

**Minerva Public Library
Board of Trustees Meeting Minutes
October 26, 2016**

Attendance

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

Call to Order

The meeting was called to order at 6:30 p.m. in the Library Board Room.

Adjustments to the Agenda

None

Public Participation

None

Minutes

Rebecca Miller moved and Diane Ruff seconded to approve the minutes of the August 24, 2016 Board Meeting. (Note that the September regular Board meeting was cancelled.) The motion passed unanimously.

Old Business

Project Updates: American Heattek is still working on the new HVAC controller. The digital microfilm scanner is at the vendor's office and should be installed here in the next couple of weeks. We are still waiting on 21st Century Alarm to install the new outdoor security cameras.

Library Trustee Terms: The terms of Trustees Virginia Birks and Becky Miller end in December. At the August meeting the Board discussed the soon-to-be open seats and wondered if Becky and Virginia were willing to serve new terms. They both said they were happy to do.

Resolution 16-10-01: Diane Ruff moved and Phil Zbasnik seconded to request the Minerva Board of Education appoint Virginia Birks and Becky Miller as Trustees of the Minerva Public Library Board of Trustees with seven-year terms beginning January 1, 2017 and continuing through December 31, 2023. The motion passed unanimously.

Fiscal Officer's Report

Monthly Financial Reports: Phil Zbasnik moved and Virginia Birks seconded to accept the Monthly financial reports for August and September, 2016. The motion passed unanimously.

PLF Distribution: The September distribution was \$61,035.11, up \$2,519.37 or 4.3% from last September. The October distribution was \$56,666.68, down 3.8% from last October's \$58,880 and up 0.9% year to date. To compare, last October was up 2.2% month to date and up 9.9% year to date.

Net Position:

Sep Revenue =	\$63,497	YTD Revenue =	\$538,614
Sep Expenses =	\$54,638	YTD Expenses =	\$525,830
Difference =	\$ 8,859	Net Position =	\$ 12,784

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

Reallocated Appropriations: None

Book Sale: The fall book sale took in just under \$1050.00, a very good return.

New Business

2017 Appropriation: Fiscal Officer Smith and Director Dillie reviewed the highlights of the 2017 Budget with the full Board. A copy of the appropriation summary and budget detail was included in the Board packet. In general the 2017 appropriation follows the current appropriation with some minor increases to cover certain vendor and service contracts. The amount appropriated for adult print materials was reduced to reflect a decline in spending on adult books over the past several budget cycles. The 2017 appropriation includes a 2.5% raise for all library staff. Although that increase will be approved in the appropriation resolution, it will also be voted on separately at the November Board meeting.

Resolution 16-10-02: Virginia Birks moved and Richard Rutledge seconded to approve the 2017 permanent appropriation as presented. The motion passed unanimously.

Staffing Update: The library has hired Audrey Keister to fill the part-time Library Associate I position in Youth Services that was left vacant when Kathy Eddy resigned in August. Audrey started her position on September 26. The library was not able to find an AmeriCorps member to fill the part-time Guiding Ohio Online position here at the library and will review other means of providing regular technology training to patrons.

Director and Fiscal Officer Performance Evaluations: The Board's Personnel Committee should plan to meet in the weeks preceding the November Board meeting in order to conduct performance evaluations of the Director and Fiscal Officer, and have those evaluations ready for review by the Board at its November meeting.

Correspondence

None

Travel and Meetings:

- Kelly Chaplin – YALSA – lodging - \$271.32
- Tom Dillie – OLC Conference registration - \$85.00
- Tom Dillie – OLC Conference lodging - \$141.05
- Mary Jane Smith – OLFOA Meeting registration - \$20.00

Director's Report

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

Monthly Library Statistics: Door counts were dramatically up in August, almost 21% above last year; down 3% in September and leaving us up 7.6% year-to-date. In-house circulation was up 5% in August, down 7% in September. Total circulation which includes loans to other libraries and downloadable content was up 4% in August, down 5% in September and leaves us up 6.3% year-to-date.

Accept Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Contributions	\$ 80.65	08/01/2016
Contributions	\$ 30.45	08/02/2016
Contributions	\$ 21.30	08/09/2016
Contributions	\$ 27.00	08/17/2016
Contributions	\$ 16.75	08/23/2016
Contributions	\$ 23.75	08/30/2016
Contributions	\$ 3.00	09/06/2016
Contributions	\$ 16.10	09/07/2016
Contributions	\$ 33.70	09/13/2016
Contributions	\$ 22.30	09/20/2016
Book Prospector	\$ 21.17	09/20/2016
Contributions	\$ 23.83	09/21/2016
Contributions	\$ 459.50	09/26/2016
Contributions	\$ 144.10	09/27/2016
Contributions	\$ 112.55	09/28/2016
Contributions	\$ 83.28	09/29/2016
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Total Restricted and Unrestricted	\$ 1119.43	

In-kind Gifts

Anonymous

18 hardcovers, 6 trade paperbacks, 4 mass market paperback; 23 DVDs; 2 audiobooks; 8 music CDs

The Stuttering Foundation

10 trade paperbacks; 6 DVDs

Adjournment

The meeting adjourned at 7:15 pm.

The next regular Board Meeting will be held on November 16, 2016 at 6:30 pm in the Minerva Public Library Board Room.