

**Minerva Public Library  
Board of Trustees Meeting Minutes  
August 23, 2017**

**Attendance**

Trustees Virginia Birks, Louanne Kiko, Rebecca Miller, and Richard Rutledge; Library Director Tom Dillie, Fiscal Officer Mary Jane Smith.

**Call to Order**

The meeting was called to order at 6:38 p.m. in the Library Board Room.

**Adjustments to the Agenda**

None

**Public Participation**

None

**Minutes**

Louanne Kiko moved and Rebecca Miller seconded to approve minutes of the July 26, 2017 Board Meeting. The motion passed unanimously.

**Old Business**

**Strategic Planning:** Evan Struble and Mandy Simon from the State Library of Ohio met separately with the library staff, the library Board, and a focus group of community members all on July 26 to gather information as part of the library's planning process. We are awaiting the final report from the consultants.

**Automatic Renewal Update:** On May 8 SEO turned on automatic renewals for library materials checked out at Minerva. In May of this year, renewals accounted for 39% of in-house circulation, while in May 2016 they accounted for 32%. In June of last year, renewals accounted for 23% of in-house circulation, and this year, they accounted for 36%. In July 2016, renewals accounted for 26% of in-house circ, while this July they accounted for 36%. In conjunction with the auto-renewal, we are seeing noticeable decline fine revenue. June 2017 fine revenue was 50% less than June, 2017; while July this year was 32% less than July last year.

**Catch Basin Repair:** Vandegriff Excavating from here in Minerva repaired the damaged catch basin in the parking lot on 08/14.

**Air Conditioner Compressors:** Technicians from American Heattek were at the library from 08/08-08/11 installing the two replacement compressors and then doing the quarterly maintenance inspection. The library has yet to receive the bill for the work.

**Fiscal Officer's Report**

Virginia Birks moved and Louanne Kiko seconded to accept the Monthly financial reports for July 2017. The motion passed unanimously.

**PLF Distribution:** The local PLF August distribution was \$51,930.52, up 2.0% from last August and down 2.1% year to date. This August is \$1,006 more than last August. This year's PLF is \$9,600 less than last year's at this time. At the state level, the total August PLF distribution was up 3.1% over last August, and year-to-date is up 1.4% over 2016. 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.

**Net Position:**

Jul Revenue = \$69,553	YTD Revenue = \$419,972
Jul Expenses = \$58,908	YTD Expenses = \$444,753
Difference = \$10,645	Net Position \$-24,781

**Unique Management:** Unique Management's July invoice was \$8.95 for 1 placement.

**Reallocated Appropriations:** Transferred \$1750.00 from Youth AV 1000-120-413-2006 to Other Contract & Purchased Services – Computer Services 1000-230-390-0014 per Board resolution 17-07-02 approved at the July meeting.

**New Business**

**Fiscal Officer Search:** Fiscal Officer Smith gave her notice of retirement on July 26, with her last day of work to be September 28. The Board's Finance Committee met at the library on August 8 to discuss the search process. Minutes from that meeting are included in this month's Board packet. Board President Bartley appointed the Finance Committee to act as the ad hoc Search Committee for this process. The Committee reported on its progress. It met for first round interviews with two candidates immediately preceding this meeting, and the Committee generally agreed that both candidates could be considered potential finalists for the position. The search has been extended through 5:00 pm Friday, August 25 in hopes of attracting a few more candidates. It is likely the full Board will need to hold a special meeting to conduct

final interviews sometime in the week after Labor Day. Director Dillie will schedule that meeting in consultation with the Search Committee and notify the other Trustees.

**Correspondence**

None this month.

**Travel and Meeting Expenses**

Tom Dillie – OLC Small Library Workshop – fee - \$20.00

**Director's Report**

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

**July Library Statistics:** Door counts were down 9.3% month to month in July with decline all at the front door. Year to date door counts are down 7.5% compared to 2016. In-house checkouts were down only 2.1% in July which was a great improvement over the steep year-to-year decline we had seen in earlier months. Renewals were up 52% over last July, and are now running 16.7% ahead year-to-date. In-house was up 10.7% for the month, and the year-to-date drop is now only 2.4%. Total circ was up 9.5% for the month, cutting the year-to-date drop to 1.7%. Automatic renewals have dramatically improved the overall circ numbers since the service was turned on in May. Automatic renewals are definitely boosting total in-house circ. Hoopla circulation saw another record month in July, with Overdrive circ recovering a bit, but still behind last year.

**Accept Gifts**

**Restricted Individual Contributions to the General Fund**

Bartley Funeral Home	\$ 50.00	07/31/2017
For Youth Summer Reading		

**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 14.85	07/05/2017
Fines/Fees/Contributions	\$ 5.00	07/06/2017
Fines/Fees/Contributions	\$ 5.00	07/10/2017
Fines/Fees/Contributions	\$ 10.40	07/11/2017
Fines/Fees/Contributions	\$ 19.65	07/18/2017
Fines/Fees/Contributions	\$ 13.35	07/25/2017

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Total Restricted and Unrestricted	\$ 118.25	
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**In-kind Gifts July**

Anonymous

7 hardcovers; 4 trade paperbacks; 5 mass market; 2 DVDs

Mackenzie Jeffery

2 hardcovers; 7 trade paperbacks

**Adjournment**

The meeting adjourned at 7:15 p.m.

The next Regular Board Meeting will be held on September 27, 2017 at 6:30 pm in the Minerva Public Library Board Room.