

**Minerva Public Library
Board of Trustees
Meeting Minutes
November 15, 6:30 pm**

Attendance:

Trustees Roger Bartley, Virginia Birks, Diane Ruff, Phil Zbasnik: Library Director Tom Dillie and Fiscal Officer Christina Davies

Call to Order

The meeting was called to order at 6:35 pm by President Roger Bartley.

Adjustments to the Agenda

None

Public Participation

None

Minutes:

Phil Zbasnik moved and Diane Ruff seconded the motion to approve the minutes of the October 25, 2017 Board Meeting. The motion passed unanimously.

Old Business

Strategic Planning: At the last meeting, trustees received copies of the Strategic Planning Report compiled by Mandy Simon of the State Library of Ohio. WE can briefly discuss general impressions and points of interest at this meeting. A more thorough discussion will be scheduled for the January, 2018 meeting.

Library Trustee Seat: The ad hoc Search Committee looking for Trustee candidates for the seat that Louanne Kiko will leave at the end of December will report to the Board at the December meeting. The Board will then determine which candidate to invite to the join the Board.

Fiscal Officer's Report

The October 2017 PLF fund was down \$7,914.15 from the month of September 2017. The Stark County distribution is calculated using a local formula and the distribution can vary. The contribution from Carrol and Columbiana Counties are a fixed rate. The total PLF for the month of October 2017 was \$52,791.60. The library received additional funds from the following: \$282.21 from Patron Fines and Fees, \$1,625.13 from Contributions of which \$500.00 was donated by Virginia Birks for the Keurig for the adult area, and the remainder of which was from the

book sale and donations. Additional funds of \$690.75 was collected from Copier, Printer, Fax and Lost Costs. Interest income from the saving and CD's was \$148.67. Total Receipts \$55,538.86

Expenses totaling \$74,548.44 were disbursed of which \$13,550.00 was spent in capital to American Heatek for the new compressors at a cost of \$13,550.00. The balance of the capital account is \$140,560.51

<u>Ending Cash Balance:</u>	<u>General</u>	<u>Capital</u>	<u>Total</u>
Checking/Cash on Hand	81,416.12	45,198.57	125,174.69
Savings (Chase)	26,439.39	95,361.94	121,801.33
Certificates of Deposit (CNB)	<u>215,278.05</u>	<u>0.00</u>	<u>215,278.05</u>
Total	323,133.56	140,560.51	462,254.07

PLF Distribution: The November PLF distribution is \$55,052.80 and \$1020.54 (1.8%) less than that of November 2016. At the state level, this month's distribution was .7% below that of November 2016.

Net Operating Fund Position:

October Revenue = \$55,538	YTD Revenue = \$590,463
October Expenses = \$60,998	YTD Expenses = \$604,895
Difference = \$- 5,460	Net Position = \$-14,252

Education: The Fiscal Officer is scheduled on December 6 to attend a training program on closing out the fiscal year with the State of Ohio.

Concerns: Tom and I are reviewing the capital funds as well the cash. We are suggesting the library move all capital funds plus restrictive donations to the savings account. This will simplify the operational verses capital. Currently we have capital monies in savings and checking. Christina explained separate tracking of these funds would make the financials clear. Cash/Checking and CD's for Organization funds and Savings for Capital and Restricted Donation.

Also, we have found last year's budget was reduced as the income level dropped but not reflected in the UAN accounting system. Our plan of correction is to run an excel spreadsheet that includes the budget to reflect actual expenditures to direct the ship so this does not happen again.

Motion to accept the October Financial Report was made by Virginia Birks and seconded by Diane Ruff. The motion passed unanimously.

Budget: The Director and the Fiscal Officer are working on the budget and will meet with the finance committee before the next board meeting.

Unique Management: Unique Management's October invoice was \$80.55 for 9 placements.

Reallocated Appropriations: None

New Business

Director's Performance Evaluation: The Personnel Committee of the Library Board will report on its 2017 performance appraisal of the Library Director.

Approve Motion to enter executive session to discuss the job performance and continued employment of the Library Director.

Motion: Virginia Birks Second: Phil Zbasnik

Entered Executive Session at 7:30 pm

Roll Call: X_Bartley X_Birks Kiko Miller X_Ruff Rutledge
X_Zbasnik

Return to Open Meeting: Roger Bartley called the meeting back to order at 7:40 pm

Correspondence

None this month.

Travel and Meeting Expenses:

Director's Report

Diane Ruff moved to accept the Director's Report and Virginia Birks seconded the motion. The motion was approved unanimously.

Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet.

September Library Statistics: Door counts were up 2.7% year to year in October with increases both upstairs and downstairs. October was the first month this year that showed an increase over the same month in 2016. Year to date door counts are down 6.4% compared to 2016. In-house checkouts were down 3.3%

in October, which is return to the trend we have seen for nine months this year. Renewals were up 53% over last October, and are now running 27% ahead year-to-date. Total in-house circ then was up 14.4% for the month, and we are now up 2.4% for the year. Total circ was up 13% for the month, and we are now 2.4% up for the year. It was another record month for Hoopladigital circ at 328 checkouts, and the Ohio Digital Library circ was the highest ever for October.

September Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 1625.13*
Total Restricted and Unrestricted	\$ 1625.13

*Note: includes \$35.00 given in memory of Letha Cogan by Jerry and Melva Conrad, and a \$500 contribution from Virginia Birks.

In-kind Gifts September

Anonymous

19 hardcovers; 13 trade
paperbacks; 5 mass market
paperbacks; 4 DVDs

Adjourn

Phil Zbasnik moved to adjourn and Diane Ruff seconded the motion. Motion approved.

The next Regular Board Meeting will be held on December 20, 2017 at 6:30 pm in the Minerva Public Library Board Room.