

**Minerva Public Library Board of Trustees
Minutes of the February, 2019 Regular Meeting
February 27, 6:30 pm in the Library Board Room**

Call to Order: Dick Rutledge called the meeting to order at 6:45

Attendance: Trustees Dick Rutledge, Jennifer Beard, Sarah Repella, Virginia Birks; Library Director, Tom Dillie.

Adjustments to the Agenda: none

Public Participation: none

Minutes: Virginia Birks moved to approve minutes of the January 23, 2019 Organization Meeting and regular Board Meeting. Sarah Repella seconded. Motion carried

Ongoing Business

YMCA Expansion Project: Mr. Dillie noted that the projects continues to move along very quickly and that YMCA Director Teresa Arrasmith said that she expects it all to be finished sometime in March. It will be good to have all the library parking open again.

Mental Health First Aid Training Grant: Mr. Dillie explained that the library is sharing information about the April 18th training opportunity with local organizations and agencies including the Ministerial Alliance, Sandy Creek Fire District, and the Village. The library manages the sign-ups and is taking registration through March 28.

Carroll County PLF Distribution: Mr. Dillie has been in touch with the Directors of the Carroll County District Library and Bowerston Public Library about meeting to discuss the PFL distribution. While the Bowerston Director is willing to meet, Ellen Finnicum, the Director of CCDL discussed this with the CCDL Board and replied that "I spoke to my board about setting up an agreement for the budget commission. The board prefers to attend the budget hearing and views this as a great time to share what is happening at our libraries. At this time, they aren't interested in setting up an agreement." Mr. Dillie explained that the CCDL Board meets only every other month, and he now assumes the delay in Ms. Finnicum's to his request for a meeting was because she wanted to talk the CCDL Board first. Mr. Dillie had replied to Ms. Finnicum he thought it would be helpful to discuss what CCDL believes it needs in terms of funding and how those needs might be accommodated, and that Minerva PL must assume now that the CCDL Board plans to request additional changes to the PLF distribution

in the future. Ms. Finnicum has not replied to the last e-mail and may be waiting from her Board at its March meeting.

Strategic Plan Update: The library's ad hoc website committee has worked up a basic redesign for the site as well as a proposed new logo. A copy of the new logo and letterhead was included in Board packet for review. As part of its partnership effort, the library will host another exhibit from the Historical Society later in the spring. The library will also host the Mental Health First Aid training for interested community members on April 18.

Fiscal Officer's Report

Ms. Repella moved to accept the monthly financial reports for January, 2019. Virginia Birks seconded. Motion carried.

PLF Distribution: The February PLF receipts are \$64,031, 2.2% less than the \$65,532 received last February. This month's check from Carroll County was \$400 more than it should have been. The Fiscal Officer notified the Carroll County Auditor's Office of the error.

2019 Net Operating Position

January Revenue	= \$54,489	Total Annual Revenue	= \$54,489
January Expenses	= \$52,799	Total Annual Expenses	= \$52,799
Difference	= \$ 1,690	Net Position	\$ 1,690

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

2018 Annual Financial Report: the Fiscal Officer has completed the required Report and submitted to the Auditor of State's Office. A copy is included in the Board Packet for review. This report is generated using templates provided with the UAN accounting software from the Auditor of State's Office. It recaps the library's financial year is filed with the Auditor of State.

Ms. Beard moved to accept the 2018 Annual Financial Report. Ms. Repella seconded. Motion carried.

Fax Revenue and Expenses: At the last meeting Mr. Dillie provided the Trustees with an overview of the library's printing and copying revenue and expenses. This month he reviewed the revenue and expenses associated with faxing. The library offers faxing service to the public, charging \$1.00 for the first page and 50 cents for each additional page to send a fax, and 50 cents a page to receive a fax. Sending faxes is far more common than receiving faxes for patrons. The library also encourages patrons to scan documents and e-mail them, when they

are able to do so. The library does not charge for scanning and e-mailing. The library's charges for faxing are very much in line with those of other libraries in our area. The service does not quite pay for itself now and is unlikely to do so in the future, especially since the monthly line charge will increase by \$5.00 in March. However, it is a useful service to library patrons and the net cost to the library is minimal.

2018 Faxing Service

Revenue:	\$730.10
Expense:	-\$719.40 (fax line at \$59.95 a month)
	<u>-\$ 37.00</u> (toner cartridges for fax machine)
Net	-\$ 26.30

New Business

New Logo Design: The library's current logo dates to 2010. As part of the website redesign, the Website Committee has drafted a new library logo. The proposed logo in color and grayscale was included in Board packet, along with a list of proposed tag lines that could accompany the logo, and a list of taglines used by other libraries in Ohio. Mr. Dillie shared that of the 251 libraries Ohio, fewer than 60 have taglines posted on their homepages. However, a tagline is useful as part of the library brand effort, and this library has not had one in the past. The Trustees reviewed the proposed logo and were all pleased with the new design; they complimented the Website Committee for its work on this project. The merits of various taglines were discussed and the Trustees eventually reached an agreement.

Dr. Beard moved to accept the new logo design as presented with the new tagline "Read. Explore. Discover." Ms. Repella seconded. Motion carried.

2018 Annual Report: review of the draft annual report for last year was tabled until the April meeting.

Information: Mr. Dillie informed the Trustees that the local Weight Watchers group was looking for a place to meet weekly because the meeting room in YMCA is no longer large enough. The library has signed an agreement to allow the group to use half of the Community Meeting every Tuesday from 6:00-7:00 pm beginning March 5. Weight Watchers will pay the library \$25 a meeting for use of the space, and will provide lockers to store their equipment.

Correspondence

None this month.

Director’s Report

Ms. Birks moved to accept monthly reports from the Director, and the Youth Services Manager, which were included in the packet. Ms. Repella seconded. Motion carried.

Library Statistics: The January door count was up 8.9% over last January. In-house circulation (checkouts and renewals of physical materials) was down 2.3% and total circulation (in-house circ + loans to other libraries + downloadable content) was down 3% due to a drop in loans to other SEO libraries. January was the best month ever for downloadable content, 1524 checkouts accounting for 5.7% of the total circulation.

Accept Gifts

Restricted Individual Contributions to the General Fund

\$ 0.00

Unrestricted Individual Contributions to the General Fund

\$246.30

Total Restricted and Unrestricted

\$246.30*

* Battista and Battista for Youth Programs \$100.00
Jenny Greco for Adult Books \$ 50.00

In-kind Gifts

anonymous

6 hardcovers; 7 trade
paperbacks; 1 book with CD;
1 CD set

Adjourn

Ms. Repella moved to adjourn at 7:50. Ms. Birks seconded.

The next Regular Board Meeting will be held on March 27, 2019 at 6:30 pm in the Minerva Public Library Board Room.