

**Minerva Public Library  
Board of Trustees Meeting Minutes  
March 22, 2017**

**Attendance**

Trustees Louanne Kiko, Rebecca Miller, 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**

None

**Public Participation**

None

**Minutes**

Rebecca Miller moved and Phil Zbasnik seconded to approve minutes of the February 22, 2017 Board Meeting. The motion passed unanimously.

**Old Business**

**Strategic Planning:** The library's community survey has been available to the public since February 28 and will remain up through April 1. Library patrons in the building and on Facebook have provided many responses. A press release about the survey should appear in this week's Leader and Denise Freeland has said she will e-mail a link to the online survey directly to all Chamber members.

**HVAC Controller Upgrade:** American Heattek has finally completed the configuration of the new HVAC controllers. Director Dillie provided a brief demonstration of the online access to the system.

**Fiscal Officer's Report**

**Monthly Financial Reports:** Rebecca Miller moved and Diane Ruff seconded to accept the Monthly financial reports for February, 2017. The motion passed unanimously.

**PLF Distribution:** The March distribution was \$50,371.87, up 10.0% from last March and up 0.6% year to date. This year's PLF is \$1,095 more than last year's at this time.

Net Position:

Feb Revenue	=	\$66,122	YTD Revenue	=	\$126,099
Feb Expenses	=	<u>\$72,335</u>	YTD Expenses	=	<u>\$133,523</u>
Difference	=	\$ -6,213	Net Position	=	\$ -7,424

**Unique Management:** Unique Management's February invoice was \$62.65 for 7 placements.

**Reallocated Appropriations:** None

**Book Sale:** Through Saturday, the spring book sale brought in \$879.15.

**New Business**

**Annual Report:** The library's annual report for 2016 is complete and a copy is included in the Board packet. Once approved, it will be posted to the library website, and included with next contact letters to local legislators.

**Resolution 17-03-01:** Louanne Kiko moved and Phil Zbasnik seconded to accept the library's 2016 Annual Report as presented. The motion passed unanimously.

**Correspondence**

None this month.

**Travel and Meeting Expenses**

Tom Dillie – SEO May Users' Group Meeting - \$100.00

Kathy Heller – SOCLC Meeting – mileage - \$54.56

Audrey Keister – NEO-RLS Early Lit 101 - \$15.00

Hannah Reed - NEO-RLS Early Lit 101 - \$15.00

Kelly Chaplin – Teen Summer Reading Workshop – mileage - \$33.84

**Director's Report**

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

**February Library Statistics:** Door counts were down 4.9% month to month; upstairs count was down considerably from 2016, the downstairs count was up a bit. Both in-house checkouts and renewals were down considerably which left us 7.6% down on in-house circ and 2% off for the year so far. SEO loans were even but downloadable content was down a little leaving total circ for the month down 6.5% and year-to-date off 1.6%.

**Accept Gifts**

**Restricted Individual Contributions to the General Fund**

None

**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 22.50	02/08/2017
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Fines/Fees/Contributions	\$ 25.35	02/14/2017
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Book Prospector	\$ 11.20	02/21/2017
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Fines/Fees/Contributions	\$ 1.00	02/23/2017
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Fines/Fees/Contributions	\$ 119.40	02/28/2017*
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Total Restricted and Unrestricted	\$ 179.45	
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\*Includes \$100.00 donation from John Oyer.

**In-kind Gifts**

Kathryn Heller

1 hardcover, 1 mass market

Terry Kempthorne

6 DVDs

anonymous

11 hardcovers; 8 trade paperbacks; 2 mass market; 11 DVDs

**Adjournment**

The meeting adjourned at 7:28 p.m.

The next Regular Board Meeting will be held on April 26, 2017 at 6:30 pm in the Minerva Public Library Board Room.