

**Minerva Public Library Board of Trustees**  
**July, 2018 Meeting Minutes**  
**July 25, 6:30 pm**

**Attendance:** Virginia Birks, Phil Zbasnik, Sarah Repella, Roger Bartley, Becky Miller, Director Tom Dillie and Fiscal Officer Christina Davies

**Call to Order:** Roger Bartley, President called the meeting to order at 6:30 pm in the Library Board Room

**Adjustments to the Agenda:** New Business Item

**Public Participation:** None

**Minutes:** Approve minutes of the June 20, 2018 Board Meeting.

Virginia Birks moved to approve the June 2018 meeting minutes. Phil Zbasnik seconded the motion. Motion passed unanimously.

**Old Business**

**Carroll County PLF:** The Carroll County Budget Commission has scheduled the hearings for the 2019 budget on August 7. The Director, Fiscal Officer, and Board President will attend. Director Dillie has discussed the PLF distribution problem with Jessica Logothetides from the Stark County Prosecutor's Office. She has provided some useful advice and has offered to attend the August 7 meeting if we would like. Depending upon the outcome of the Budget Hearing, the library may wish to file an appeal with the Board of Tax Appeals. Since the filing window closes only 30 days after the receipt of the official certified statement of revenue, it would be wise for the Board to authorize action now. The Board discussed this information and agreed that they would not recommend taking legal counsel to the first meeting with the Budget Commission.

**Approve Resolution 18-07-01:** to authorize Library Board President Bartley, in consultation with Library Director Dillie and Library Fiscal Officer Davies, to determine whether to appeal the PLF distribution decision of the Carroll County Budget Commission, and to authorize Director Dillie to act as library liaison to the Prosecutor's Office with the authority to make decisions and give instruction in this matter.

Virginia Birks moved to approve resolution 18-07-01 and Becky Miller seconded the motion. Motion passed unanimously.

**Approve Resolution 18-07-02:** to authorize the Stark County Prosecutor to appeal the Carroll County Budget Commission’s decision regarding the 2019 PLF distribution if such an appeal is requested by the Library Director.

Virginia Birks moved to approve resolution 18-07-02 and Becky Miller seconded the motion. Motion passed unanimously.

**Strategic Plan Update:** Wifi network and wifi printing upgrades are complete. Installation of new computers is in process: about half way done. Improving outside lighting is in process.

**Fiscal Officer’s Report**

**Accept:** Monthly financial reports for June, 2018.

Phil Zbasnik moved to accept the fiscal officer report and Sarah Repella seconded the motion. Motion passed unanimously.

**PLF Distribution:** The July distribution is \$63,486 which is 6.3% less than the \$67,756 received in June, 2017. Year-to-date, the library’s PLF receipts are \$16,123, or 4%, below the first seven months of last year. At the state level, the PLF receipts for this July were up 3.2% from last June, and are 6% ahead of the Dept. of Taxation’s estimate for the month. The Dept. has revised its final 2018 PLF revenue estimate at 2.6%, or \$10,000,000 more than the estimate it made in December, 2017. By contrast, our small local June decrease reflects a small reduction in our share of the Stark County PLF, and the 25% drop in the library’s share of the Carroll County PLF

**Net Position**

|               |   |            |              |   |            |
|---------------|---|------------|--------------|---|------------|
| June Revenue  | = | \$62,068   | YTD Revenue  | = | \$337,910  |
| June Expenses | = | \$63,500   | YTD Expenses | = | \$ 363,203 |
| Difference    |   | \$ (1,432) | Net Position | = | (\$25,293) |

**Unique Management:** Unique Management’s May invoice was \$71.60 for 8 placements.

**New Business**

**Employee Transitions:** Sarah Pearson, Youth Services and Programming Librarian began work on May 21. Cindy Foster, Library Associate I in Adult Services resigned effective June 30.

**Accept:** the hiring of Sarah Pearson and the resignation of Cindy Foster with the effective dates listed above.

Virginia Birks moved to accept the resignation of Cindy Foster and hiring of Sarah Pearson, Youth Services and Programming Librarian. Becky Miller seconded the motion. Motion passed unanimously.

**Annual Report:** the draft of the library's 2017 annual report is in the Board packet for review. The Board discussed the annual report with the Director. Circulation of both physical and electronic materials were up quite a bit; however, the increase in the former was due almost entirely to automatic renewal. Youth Programming statistics are steady and reflect well on the varied activities offered by the department. 2017 was a quiet year at the library. There is more going on this year.

**Approve Resolution 18-07-03:** to accept the 2017 Annual Report as presented.

Sarah Repella moved to approve resolution 18-07-03 and Becky Miller seconded the motion. Motion passed unanimously.

**Ballot Issues:** Director Dillie attended OLC's Ballot Issue Workshop in May, and reported on basic process for putting an issue on the ballot. There are resolutions that must be passed with very precise language; the Stark County Auditor and Prosecutor's Offices would help write the resolutions and the ballot issue language. The Auditor's Offices says that 1 mill would currently generate \$224,355; millage is directly proportional, so .5 mill is \$112,177; .25 mill is \$56,088, etc. All necessary resolutions would need to be on file at the Board of Elections by 90 days prior to election day. Minerva Local Schools has no levy coming up for renewal in 2019 or 2020. The Village has a number of difference levies on the books and the Director will check with Dave Harp to see when Village plans to be the ballot next. Uncertainty about what the Carroll County Budget Commission might do next makes it difficult to determine how much of a levy the library would need to ask for, and when to place it on the ballot.

### **Correspondence**

None this month.

### **Director's Report**

Accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet.

Becky Miller moved to approve the Director and Youth Services report. Sarah Repella seconded the motion. Motion passed unanimously.

**Library Statistics:** Door counts were down in June 8.9% from last year, the loss was entirely in the upstairs count. In-house checkouts were down 5.1%. Renewals were down 3.9%, leaving in-house circ down 4.7% for the month and up 4.2% for the year. We are now past the one-year anniversary of turning on auto-renew; there we no longer have that boost in renewals making up for the decline in initial checkouts when comparing the current year, the last. Overdrive circulation continues to run well ahead of last year, and Hoopla circulation is also well above last year, but staying at a level that we can afford to maintain.

**Back to School Special:** Four years ago the library forgave all overdue fines on the accounts of Minerva youth patrons at the start of the school year in hopes of encouraging more kids to use their library cards. The Director recommended doing another blanket waive of overdue fines this year; billed item charges and collection agency fees would not be waived.

**Approve Resolution 18-07-04:**

Becky Miller moved to approve resolution 18-07-04 to write off all overdue fines from patrons less than 18 years of age at the beginning of this school year. Sarah Repella seconded the motion. Motion passed unanimously.

**Gifts**

**Restricted Individual Contributions to the General Fund**

50.00

For Youth Services Summer Reading

**Unrestricted Individual Contributions to the General Fund**

Donations \$ 470.71\*

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Total Restricted and Unrestricted \$ 520.31

\*Includes \$300 given in memory of Grace Louise Lutz by her family

**In-kind Gifts**

|                  |  |
|------------------|--|
| anonymous        | 13 hardcovers; 11 trade paperbacks; 5 mass market paperbacks; 5 DVDs |
| LuAnn Duff       | 4 hardcovers   |
| Carolyn Herstine | 3 oil paintings by Grace Lutz  |

**Adjourn**

The next Regular Board Meeting will be held on August 22, 2018 at 6:30 pm in the Minerva Public Library Board Room.

Virginia Birks moved to adjourn at 7:45 pm, Phil Zbasnik seconded the motion. Motion passed unanimously.