

**Minerva Public Library  
Board of Trustees  
Meeting Minutes for  
October 25, 6:30**

**Attendance**

Trustees Roger Bartley, Virginia Birks, Rebecca Miller, Diane Ruff, Louanne Kiko and Phil Zbasnik; Library Director Tom Dillie and Fiscal Officer Christina Davies

**Call to Order**

The meeting was called to order at 6:31 pm by Roger Bartley.

**Adjustments to the Agenda**

None

**Public Participation**

None

**Minutes**

Virginia Birks moved and Louanne Kiko seconded to approve the September 27, 2017 Board Meeting Minutes. The motion passed unanimously.

**Old Business**

**Strategic Planning:** We have received the Strategic Planning Report from Mandy Simon at the State Library of Ohio. Copies will be distributed to the Trustees at this meeting for discussion at the November meeting.

**Library Trustee Seat:** Louanne Kiko's term is up at the end of December and Louanne has chosen to step down from the Board. At the September an ad hoc search committee was formed to recruit a new Board member for a term beginning January, 2018. The Committee will report its recommendation to the Board.

**Fiscal Officer's Report**

Louanne Kiko moved to accept the Fiscal Officers Reports and Virginia Birks seconded the motion. The Fiscal Officer Report was passed unanimously.

**PLF Distribution:** The October local distribution was \$52,791, down 6.8% from last September. This September is \$3,876 less than last September. At the state level this month's PLF was 5.7% below September, 2016, and is up .6% year to date.

Minerva's local PLF distribution from Carroll and Columbiana counties is a fixed percentage and therefore will rise and fall in line with the state-level distribution. Because the Stark County distribution is calculated using a local formula, that local distribution can vary from the state-level rate. The library's overall position in the formula is in slow decline in relation to five of the other six libraries in Stark County.

**Net Position:**

Sept Revenue =	\$61,682	YTD Revenue =	\$534,924
Sept Expenses =	<u>\$51,938</u>	YTD Expenses =	<u>\$565,957</u>
Difference =	\$ 9,744	Net Position	\$-31,033

**Unique Management:** Unique Management's September invoice was \$44.75 for 5 placements.

**Reallocated Appropriations:** None

**Book Sale Report:** The fall book sale brought in \$1048.00 as of Tuesday.

**New Business**

**Director's Performance Evaluation:** It's time for the Personnel Committee to schedule to meet to review the work of the Library Director. The Committee (Virginia Birks, Diane Ruff, Dick Rutledge) will scheduled a meeting on their own and then report to the full Board at the November Board meeting.

**2018 Appropriation:** The Director and Fiscal Officer are working on the draft budget for 2018. The plan is to have a document ready for review by the Finance Committee prior to the November Board meeting, and for the appropriation the to be reviewed and voted on at that meeting.

**2017 Inactive Patron Record Purge:** SEO consortium staff conduction the annual purge of inactive patron records. At Director Dillie's request, staff purged all records that had been inactive for three years or more, and which had less than \$10.00 fines or fees attached to them. 1,034 Minerva patron records were deleted. Of those 542 owed no fines or fees; 135 owed between \$0.10 and \$5.00; and the remainder owed between \$5.00 and \$10.00. The library now has 7,379 active patrons.

**Correspondence**

None this month.

## Travel and Meeting Expenses:

### Director's Report

Louanne Kiko moved to accept the Director's Report and Rebecca Miller seconded the motion. The Directors Report was passed unanimously.

**September Library Statistics:** Door counts were down 3.2% month to month in September with the decline all at the front door. Year to date door counts are down 7.3% compared to 2016. In-house checkouts were up 3.2% in September, which is the first time this year we have seen a monthly increase over 2016. Renewals were up 47% over last September, and are now running 25% ahead year-to-date. Total in-house circ then was up 16% for the month, and is now up 1% year-to-date drop. Total circ was up 13% for the month, and moved the year-to-date circ to the positive side for the first time this year with a .8% increase over 2016. It was another record month for Hoopladigital circ at 260 checkouts, and the Ohio Digital Library is improving, although still running behind last year in total.

### September Gifts

#### **Restricted Individual Contributions to the General Fund**

None

#### **Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 118.75*
Total Restricted and Unrestricted	\$ 118.75

\*Note: includes \$50.00 given in memory of Letha Cogan by Emily Brown and Family.

#### **In-kind Gifts September**

Anonymous	14 hardcovers; 15 trade paperbacks; 14 mass market paperbacks
Jennifer Burns	1 hardcover

Mary Miller

8 mass market paperbacks

## **Adjourn**

Roger Bartley moved to adjourn at 7:20 pm.

The next Regular Board Meeting will be held on November 15, 2017 at 6:30 pm in the Minerva Public Library Board Room.