

**Minerva Public Library Board of Trustees
Minutes of the February 19, 2020 Regular Meeting
February 19, 6:30 pm in the Library Board Room**

Call to Order: the meeting was called to order by Mr. Rutledge at 6:30 pm in the library Boardroom.

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

Adjustments to the Agenda: none

Public Participation: none

Minutes: Ms. Birks moved to approve minutes of the January 22, 2019 Board Meeting as presented. Ms. Repella seconded. Motion carried.

Ongoing Business

Ohio Governor's Imagination Library: Mr. Dillie updated the Board on the Stark County Imagination Library project. Minerva currently has 23 kids registered, bringing us ever closer to the 10% cap of 29 registrations. The revised MOU approved last month by the Board does not mention limiting registrations to Stark County residents and refers only to residents in the library's service area. The library now has \$1225 set aside to support this program so there would be no problem paying for additional registrations beyond the 10% cap if there were a means to do so. The participating libraries are all aware of this problem of limiting registrations, and Mr. Dillie thinks there will need to be another Directors' meeting this spring to discuss it further.

Strategic Plan Update: Mr. Dillie shared that Mandy Simon from the State Library of Ohio visited on February 7 to look around and talk about the facilities planning process. She has floor plans of the building to create log sheets for an observation study of how many patrons use what parts of the building and when. She will also help develop some survey tools to use for patron feedback, and will conduct focus later this year. Mr. Dillie has told her there is not a hurry on this process but we would like to complete it this year.

Fiscal Officer's Report

Ms. Repella moved to **accept** the monthly financial reports for January, 2020. Dr. Beard seconded. Motion carried.

PLF Distribution: the February distribution was \$66,048, a 3.1% increase over the \$64,031 received last February. At the state level, the distribution was 4.7% over last year's for the month.

2020 General Revenue Net Operating Position

Jan. Revenue = \$56,128	Total Annual Revenue = \$56,128
Jan. Expenses = <u>\$66,472</u>	Total Annual Expenses = <u>\$66,472</u>
Difference = (\$10,344)	Difference (\$10,344)

Unique Management: \$35.80 for four placements in January. Mr. Dillie reminded the Board that the library still uses Unique to contact patrons with long overdue materials. Mr. Rutledge asked if the Prosecutor's Office was going to offer any similar service. Mr. Dillie said that it would, but did not want to deal with accounts of less than \$500 and Minerva has only three delinquent accounts, and none recent, that are that large. Ms. Repella asked if the library got money from delinquent patrons who were contacted by Unique. While Unique provides a return on investment showing a positive account for the library, that total value really reflects the value of overdue library materials that are returned rather than cash. Since the library wants its materials back, that calculation does show useful value for the service to the library.

New Business

Library Associate II, Early Literacy Associate Position: with the upcoming retirement of Jan Oneacre, the library has the opportunity to redirect a full-time position in the Youth Services Department. A draft job description was included in the Board packet and reviewed and discussed by the Trustees. The current position focuses on materials processing for Youth Services. This new position will focus on programs for the youngest patrons. It not supervisory, but will develop and coordinate storytimes and other programs for pre-school children.

Ms. Ruff moved to **approve Resolution 20-02-01** to approve the job description for the Library Associate II, Early Childhood Associate, as presented. Ms. Repella seconded. Motion carried.

Stark County PLF Distribution Formula: The Directors of the seven public libraries in Stark County appear to have reached a consensus on a revision to the PLF distribution formula. Mr. Dillie had explained at the January meeting that the Directors of the seven public libraries in Stark County had generally agreed on a freeze to the distribution formula. Since then a consensus has developed around taking an average of the last five years' distribution percentages and averaging that with the current, 2020 percentage. A copy of the proposed solution was included in the Board packet for review (Attachment A). Since Minerva's share of the county PLF has been slowly, but steadily decreasing for years, any freeze will benefit this library over the next few years. The proposed rate brings the library back to 3.99% from this year's 3.93%. The County Budget Commission will need to agree to this recommendation but there is no reason to think it will

object if the majority, or all, of the libraries agree. Ms. Birks wondered if there was a particular reason for the library's decline in its share of the PLF. Mr. Dillie said that the library spends less on materials and technology than any of the other six libraries, and also has a smaller service area population and fewer cardholders than the other six. However, he believes that the expenditures are in line with patron needs, and that the library is diligent about culling the patron database of records of patrons who aren't active users.

Ms. Birks moved to **accept Resolution 20-02-02** to accept a fixed Stark County PLF distribution rate for Minerva Public Library of 3.96610902% for the distribution years 2021-2025. This rate is calculated as the average of the sum of the 2016-2020 Minerva distribution rates averaged with the 2020 distribution rate. Dr. Beard seconded. Motion carried.

Correspondence

None this month.

Director's Report

Ms. Ruff moved to **Accept monthly reports** from the Director, and the Youth Services Manager, which were included in the Board Packet. Ms. Birks seconded. Motion carried. Mr. Dillie provided information on recent incidents that resulted in middle school students being banned from the library for the remainder of the school year. He also updated the Board on recent problems with the air handlers.

Annual Library Statistics: Door count January was 21% higher than that of January, 2019, reflecting in part the much milder weather this year compared to last. However, it's worth noting that this was the highest January door count since 2013. Checkouts for the month were also up, 17.4%, although renewals were down 12.2%; again, likely reflecting that it was much easier for people to get to the library this January as opposed to last. Total in-house circ was up 3.2% and overall circ was up 4.6%.

Accept Gifts

January Restricted Individual Contributions to the General Fund

None

January Unrestricted Individual Contributions to the General Fund

	\$ 60.27
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Total Restricted and Unrestricted	\$ 60.27

In-kind Gifts

Anonymous

9 hardcovers; 5 trade
paperbacks; 8 mass market; 6
DVDs; 1 audiobook

The Friedman Family

1 hardcover

Ms. Birks moved to **Adjourn** the meeting at 7:35 pm. Ms. Repella seconded.

The next Regular Board Meeting will be held on March 25, 2020 at 6:30 pm in the Minerva Public Library Board Room. The library's annual Records Commission meeting will immediately precede the Regular Board Meeting.

Richard Rutledge

Date