

Minerva Public Library Board of Trustees February, 2018 Board Meeting Minutes

Call to Order-Roger Bartley called the February Board Meeting to order at 6:30 pm in the Library Board Room. Attendance: Roger Bartley, Dick Rutledge, Becky Miller, Virginia Birks, Sara Repella, Tom Dillie Director and Fiscal Officer Christina Davies.

Adjustments to the Agenda-None

Public Participation-Jennifer Bates a 20-year employee of the library presented an idea to the board for pay in lieu of taking the benefits. The Board directed the Fiscal Officer to Investigate and report back to the board.

Minutes: Becky Miller motioned to approve, Dick Rutledge seconded. The January Meeting minutes were approved unanimously.

Old Business: At its meeting on Monday, 02/19, Minerva Local Schools Board of Education appointed Sarah Repella to the open Library Trustee seat as request by the Library Board of Trustees. Ms. Repella will be sworn in by notary public Michael Repella.

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you faithfully and impartially will discharge your duties as a member of the board of Trustees of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Sara was officially sworn in 02/28/18 by Michael Repella.

Fiscal Officer's Report

Accept: Monthly financial reports for January, 2017. Virginia Birks moved to accept, Becky Miller seconded. Motion passed unanimously.

PLF Distribution: The February distribution is \$65,532, which is 3.5% more than the certified estimate for this month, and 1.6% more than was received in February, 2017. This overall increase is despite that fact that the portion received this month from Carroll County is \$3004, or 22.5%, less than that received in 2017.

Net Position

January Revenue =	\$56,683	YTD Revenue =	\$56,683
January Expenses =	\$64,049	YTD Expenses =	\$64,049
Difference	= \$-7,366	Net Position	= \$-7,366

Annual Financial Report 2017**Approve Resolution 18-02-01:**

Fiscal Officer Davies reviewed the 2017 Annual Financial Report sent to the Auditor of State. Virginia Birks made a motion to approve Resolution 18-02-01 and Dick Rutledge seconded the motion. Motion passed unanimously.

Audit: Fiscal Officer Davies noted the library's audit this year is a summary audit of 2016-2017 and the auditor was here at the library from 02/26-02/27/18. The audit was successful with no deficiencies noted. Due to the audit being a partial audit the fee was much less than budgeted for.

Unique Management: Unique Management's January invoice was \$62.65 for 7 placements.

New Business

Unused Vacation Leave Purchase: the library's two custodians, Rich Brown and Jim Van Horne, have for some time run up against the maximum accumulation of vacation leave, 110 hours, allowed under library policy for part-time positions. Director Dillie discussed the matter with the board for a one-time payout of 40 hours each.

Approved Resolution 18-02-02: Becky Miller made a motion to approve and Dick Rutledge seconded Resolution 18-02-02 to pay each employee Rich Brown and Jim Van Horne a one-time payout of 40 hours each of vacation pay. Motion passed unanimously.

Strategic Planning: The Board had general discussion regarding the strategic planning documents using the copies of the survey and focus group results and the consultant's summary included in the Board Packet. There was a consensus that two of the suggested service responses, Visit a Comfortable Space, and Know Your Community, were applicable to the library's patron base. There was less support for the service response Succeed in School: Homework Help in large part because there seems to be neither demand nor support in the community for the library to provide such a service. Director Dillie will review the survey results again, and return to the Board with a further service response recommendation.

Correspondence-None

Director's Report

Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. Director Dillie gave a verbal report stating the IT-project was completed, Kelly Chaplin resigned and a search to replace has been started.

Virginia Birks moved to accept the report and Becky Miller seconded the motion. Motion passed unanimously.

Library Statistics: Door counts were down in January both front and back, although given the very cold weather, it's not a surprise that there were fewer people coming out to the library. In-house checkouts were down almost 13%, renewals were up 33%, and we had the highest checkout month ever for downloadable content. Thus, total circ was up 3.9% over January, 2017.

Accept Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

	\$183.70
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Total Restricted and Unrestricted	\$183.70

In-kind Gifts

anonymous	2 hardcovers; 8 trade paperbacks
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NEO-RLS	11 videogames
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Adjourn

Virginia Bikes made a motion to adjourn and Dick Rutledge seconded the motion. Motion passed unanimously. President Bartley adjourned at 8:06 pm.

The next Regular Board Meeting will be held on March 28, 2018 at 6:30 pm in the Minerva Public Library Board Room.