

**Minerva Public Library
Board of Trustees Meeting Minutes
May 24, 2017**

Attendance

Trustees Roger Bartley, Virginia Birks, Rebecca Miller, Diane Ruff, Louanne Kiko, 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

Health Insurance premium rate increase

Public Participation

None

Minutes

Virginia Birks moved and Louanne Kiko seconded to approve minutes of the April 26, 2017 Board Meeting. The motion passed unanimously.

Old Business

Strategic Planning: We received the compiled survey results on 05/11. The tentative dates for the focus group meetings, including consultant meetings with the Board and the staff, are July 26 and 27.

Library Associate I for Youth Services: The position closed on May 16 with a total of 21 applications received. Mrs. Heller and Mr. Dillie will interview candidates next week and hope to hire someone to start toward the end of June.

Fiscal Officer's Report

Louanne Kiko moved and Rebecca Miller seconded to accept the Monthly financial reports for April, 2017. The motion passed unanimously.

PLF Distribution: The May distribution was \$58,511.20, up 2.4% from last May and down 0.1% year to date. This year's PLF is \$246.64 less than last year's at this time.

Net Position:

Apr Revenue	= \$50,111	YTD Revenue	= \$228,256
Apr Expenses	= <u>\$62,743</u>	YTD Expenses	= <u>\$268,217</u>
Difference	= \$-12,632	Net Position	= \$-39,961

2018 Tax Budget: The library must file a tax budget for next year with the counties and school district. We do not have revenue estimates for 2018 at this time and this document serves only as a placeholder. It is essentially a restatement of the current 2017 budget with minor adjustments as discussed. A copy of the tax budget is included in the Board packet.

Resolution 17-05-01: Richard Rutledge moved and Virginia Birks seconded to approve the 2018 Tax Budget in summary form as submitted. The motion passed unanimously.

Unique Management: Unique Management's April invoice was \$98.45 for 11 placements.

Reallocated Appropriations: None

State Budget Update: The Senate is now working on its version of the biennial budget. Library Directors and Trustees have been asked to contact Senators with a request that the PLF be maintained at 1.7% of the General Revenue Fund rather than being reduced to 1.66% as in the House budget.

New Business

Automatic Renewals: SEO turned on automatic renewals of patron checkouts on May 8. An item that can be renewed will automatically renew on the day that it is due. Minerva is the test library for this new feature from SEO and we have not advertised this function to patrons yet.

Parking Lot Seal and Stripe: The library has contracted with Vasco Asphalt to patch, seal, and stripe the parking lot this summer. The project should cost around \$3500.

Health Insurance Increase: Health insurance premiums will increase by 5.4% as of July 1, 2017. The Stark County Schools Council of Governments is still in the process of calculating whether or not we will have any premium holidays in the coming year.

Correspondence

None this month.

Travel and Meeting Expenses

Mary Jane Smith – OLC Fiscal Officer Conference – hotel and mileage - \$300.66

Mary Jane Smith – CPIM Certification - \$100.00

Youth Services Conference – refreshments - \$17.13

Director's Report

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

April Library Statistics: Door counts were down 23% month to month; almost all of that decline coming from traffic through the front doors. Year to date door counts are down 7.7% compared to 2016. In-house circulation was down 10.9% leaving us down 6.8% down year-to-date. s were down and renewals were about even leaving us down 8.2% for the month and down 6% year to date but still running a little bit ahead of 2014 and 2015. Hoopla circulation was up again with another record month, although Ohio Digital Library circ continues to run behind last year. Hoopla items are now visible in the regular library catalog, and it will interesting to see if that increased visibility helps with circulation.

Accept Gifts

Restricted Individual Contributions to the General Fund

Summit Glove	\$ 200.00	04/05/2017
Catlett Quality Plumbing	\$ 50.00	04/05/2017
Minerva Classics	\$ 50.00	04/05/2017
K. W. Hoopes & Associates	\$ 200.00	03/20/2017

Note: all these donations restricted to Youth Services

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 13.65	04/06/2017
Fines/Fees/Contributions	\$ 16.85	04/12/2017
Fines/Fees/Contributions	\$ 21.55	04/18/2017
Fines/Fees/Contributions	\$ 23.55	04/25/2017

Total Restricted and Unrestricted	\$ 575.60	
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In-kind Gifts

Anonymous	6 hardcovers; 5 trade paperbacks; 4 mass market; 3DVDs
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Adjournment

The meeting adjourned at 7.38 p.m.

The next Regular Board Meeting will be held on June 28, 2017 at 6:30 pm in the Minerva Public Library Board Room.