

**MINERVA PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
August 28, 2013**

**Attendance:**

Trustees Roger Bartley, Virginia Birks, Diane Ruff, and Phil Zbasnik; Director Tom Dillie; Fiscal Officer Mary Jane Smith.

**Call to Order:**

The meeting was called to order at 6:37 p.m.

**Adjustments to Agenda:**

None

**Public Participation:**

None

**Minutes:** Virginia Birks moved and Diane Ruff seconded to approve the minutes of the July 24, 2013 Board Meeting. The motion passed unanimously.

**Old Business:**

**Upholstery Repair:** Tim Fritz has the fabric we selected and is willing to come in early some morning and recover the chairs.

**Service Desk Carpet Replacement:** Dave Gotschall came by with additional carpet samples and we've selected a pattern. Gotschall's will order the carpet and the installers will come in on a Sunday and work.

**Resolution 13-08-01:** Phil Zbasnik moved and Virginia Birks seconded to accept the contract with Tim Fritz in the amount of \$1305.00 to reupholster 30 public task chairs, and to accept the contract with Gotschall-Hutchison Carpet Store in the amount of \$2156.28 to remove and replace carpeting from the behind the Adult Services Desk. The motion passed unanimously.

**Fiscal Officer's Report:**

**Monthly Financial Report:** Phil Zbasnik moved and Diane Ruff seconded to accept the monthly financial reports for July, 2013. The motion passed unanimously.

**PLF Distribution:** The August distribution was \$46,907.62, up 5.0% from last August, and 0.0% change year to date. PLF distribution was frozen at various levels for

the past several years which allowed us to predict monthly receipts. Monthly receipts will now vary with the state's monthly cash flows.

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

**Supplemental Appropriations:** There were none in August.

**UAN:** The State Auditor's office sent a new Dell computer and monitor equipped with the latest version of UAN and Windows 7. It has been installed and is up and running.

**New Business:**

**Stark County PLF Distribution Formula Update:** This is the first year that the library is reporting statistics for the new PLF distribution formula. There are now six factor instead of five and two of the factors are now each the sum of two other totals. Director Dillie briefly reviewed the formula and updated the Board on Minerva's position relative to the other six libraries in Stark County.

**Correspondence:**

No correspondence this month.

**Travel and Meetings:**

No travel in July.

**Director's Report:**

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

**Monthly Library Statistics:** In-house circulation was down again this month, about 5% below 2012. However, SEO loans were up considerably over last year and brought the total circulation up to only 1.3% below 2012. Door counts were up over 1.75%, and reference question counts were up by 20%. As we've seen in previous months, our traffic is above or equal to that of previous years even though checkouts are down.

**Acknowledge Gifts:**

**Restricted Individual Contributions to the General Fund**

Minerva Public Library Staff	\$ 83.00	07/23/2013
In memory of Dave Duffy		

**Unrestricted Individual Contributions to the General Fund**

Contributions	\$ 2.75	07/01/2013
Contributions	\$ 61.00	07/02/2013
Contributions	\$ 14.00	07/03/2013
Book Prospector	\$ 93.15	07/09/2013
Contributions	\$ 18.00	07/15/2013
Contributions	\$ 33.75	07/18/2013
Contributions	\$ 13.00	07/24/2013
Contributions	\$ 1.00	07/29/2013
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Total Restricted and Unrestricted	\$ 319.65	

**In-kind Gifts**

Kathy Schmucker	1 hardcover
Anonymous	14 trade paperbacks; 12 DVDs

**Adjournment:** The meeting adjourned at 7:25 p.m. The next Regular Board Meeting will be held on September 25, 2013 at 6:30 pm in the Minerva Public Library Board Room.