

**Minerva Public Library
Board of Trustees Meeting Minutes
January 25, 2017**

Attendance

Trustees Roger Bartley, Virginia Birks, Diane Ruff, Richard Rutledge, and Phil Zbasnik; Library Director Tom Dillie, Fiscal Officer Mary Jane Smith.

Call to Order

The meeting was called to order at 6:34 p.m. in the Library Board Room.

Adjustments to the Agenda

Hannah Reed employment

Public Participation

None

Administering oath of Office to Fiscal Officer

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

Annual Organization Meeting Business

Election of Officers for calendar year 2017. 2016 Officers are listed in parenthesis.

President (Roger Bartley) _____

Vice President (Dick Rutledge)_____

Secretary (Virginia Birks)_____

Phil Zbasnik moved and Diane Ruff seconded to elect the same trustees to the same offices for 2017. The motion passed unanimously.

Appointment of Library Committee Members for organizational year 2017 (2016 members in parenthesis)

Building & Grounds (Birks, Ruff, Zbasnik)_____

Finance & Audit (Bartley, Kiko, Rutledge)_____

Personnel (Birks, Ruff, Rutledge)_____

Policy Committee (Kiko, Miller, Zabasnik)_____

Development Chair (Bartley)_____

Phil Zbasnik moved and Diane Ruff seconded to appoint the same committee members to the same committees for 2017. The motion passed unanimously.

Establish meeting date for Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director) __March 22, 2017 at 6:20 o.m._____

Accept: Monthly regular Board meeting calendar for 2017. Meetings will be held at 6:30 p.m. on the 4th Wednesday of each month, except for the months of November and December when the meeting will be held the 3rd Wednesday of the month, or otherwise as may later be scheduled by the Board. The 2017 regular meeting schedule is:

January 25	May 24	September 27
February 22	June 28	October 25
March 22	July 26	November 15
April 26	August 23	December 20

Note: A complete copy of each month's Board packet will be kept as a permanent file copy.

Virginia Birks moved and Phil Zbasnik seconded to accept the above Board meeting dates for 2017. The motion passed unanimously.

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution, e.g. in January 2017, resolutions are numbered 17-01-01, 17-01-02, 17-01-03, etc.

Resolution: 17-01-01: that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2017 and continuing through to the 2018 organization meeting.

Resolution: 17-01-02: that the Library Director be authorized to spend up to \$2,500.00 in consumables from the General Fund, for staff and library programs throughout the fiscal year 2017 and continuing through to the 2018 organization meeting, as long as said expenditures fall within the 2017 or 2018 Appropriation Resolution(s) adopted by the Board of Trustees.

Resolution: 17-01-03: that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2017 and continuing through to the 2018 organization meeting, as long as said expenditures fall within the 2017 or 2018 Appropriation Resolution(s) adopted by the Board of Trustees.

Resolution: 17-01-04: to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2017 and continuing through to the 2018 organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Resolution: 17-01-05: that the Library Director be authorized to accept all “in-kind” gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2017 and continuing through to the 2018 organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library’s collection or to be disposed of through the “Donation” book cart or otherwise. All individual “in-kind” gifts that the Director adds to the Library’s collection will be reported to the Board of Trustees at their next monthly regular meeting.

Virginia Birks moved and Richard Rutledge seconded to approve Resolutions 17-01-01 through 17-01-05. The motion passed unanimously.

Resolution: 17-01-06: to renew the Public Official Bond in the amount of \$35,000 for Mary Jane Smith, Fiscal Officer, for the period of one year upon expiration of the current bond in 2016.

Resolution: 17-01-07: 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 or 2018 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 the Depository Contracts awarded for periods inclusive of fiscal year 2017 and continuing through to the 2018 organization meeting as approved by the Board.

Resolution: 17-01-08: 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.

Virginia Birks moved and Richard Rutledge seconded to approve Resolutions 17-01-06 through 17-01-08. The motion passed unanimously.

Resolution 17-01-09: Diane Ruff moved and Richard Rutledge seconded that the Director is authorized to discard unneeded library furniture, equipment, and materials, either by sale, gift, or appropriate disposal during 2017. The motion passed unanimously.

Regular Meeting Business

Minutes: Richard Rutledge moved and Virginia Birks seconded to approve minutes of the December 21, 2016 Board Meeting. The motion passed unanimously.

Fiscal Officer's Report

Monthly financial reports: Phil Zbasnik moved and Richard Rutledge seconded to accept the monthly financial reports for December, 2016. The motion passed unanimously.

Information: The 2016 Annual Financial Reports will be ready for the February Board meeting.

PLF Distribution: The January distribution was \$ 58,594.19, down 2.7% from last January.

Net Position:

Dec Revenue	= \$86,169	YTD Revenue	= \$742,758
Dec Expenses	= \$79,306	YTD Expenses	= \$730,491
Difference	= \$ 6,863	Net Position	\$ 12,267

Unique Management: Unique Management's December invoice was \$53.70 for 6 placements.

Reallocated Appropriations: Transfer \$1393.13 from 1000-210-363-0000 Natural Gas to 1000-210-361-0000 Electricity to pay final 2016 electric bill.

Bonds: The Fiscal Officer is bonded annually for \$35,000 at a cost of \$132.00. The Director, acting in limited capacity as Deputy Fiscal Officer, is also to be bonded annually for \$35,000, which costs \$110.00.

Resolution: 17-01-10: Virginia Birks moved and Diane Ruff seconded to approve a Public Official Bond in the amount of \$35,000 for Library Director Tom Dillie acting in a limited capacity as Deputy Fiscal Officer for the period of one year. The motion passed unanimously.

New Business

Draft Community Survey: The library is starting the strategic planning process with help from Evan Struble, a consultant from the State Library of Ohio. The first step of gathering community input is a survey. A draft survey is included in the Board packet for the review.

Adjustment to the Holiday Closing Calendar: This year December 24 and December 31 both fall on a Sunday, a day the library is not open. Those are both paid holidays for library staff. Since both December 25 and January are also holidays and fall on Monday, it would make the most sense for the library to close on Saturday December 23 for the 24th holiday, and on Saturday, December 30 for the 31st holiday.

Resolution 17-01-11: Richard Rutledge moved and Virginia Birks seconded to close on Saturday, December 23, 2017 and on Saturday, December 30, 2017 in observance respectively of the December 24 and December 31 holiday closings. The motion passed unanimously.

Hannah Reed Hired: Virginia Birks moved and Diane Ruff seconded to accept the hiring of Hannah Reed as a part time Librarian I for the Youth Department. The motion passed unanimously.

Correspondence

Thank you note from the Salvation Army for participating in the Angel Tree and Adopt a Family programs.

Travel and Meeting Expenses

Kathy Heller – 4 Webinars – Texas State Library - Free

Director's Report

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

Annual Library Statistics: Door counts were up 4.5% over 2015, which is the largest increase from one year to the next that we have seen in some time. Total in-house circulation was up 4% and when we subtract computer sign-ups, the increase was 3.4%--the first increase we have seen year to year since 2009. Overall circulation was up just over 3% which reflects a small decline in the number items we loaned to other SEO libraries. Downloadable content circulation was 11,443, a 26% increase over 2015 and the first time we've been over 10,000 checkouts for this material. E content accounted for 5.4% of in-house circ.

Accept Gifts

Restricted Individual Contributions to the General Fund

Herb Eglie for Adult Books	\$500.00	12/27/2016
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Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 21.90	12/06/2016
Fines/Fees/Contributions	\$ 32.55	12/14/2016
Book Prospector	\$ 9.15	12/19/2016
Fines/Fees/Contributions	\$ 29.95	12/19/2016
Fines/Fees/Contributions	\$ 17.45	12/20/2016
Fines/Fees/Contributions	\$ 62.74	12/27/2016*
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Total Restricted and Unrestricted	\$ 673.74	

*Includes \$50.00 from Jenny Greco to use as we see fit

In-kind Gifts

anonymous	12 hardcovers; 16 trade paperbacks; 12 mass market; 12 DVDs;
Sue Erwin	1 DVD

Adjournment

The meeting adjourned at 7:31 p.m.

The next Regular Board Meeting will be held on February 22, 2017 at 6:30 pm in the Minerva Public Library Board Room.