

**Minerva Public Library
Board of Trustees Meeting Minutes
February 25, 2015**

Attendance

Trustees Virginia Birks, Louanne Kiko, Rebecca Miller, Richard Rutledge, and Phil Zbasnik; Library Director Tom Dillie, Fiscal Officer Mary Jane Smith.

Call to Order

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

Adjustments to the Agenda

None

Public Participation

None

Minutes: Virginia Birks moved and Louanne Kiko seconded the motion to approve minutes of the January 28, 2015 Board Meeting. The motion passed unanimously.

Old Business

Chautauqua Update: Denise Freeland has submitted Minerva's application to become a host city for the 2016 Ohio Chautauqua to the Ohio Humanities Council. A representative from the OHC plans to visit Minerva sometime this spring.

Fiscal Officer's Report

Monthly Financial Reports: Louanne Kiko moved and Phil Zbasnik seconded to accept the Monthly Financial Reports for January 2015. The motion passed unanimously.

2014 Annual Financial Report: The 2014 Unaudited Annual Financial Report and associated documents were distributed to the Trustees via e-mail. A review copy was available at the meeting, and a copy is included in the file copy of this month's Board packet. The reports follow a set format provided by the Auditor of State's Office.

Resolution 15-02-01: Virginia Birks moved and Rebecca Miller seconded to accept the Minerva Public Library unaudited 2014 Annual Financial Reports as submitted. The motion passed unanimously.

PLF Distribution: The February distribution was \$64,825.06, down 2.4% from last February and up 0.7% year to date.

Net Position:

January Revenue = \$58,392	YTD Revenue = \$58,392
January Expenses= \$53,749	YTD Expenses= \$53,749
Difference = \$ 4,643	Net Position = \$ 4,643

Unique Management: Unique Management's January invoice was \$116.35 for 13 placements.

Reallocated Appropriations: \$2,232 was moved from Other-Purchased and Contracted Services account 1000-230-390-0000 to Rents and Leases account 1000-230-351-0000 to provide for lease payments for Adult Services copier.

New Business

Library Annual Report: The draft 2014 annual report is complete and included in the Board packet. The Report follows the same format as in previous years, and will be posted to the library website with some copies printed for distribution at the library. Copies of the report will be mailed to members of Budget Commissions in Carroll, Columbiana, and Stark Counties, as well as to Representative Hagan and Senator Oelslager. Drafts of the letters to accompany the Report are included for Board review.

Resolution 15-02-02: Rebecca Miller moved and Phil Zbasnik seconded to accept the 2014 Annual Report of the Minerva Public Library as submitted. The motion passed unanimously.

Correspondence

None in January.

Travel

Kathy Heller – Pat Catan's and Joanne Fabrics – mileage - \$15.00

Director's Report

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

Annual Library Statistics: Check-outs were up 7% over last January, but renewals were way down. Overall, in-house circ was up just over 1% and total circ, including SEO loans, was up 2.3%. Door counts were also up 2.7%. However, the library was also closed four days in January, 2013 because of the sewer back-up and bad weather. Ohio Digital Library circ continues to rise steadily. Hoopla use is up and down.

January Gifts

Restricted Individual Contributions to the General Fund

None for January

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 35.00	01/08/2015
Book Prospector	\$ 8.00	01/12/2015
Fines/Fees/Contributions	\$ 14.25	01/15/2015
Fines/Fees/Contributions	\$ 12.00	01/22/2015
Fines/Fees/Contributions	\$ 30.50	01/29/2015
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Total Restricted and Unrestricted	\$ 99.75	

In-kind Gifts

anonymous	10 hardcovers; 6 trade paperbacks; 5 DVDs; 3 mass market paperbacks
Candice Castle	2 DVDs

Adjournment

The meeting adjourned at 7:05 p.m.

The next Regular Board Meeting will be held on March 25, 2015 at 6:30 pm in the Minerva Public Library Board Room. The Trustees will meet as the Library's Records Commission at 6:20 pm prior to the Board Meeting.