

**Minerva Public Library  
Board of Trustees Meeting Minutes  
July 23, 2014**

**Attendance**

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

**Call to Order**

The meeting was called to order at 6:31 pm 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 June 25, 2014 Board Meeting as presented. The motion passed unanimously.

**Old Business**

**Sewer Repair Update:** The excavation and repair of the sewer line on Lynnwood should start at the end of this month. As discussed at last month's meeting, the library will still go ahead and install a shut-off on its main sewer line. Director Dillie has hired Humbert Sanitary to install the valve and to pull the sump pump in the furnace room for inspection.

Louanne Kiko moved and Diane Ruff seconded to accept the contract with Humbert Sanitary to install a shut-off valve in the main sewer line (\$2,071) and to remove and trouble shoot the sump pump in the furnace room (\$500). The motion passed unanimously.

**Fiscal Officer's Report**

**Monthly Financial Report:** Louanne Kiko moved and Virginia Birks seconded to accept the Monthly Financial Reports for June, 2014. The motion passed unanimously.

**PLF Distribution:** The July distribution was \$53,075.27, down 2.2% from last July, and down 6.6% year to date.

**Reallocated Appropriations:** None.

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

**NOLA Refund:** The library received a check for \$8,712.72 in July from the NOLA Trust.

**Audit:** Alger & Associates completed the audit of the 2012 and 2013 Financial Reports on June 30, 2014. Both years had clean reports with no findings.

### **New Business**

**NEO-RLS Membership:** The library belongs to the Northeast Ohio Regional Library System and receives discounts on continuing education as and from various vendors through its membership. NEO-RLS no longer offers tech support by the hour as one of its services. Membership fees have been charged at a reduced rate for several years now, and this year's renewal is the same as last year's. Director Dillie will re-evaluate the benefits of membership over next year to determine if it is worthwhile to continue full-membership.

Virginia Birks moved and Louanne Kiko seconded to accept the renewal of the library's membership in NEO-RLS for 2014-15 at a cost of \$3,150. The motion passed unanimously.

**Annual Purge of Patron Records:** Every summer the SEO consortium staff delete the records of library patrons who have had no library activity for the past 36 months, have no items still checked out, and who have no outstanding fines or fees. Number of registered borrowers is a factor in the Stark County PLF distribution formula. The Directors of the seven libraries in Stark County have agreed that each library will purge records that have shown no activity for 36 months and have outstanding fine or fees below \$5.00. Previously, some libraries, including Minerva, held on to all patrons all patrons who owed any money.

Minerva now has 9288 registered borrowers. Of those, 3120 have not used their cards in the last 38 months. Of those, 1337 owe the library \$5 or more and their borrower records will not be purged. Of the remaining inactive borrowers, 606 owe no money, and 1176 owe the library under five dollars. The total amount of fines and fees to be forgiven in order to delete those 1176 borrower records is approximately \$1800. Once those fines and fees are forgiven, a total of 1782 patron records will be deleted from the database.

**Back to School Special:** In the summer of 2010 the library waived the outstanding overdue fines for all library patrons under the age of 18 so that those kids who had blocked cards could start the school year able to check out

materials. Fees for lost items were not waived. Director Dillie and Mrs. Heller would like to do the same clean-up this year. There are now 2529 patrons with a MINYA profile. Of those, 1026 owe at least 10 cents in fines to the library. Of that number, 551 owe less than \$5.00 in fines, and of the remaining 475, around 200 patrons owe \$6900 for lost materials and associated fees. We estimate that the total of overdue fines to be forgiven under this program at approximately \$8400.

**Resolution 14-07-01:** Diane Ruff moved and Virginia Birks seconded the motion to forgive all overdue fines for MINYA patrons that are outstanding as of 08/15/2014. The motion passed unanimously.

**Tree Trimming:** Director Dillie has contracted with Bowman's Tree Service to trim several trees including the oak on the traffic island, the willow by the condenser fence, the fruit trees next to the west side of the building, the crimson maple by the picnic tables, and some others. Bowman's will thin the branches to make the trees better able to handle wind, shape them, and move them away from the building. The trees have never been professionally trimmed and could use some work.

There was some general discussion about the landscaping around the library and what could be done to keep it in better trim.

Louanne Kiko moved and Diane Ruff seconded to accept the contract with Bowman's Tree Service in the amount of \$1,075. The motion passed unanimously.

### **Correspondence**

No correspondence

**Travel and continuing Education:** Kathy Heller – mileage to Walmart - \$9.60.

### **Director's Report**

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

**Monthly Library Statistics:** The door count for June was down 4% from last year and is down 9.1% for the year. Circulation in-house was down 12% and is now down 9.9% for the year. Total circulation, which includes items shipped to other libraries, was down 9.9%% for the month and is now down 9% for the year.

### **February Gifts**

#### **Restricted Contributions to Adult Programming**

Delilah Arnold	\$ 50.00	06/11/2014
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**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 19.25	06/02/2014
Fines/Fees/Contributions	\$ 35.05	06/05/2014
Fines/Fees/Contributions	\$ 22.50	06/16/2014
Fines/Fees/Contributions	\$ 86.45	06/19/2014
Fines/Fees/Contributions	\$ 95.00	06/23/2014
Fines/Fees/Contributions	\$ 6.00	06/26/2014
Fines/Fees/Contributions	\$ 30.00	06/30/2014

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Total Restricted and Unrestricted \$ 344.25

**In-kind Gifts**

Gaye Powell

2 DVDs

Anonymous

10 hardcovers; 18 trade  
paperbacks; 5 mass market  
paperbacks

**Adjournment**

The meeting adjourned at 7:20 p.m.

The next Regular Board Meeting will be held on August 27, 2014 at 6:30 pm in the Minerva Public Library Board Room.