

**Minerva Public Library  
Board of Trustees Meeting Minutes  
September 27, 2017**

**Attendance**

Trustees Roger Bartley, Virginia Birks, Rebecca Miller, Richard Rutledge, and Phil Zbasnik; Library Director Tom Dillie, Fiscal Officers Mary Jane Smith, Christine Davies.

**Call to Order**

The meeting was called to order at 6:30 p.m. in the Library Board Room.

**Adjustments to the Agenda**

None

**Public Participation**

None

**Minutes**

Virginia Birks moved and Phil Zbasnik seconded to approve minutes of the August 23, 2017 Board Meeting. The motion passed unanimously.

**Old Business**

**Strategic Planning:** We should have the report from the State Library consultants within the next couple of weeks. The full report will be shared with the Board for discussion at the October Board meeting.

**Fiscal Officer's Report**

Richard Rutledge moved and Virginia Birks seconded to accept the Monthly financial reports for August 2017. The motion passed unanimously.

**PLF Distribution:** The September local distribution was \$60,705.75, down 5.1% from last September and down 2.4% year to date. This September is \$3,295.78 less than last September. This year's PLF is \$12,896 less than last year's at this time. At the state level this month's PLF was .6 above September, 2016, and is up 1.3% year to date.

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.

**2018 PLF Distribution:** The Stark County Auditor's Office just provided the calculation for next year's PLF distribution. Minerva's percentage has declined again; this time by about .02%. The library's 2018 share of the Stark County PLF is set at 4.0059826%. The library's 2018 estimate for the PLF from the three counties is \$682,130 compared to the current year estimate of \$703,163.

**Net Position:**

Aug Revenue	= \$53,270	YTD Revenue	= \$473,242
Aug Expenses	= \$69,265	YTD Expenses	= \$514,019
Difference	= - \$15,995	Net Position	= \$-40,777

**Unique Management:** Unique Management's August invoice was \$44.75 for 5 placements.

**Reallocated Appropriations:** Transferred \$2000.00 from Maintenance & Repair on Equipment 1000-210-332-0000 to Telephone 1000-210-321-0000 to pay telephone invoices for remainder of year.

**New Business**

As authorized by the Board of Trustees at its September 6, 2017 special meeting, Board President Bartley offered the Fiscal Office position to Christina Davies, who accepted. Ms. Davies started work on Monday, September 18 as Fiscal Officer in Training and will work with Fiscal Officer Smith until September 28. The reference checks were very positive, and the required criminal background check came back clear.

**Resolution 17-09-01:** To hire Christina L. Davies as Fiscal Officer of the Minerva Public Library, under the terms of the employment agreement with a start date of September 29, 2017 and at an effective hourly rate of \$19.23 to be paid in bi-weekly amounts of \$1153.80 for the balance of the current pay year (through December 17, 2017).

**Resolution: 17-09-02:** To transfer the Public Official Bond in the amount of \$35,000 currently provided for Mary Jane Smith, Fiscal Officer, to Christina L. Davies for the period of September 29, 2017 through December 31, 2017.

**Resolution: 17-09-03:** That the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2017 and continuing until the 2018 organizational meeting, as long as said bills fall within the 2017 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and Depository Contracts awarded for

periods inclusive of fiscal year 2017 and continuing through to the 2018 organization meeting as approved by the Board.

**Resolution: 17-09-04:** That the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411--0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2017 and continues through to the 2018 organization meeting.

**Resolution: 17-09-5:** To authorize the following signatory changes effective September 28, 2017:

- Removal of signature of Mary Jane Smith, resigning Fiscal Officer, from all bank, investment and safe deposit accounts.
- J.P. Morgan Chase Checking and Savings accounts – authorized signors to be Fiscal Officer Christina L. Davies, and Trustees Richard Rutledge and Roger Bartley (The signature of Richard Rutledge will be stored electronically and applied as a facsimile to all library-issued checks along with the facsimile signature of the Fiscal Officer in accordance with policy **AP 6 Use of Electronic Signatures**).
- Consumers National Bank Certificates of Deposit – authorized signor to be Fiscal Officer Christina L. Davies.
- PNC Bank Safe Deposit Boxes – access to be given to Fiscal Officer Christina L. Davies, and Director Tom Dillie.

Virginia Birks moved and Rebecca Miller seconded to approve Resolutions 17-09-01 through 17-09-05. The motion passed unanimously.

**Resolution 17-09-06:** Virginia Birks moved and Rebecca Miller seconded to approve the motion to honor and thank Fiscal Officer Mary Jane Smith with a plaque for her dedication and years of service to the Library. The motion passed unanimously.

**WHEREAS** the Minerva Public Library is a vital part of the community, *and*  
**WHEREAS**, the Library depends upon the skillful management of financial and human resources to provide excellent library service, *and*  
**WHEREAS**, the Library Board of Trustees relies upon the diligence, expertise, and foresight of the Fiscal Officer to ensure the effective and efficient work of the Board and the Library, *and*  
**WHEREAS** Mary Jane Smith has worked for the Minerva Public Library as Fiscal Officer since June, 2012.

**NOW, THEREFORE BE IT RESOLVED** on this twenty-seventh day of September, Two Thousand and Seventeen, the Minerva Public Library Board of Trustees commends Mary Jane Smith for her valuable, faithful, and consistent service to the Minerva Public Library and its patrons, and expresses heartfelt appreciation and thanks for her work to maintain and improve the Library.

**Administering oath of Office to Fiscal Officer**

Board President Bartley administered the oath of office to Fiscal Officer Davies.

**Library Trustee Seat:** Louanne Kiko's term on the Board is up at the end of December. Louanne has said that she would like to step down and not serve another term. The Board will need to consider candidates for that soon-to-be open seat. Rebecca Miller, Richard Rutledge, and Phil Zbasnik formed a committee to search for a new Trustee.

**Correspondence**

None this month.

**Travel and Meeting Expenses:**

Tom Dillie – OLC Convention registration fee - \$85.00

Kathy Heller – SOCLC – mileage - \$54.40

**Director's Report**

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

**August Library Statistics:** Door counts were down 11.6% month to month in August with decline all at the front door. Year to date door counts continue to fall and now are down 7.8% compared to 2016. In-house checkouts were down 6% in August, continuing the we have seen in earlier months. Renewals were up 79% over last August, and are now running 22% ahead year-to-date. Total in-house circ then was up 10.7% for the month, and the year-to-date drop is now only 2.4%. Total circ was up 14% for the month, cutting the year-to-date drop to only .6%. Automatic renewals, along with a small increases in downloadable content and loans to other SEO libraries, continue to dramatically improve the overall circ numbers. In the trend of the past few months continues through December, we should finish the year ahead of last year with almost all the increase coming from renewals.

**August Gifts**

**Restricted Individual Contributions to the General Fund**

None

**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 13.15	08/01/2017
Fines/Fees/Contributions	\$ 19.60	08/08/2017
Fines/Fees/Contributions	\$ 12.75	08/15/2017
Fines/Fees/Contributions	\$ 23.60	08/22/2017
Fines/Fees/Contributions	\$ 14.80	08/19/2017
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Total Restricted and Unrestricted	\$ 83.90	

**In-kind Gifts**

Anonymous 7 hardcovers; 18 trade paperbacks;  
8 DVDs

Arec Burman LEGOS for Youth Services

**Adjournment**

The meeting adjourned at 7:25 p.m. .

The next Regular Board Meeting will be held on October 25, 2017 at 6:30 pm in the Minerva Public Library Board Room.