ 430.35	03/13/2017
Fines/Fees/Contributions	\$ 176.10	03/14/2017
Fines/Fees/Contributions	\$ 37.00	03/15/2017
Fines/Fees/Contributions	\$ 235.70	03/20/2017
Fines/Fees/Contributions	\$ 19.00	03/21/2017
Fines/Fees/Contributions	\$ 58.70	03/23/2017
Fines/Fees/Contributions	\$ 1.00	03/27/2017
Fines/Fees/Contributions	\$ 15.20	03/28/2017

Total Restricted and Unrestricted \$1861.70

In-kind Gifts

Megan Valentine 9 hardcovers; 7 trade paperbacks; 1 DVD

Anonymous 27 hardcovers; 16 trade paperbacks; 7 mass market; 6 DVDs

Adjournment

The meeting adjourned at 7:00 p.m.

The next Regular Board Meeting will be held on May 24, 2017 at 6:30 pm in the Minerva Public Library Board Room.