

**Minerva Public Library
Board of Trustees Meeting Minutes
March 23, 2016**

Attendance

Trustees Roger Bartley, Louanne Kiko, Richard Rutledge, and Phil Zbasnik; Library Director Tom Dillie, Fiscal Officer Mary Jane Smith.

Call to Order

The meeting was called to order at 6:39 p.m. in the Library Board Room.

Adjustments to the Agenda

None

Public Participation

None

Minutes: Phil Zbasnik moved and Louanne Kiko seconded to approve the minutes of the February 24, 2016 Board Meeting. The motion passed unanimously.

Old Business

None

Fiscal Officer's Report

Monthly Financial Reports: Richard Rutledge moved and Phil Zbasnik seconded to accept the monthly financial reports for February 2016. The motion passed unanimously.

PLF Distribution: The March distribution was \$45,800.03, up 5.2% from last March and up 4.5% year to date.

Net Position:

February Revenue = \$67,959	YTD Revenue = \$130,632
February Expenses = \$63,283	YTD Expenses = \$113,781
Difference = \$ 4,676	Net Position = \$ 16,851

Unique Management: Unique Management's February invoice was \$80.55 for 9 placements. Director Dillie shared information received from Unique regarding changes to credit reporting rules. Effective June 15, the national credit reporting services will no longer allow the reporting of fines, tickets, and similar debt. Library fines and fees are included in this exclusion. Therefore, Unique will no longer be able to credit report delinquent patrons as the final step in its attempt

recover materials and fines owed to the library. Unique plans to increase the number and variety of contacts it makes with delinquent patrons during its 120 day contact process, but there is no real replacement for the option of credit reporting. The library pays an \$8.95 fee per patron whose case is taken on by Unique, and that fee will not change. During discussion some Trustees wondered how often delinquent patrons had been credit reported and Director Dillie will find out and report back.

Audit: Information is being gathered for the Agreed-Upon-Procedures for years 2014 and 2015. Alger & Associates are still contracted and picked up audit materials on March 23. The auditors want to know if the Trustees would like to waive the pre-audit conference as was done in the past.

Resolution 16-03-01: Louanne Kiko moved and Richard Rutledge seconded to waive the pre-audit conference as has been library practice in previous audit years. The motion passed unanimously.

New Business

Appointment of Trustees: The terms of Roger Bartley and Dick Rutledge were up at the end of December, 2015. A check with the Ohio Library Council confirms that they do hold their seats as Trustees until they resign or are replaced, even if their official term of office has expired. Assuming Mr. Bartley and Mr. Rutledge would like to continue as Trustees, the Board will need to pass resolution requesting that the Minerva Local School District Board of Education appoint them to new terms. Both Trustees were interested in new terms on the Board.

Resolution 16-03-02: Louanne Kiko moved and Phil Zbasnik seconded to request that the Minerva Local School District Board of Education reappoint Roger Bartley and Richard Rutledge to the Minerva Public Library Board of Trustees for seven-year terms that begin January 27, 2016 and run through the final board meeting of 2023. The motion passed unanimously.

Correspondence

None in February

Travel and Meetings – February

None

Director's Report

Louanne Kiko moved and Phil Zbasnik seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

Annual Library Statistics: February continued the business we saw in January. Door counts were up almost 30% for the month and are head by 36% year-to-date. Checkouts were up 27% for the month and 17% for the year. Renewals and SEO loans were flat. Total circulation then was up 14% for the month and 8.6% for the year so far. The better weather so far this year certainly has made a difference.

Accept Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 16.20	02/03/2016
Fines/Fees/Contributions	\$ 27.30	02/11/2016
Fines/Fees/Contributions	\$ 15.25	02/18/2016
Fines/Fees/Contributions	\$ 19.10	02/25/2016
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Total Restricted and Unrestricted	\$ 77.85	

In-kind Gifts

Katherine Friedman

1 hardcover

anonymous

8 hardcovers; 15 trade paperbacks; 7 mass market; 1DVD

Adjournment

The meeting adjourned at 7:05 p.m.

The next Regular Board Meeting will be held on April 27, 2016 at 6:30 pm in the Minerva Public Library Board Room.