

**Minutes of the
Minerva Public Library Board of Trustees
August, 2018 Regular Meeting
August 22, 6:30 pm in the Library Board Room**

Call to Order: The meeting was called to order to 6:30. In attendance were Trustees Roger Bartley, Virginia Birks, Sarah Repella, Diane Ruff, Dick Rutledge, and Phil Zbasnik; and Library Director Tom Dillie. Fiscal Officer Christina Davies was absent.

Trustee Becky Miller joined the meeting at 6:35.

**Adjustments to the Agenda
Public Participation**

Minutes: Phil Zbasnik made a motion, seconded by Sarah Repella to approve minutes of the July 25, 2018 Board Meeting. After review of the minutes, the motion passed unanimously.

Old Business

Carroll County PLF: The Director, Fiscal Officer, and Board President met with the Carroll County Budget Commission on 08/07 to present the library's information regarding the 2019 PLF distribution. A copy of the library's talking points is included in the Board packet. The Commissioners were all present, and were cordial and attentive, but asked very few questions. Director Dillie reviewed with the Board his presentation to the Budget Commission and discussed the Commission's minutes included in the Board packet. The Commission voted to leave the 2019 PLF distribution in its current division of 75% to Carroll County District Library, 15% to Minerva, and 10% to Bowerston Public Library. The Auditor said that her office will issue the official Certificate of Resources early in September. The Director has sent this information on to the Stark County Prosecutor's Office and he will discuss the possibilities for appealing this distribution with Jessica Logothetides once she has had a chance to review the Commission minutes. The window for appealing the decision doesn't open until the official Certificate of Resources is issued. The Trustees had a general discussion about the possible courses of action.

Back to School Special: SEO staff have updated the Minerva patron list to move any patron age 18 older from MINYA status to MINA, and have set up program to make the change daily in the future. As requested, they plan then to forgive the overdue fines for all MINYA patrons in the coming week.

Strategic Plan Update: Jennifer finished the Installation of the new internet and catalog computers last week. This week Ray Electric installed the five lamp

posts to replace the 12 bollard lights around the entrance and paths. Trustees who had been by in the evening remarked that the new lights looked good.

Fiscal Officer's Report

Dick Rutledge and made motion, seconded by Becky Miller, to accept the Fiscal Officer's Report. Following review and discussion the motion passed unanimously.

Accept: Monthly financial reports for July, 2018.

PLF Distribution: The August distribution is \$48,921 which is 5.8% less than the \$51,930 received in August, 2017. Year-to-date, the library's PLF receipts are \$433,730 which is \$22,259, or 4.9%, below the \$455,989 received in the first eight months of last year. At the state level, the PLF receipts for this August were up .8% from last August, and .8% below 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. The better than expected receipts for this year combined with the savings from unfilled staff positions may leave the library with a small operating surplus at the end of the fiscal year. In the previous Board packets, the library's cumulative net position was shown in deficit. This was a mistake caused by including capital expenditures in with the total operating expenditures. The library at the end of July is running a surplus as shown below.

Dept. of Taxation 2018 Revenue Estimate for Minerva PLF

| | |
|----------------|-----------|
| December, 2017 | \$638,828 |
| July, 2018 | \$655,596 |
| Difference | \$ 16,768 |

Net Position

| | | | |
|---------------|------------|--------------|--------------|
| July Revenue | = \$65,266 | YTD Revenue | = \$ 400,031 |
| June Expenses | = \$49,194 | YTD Expenses | = \$ 384,912 |
| Difference | \$ 16,072 | Net Position | = \$ 15,119 |

Unique Management: Unique Management's July invoice was \$26.85 for 3 placements.

New Business

Employee Transitions: Sue Miller, Library Associate II, Technical Services Associate, has given notice of her retirement. Sue's last day of work will be November 2, 2018. Director Dillie explained that Nicole Weber, currently a LA I in Adult Services, is being trained by Sue to assume that LA II position upon Sue's retirement. We will hire a new part-time LA I to replace Nicole before she moves

up to her new position. The current open LA I position formerly held by Cindy Foster will remain open through the end of this year.

Library Trustees: The terms of Trustees Diane Ruff and Phil Zbasnik end on December 31. The Board should consider its options for these two Trustee positions. Diane Ruff stated that she would like to continue for another term on the Board. Phil Zbasnik said that he would like give up his seat at the end of his term. The Trustees discuss options for finding a new Trustee, and Becky Miller agreed to approach a Minerva resident who had expressed an interest in the Board. She will report to the Board at its September meeting.

YMCA Expansion: The Minerva Area YMCA has raised money to build out an addition at the end of the building facing the library. The addition will cover what is now the YMCA's side parking lot, and the YMCA plans to rework its remaining parking in order not to lose too many spaces. J T Williams, Minerva Service Director, met with Director Dillie a few weeks ago to review the plans for the addition and to explain that the new building would be too close to the property line and that the YMCA would need to request a zoning variance. Teresa Arrasmith, YMCA Executive Director also met with Director Dillie to review the expansion plans. The library will receive a notice of the hearing before the Board of Zoning Appealing and can chose to contest the variance request. The Trustees discussed this request and agreed that since the expansion is not adjacent to the library building, but rather at the end the library parking lot, there was no reason attend the hearing. There was also much discussion regarding how, or whether, the library should attempt to accommodate the school pick-up and drop-offs in the library parking lot once the YMCA expansion blocks the current path to the school main entrance. Becky Miller reported that this question had been discussed by Minerva Local Schools administration and that there was talk of putting in a sidewalk that would allow direct access from the library parking lot. The Trustees agreed in general that this was a reasonable idea, but Director Dillie did emphasize that he didn't believe the library should contribute financially to the project. He will talk with Superintendent Chaddock about what School District would like to do.

Resolution 18-08-01: Virginia Birks made a motion, seconded by Becky Miller, that the library have no objection to the zoning variance request from the YMCA regarding the location of the new addition in relation to the property line. The motion passed unanimously with Dick Rutledge and Sarah Repella abstaining.

Patron Record Purge: SEO staff purge inactive patron records each summer. While member libraries are free to set their own criteria, the standard measure for inactivity is the patron ID has no checkouts of physical or electronic materials, and no log-ins to electronic databases in the past 36 months. For the past few years, Minerva has also allowed deletion of inactive patron records

which have less than \$5.00 billed on the account. These criteria are in line with those used by the other libraries in Stark County as well. This year's record purge deleted 1,499 Minerva patron records, leaving a current patron list of 6,274 active users. For comparison, below is a list of the end-of-year patron counts for the last ten years. SEO did not purge patron records in 2012 because of the difficulties migrating to a new integrated library system.

| | |
|-----------|-----------|
| 2008—8803 | 2013—6603 |
| 2009—9196 | 2014—7298 |
| 2010—9507 | 2015—7971 |
| 2011—8910 | 2016—7850 |
| 2012—9721 | 2017—7474 |

Correspondence

None this month.

Director's Report

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

Library Statistics: Door counts were down in July 11.2% from last year, the loss was entirely in the upstairs count, and now down 3% year-to-date. A table showing library door counts since 1988 is included in the Board packet. In-house checkouts were down 5.1%. Renewals were down 11.6%, leaving in-house circ down 6.6% for the month and up 2.8% for the year. We are now past the one-year anniversary of turning on auto-renew; therefore 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. The increased downloadable content circ does not make up for the loss in physical materials circ.

Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Donations \$ 64.00

Total Restricted and Unrestricted \$ 64.00

In-kind Gifts

anonymous

17 hardcovers; 6 trade
paperbacks; 6 DVDs

Adjourn

The next Regular Board Meeting will be held on September 26, 2018 at 6:30 pm
in the Minerva Public Library Board Room.