

**Minerva Public Library  
Board of Trustees Meeting Minutes  
October 28, 2015**

**Attendance**

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

**Call to Order**

The meeting was called to order at 6:30 p.m. in the Library Board Room.

**Adjustments to the Agenda**

None

**Public Participation**

None

**Minutes:** Virginia Birks moved and Diane Ruff seconded the motion to approve minutes of the September 23, 2015 Board Meeting. The motion passed unanimously.

**Old Business**

None

**Fiscal Officer's Report**

**Monthly Financial Reports:** Richard Rutledge moved and Virginia Birks seconded the motion to accept the monthly financial reports for September 2015. The motion passed unanimously.

**PLF Distribution:** The October distribution was \$58,880.24, up 2.2% from last October and up 9.9% year to date.

Net Position:

September Revenue	= \$61,362	YTD Revenue	= \$594,274
September Expenses	= \$67,601	YTD Expenses	= \$514,048
Difference	= -6,239	Net Position	= \$ 80,226

**Unique Management:** Unique Management's September invoice was \$125.30 for 14 placements.

**Insurance:** SCOG now offers a Flexible Spending Account to its members. The advantage to having an FSA is that money is deducted pre-tax. The disadvantage is that money over \$500 not used is lost. The Fiscal Officer pointed out that FSA's could expose the library to possible liability and expense if an employee on the plan resigned having overspent the contribution to the FSA.

Trustee's Rutledge, Miller, and Ruff all have experience using FSA and described the various ways it could be used the value it might have for employees. Trustees Ruff and Miller are covered by the health insurance plan used by the library and so could speak to the FSA on offer. Board members decided the plan was worth offering to employees and will be offered for calendar year 2016.

**Book Sale:** The Fall Book Sale brought in \$1,086.30.

**Reallocated Appropriations:** \$6700.00 was transferred from 1000-120-411-1000 Adult Books to 1000-120-412-0000 Periodicals to renew annual magazine subscriptions from EBSCO for 2016. Our magazine subscriptions renew in the last third of the year, but we have delayed payment for the last several years until January—a holdover from the subscription cycle with a previous vendor. Since we have enough unspent funds in the adult book budget now to cover the invoice, payment now puts us in line with the actual renewals.

### **New Business**

**2015 Budget Meeting:** The library has received the 2016 PLF estimates from the County Auditors and we have begun working on next year's budget. The Finance Committee will meet at 6:00 before the November Board meeting to review the proposed budget.

**Director and Fiscal Officer Performance Evaluations:** On November 11 at 4:30 the Personnel Committee will complete its annual evaluations of the Director's and Fiscal Officer's job performance. The evaluations will be reviewed and accepted by the Board at the November meeting. Assuming the Board wishes to do so, the Director and Fiscal Officer will be hired for 2016 at the December meeting.

**Stark County PLF Distribution Formula:** The Director of Rodman Public Library has requested a meeting on October 29 with the other library Directors in Stark County to discuss the PLF distribution formula. The current formula was the subject of much discussion and was agreed in the fall of 2012 for implementation in 2013. Because the distribution percentages are recalculated every year using the previous year's data to determine the coming year's division of monthly funds, we are only on the second year affected by the new formula. Director Dillie will report to the Board next month on the import of the meeting with the other Directors.

### **Correspondence**

None

### **Travel**

Tom Dillie – OLC Convention - \$85.00

Mary Jane Smith – State Treasurers' CPIM Academy - \$100(paid in March)

**Director’s Report**

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

**Library Statistics:** Doorcounts were down 6.8% in September. Total circulation was down .5% while year-to-date is now down 1.2%. While it would be better to have an increase, at least the decrease is small. Doorcounts on the other hand were down 6.9% for the month, leaving us 6.8% down for the year. Ohio Digital Library circulation continues to run well ahead of last year, while Hoopla circ remains flat.

**Accept Gifts**

**Restricted Individual Contributions to the General Fund**

None

**Unrestricted Individual Contributions to the General Fund**

Contributions	\$ 15.00	09/02/2015
Contributions	\$ 16.15	09/09/2015
Contributions	\$ 24.20	09/15/2015
Book Prospector	\$ 3.88	09/21/2015
Contributions—Alliance Computer Exchange	\$ 24.96	09/22/2015
Contributions	\$ 116.23	09/24/2015*
Contributions	\$ 302.45	09/28/2015
Contributions	\$ 193.25	09/29/2015
Contributions	\$ 82.15	09/30/2015
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Total restricted and unrestricted	\$ 778.27	

\*Includes \$25 donated by Carol Hanson in memory of Brandi Pitts; \$50 donated by Mr. and Mrs. Robert Gallina in memory of Mary Jean Hines; and \$25 donated by the Entre Nous Club in memory of Mary Jean Hines.

**In-kind Gifts**

Anonymous 16 hardcovers; 45 trade paperbacks; 2 mass market paperbacks; 26 DVDs; 1 CD

**Adjournment**

The meeting adjourned at 7:15 p.m.

The next Regular Board Meeting will be held on November 18, 2015 at 6:30 pm in the Minerva Public Library Board Room. The Finance Committee will meet at 6:00 prior to the Board Meeting.