

Minerva Public Library Board of Trustees
September, 2018 Meeting Minutes
September 26, 6:30 pm in the Library Board Room

Attendance: Virginia Birks, Diane Ruff, Dick Rutledge, Roger Bartley, Sarah Repella, Director Dillie and Fiscal Officer Davies

Absent: Phil Zbasnik and Rebecca Miller

Call to Order: Roger Bartley, President called the meeting to order at 6:31 pm
Adjustments to the Agenda- NA
Public Participation-NA

Minutes: Approve minutes of the August 22, 2018 Board Meeting.

Diane Ruff moved to accept the August 2018 meeting minutes. Dick Rutledge seconded the motion. The motion passed unanimously.

Ongoing Business

Carroll County PLF: The library received its certified statement of resources from the Carroll County Auditor for 2019 on 09/05/2018. The certified amount is \$136,919 which is 15% of the County's 2019 PLF estimate from the Ohio Department of Taxation. The revised estimate for this year, 2018, is \$133,335. Director Dillie spoke with Jessica Logothetides from the Stark County Prosecutor's Office about appealing this decision and the met with Mr. Bartley to review her advice. The Board can discuss this information and make recommendations.

Back to School Special: As we requested, SEO staff forgave all overdue fines on MINYA cards. There were 549 young patrons with fines on their cards with a value of \$1,836.

Open Library Trustee Seats: The terms on the Board of Diane Ruff and Phil Zbasnik end in December. Diane has said that she would like to have another term on the Board while Phil has said he would like to finish his service at the end of this year. Becky Miller will report on her contact with an area resident who earlier expressed an interest in serving on the Board.

Virginia Birks moved to reappoint Diane Ruff to the Minerva Public Library Board and appoint Jennifer Beard, MD to the Minerva Library Board effective 01/01/2019. Sarah Repella seconded the motion and the motion passed unanimously.

YMCA Zoning Variance: As discussed at the August Board meeting, the YMCA has asked for zoning variance for its new addition because it will be closer than permitted to the property line. The Board agreed not to a contest that request for a variance. The library did receive the Zoning Appeal notice by mail from the Village of Minerva.

Strategic Plan Update: We have seven adult programs scheduled for Tuesday evenings in October and November. The library will also host its first jigsaw puzzle exchange on October 29.

Fiscal Officer's Report

Accept: Monthly financial reports for August, 2018.

Dick Rutlege moved to accept the Fiscal Officer Report. Diane Ruff seconded the motion. Motion passed unanimously.

PLF Distribution: The September distribution is \$59,581 which is 1.8% less than the \$60,706 received in September, 2017. Year-to-date, the library's PLF receipts are \$493,343 which is \$22,371, or 4.3%, below the \$515,714 received in the first nine months of last year. After the first three quarters of the year the library has received almost exactly 75% of the most recent PLF estimate for 2018. The Dept. has revised its final 2018 PLF revenue estimate at 2.6% more than the estimate it made in December, 2017.

Dept. of Taxation 2018 Revenue Estimate for Minerva PLF

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

Net Position

August Revenue	= \$49,982	YTD Revenue	= \$ 449,996
August Expenses	= \$49,324	YTD Expenses	= \$ 434,236
Difference	\$ 658	Net Position	= \$ 15,760

Unique Management: Unique Management's August invoice was \$116.35 for 13 placements. This is an unusually large number of referrals for one month.

New Business

Lynda.com: Director Dillie informed the members of the site. He suggested Trustees take a look and then we'll have a brief demonstration at the October 2018 meeting.

Correspondence

None this month.

Director's Report

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

Sara Repella moved to accept the Directors and Youth Manager Report. Virginia Birks seconded the motion. Motion passed unanimously.

Library Statistics: Door counts were down in August 16% from last year, the loss was entirely in the upstairs count, and now down 4.4% year-to-date. In-house checkouts were down 6.7%. Renewals were almost even with last August, leaving in-house circ down 5.5% for the month and up 1.8% 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: July and August have been the highest Overdrive circ ever for the library, at 1031 and 1044 respectively. 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 \$ 94.95

Total Restricted and Unrestricted \$ 94.95

In-kind Gifts

anonymous

13 hardcovers; 14 trade paperbacks; 6 mass market paperbacks; 4 CDs; 2 DVDs

Diane Rutledge moved to adjourn at 7:30 pm and Diane Ruff seconded the motion. Motion passed unanimously.

Adjourn

The next Regular Board Meeting will be held on October 24, 2018 at 6:30 pm in the Minerva Public Library Board Room.