

**MINERVA PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING MINUTES**

**January 27, 2010**

**Attendance:**

Trustees Roger Bartley (arrived at 6:36 p.m.), Virginia Birks, Martin Chapman, Denise Freeland, Rebecca Miller, Richard Rutledge, and Pamela Swallen; Director Tom Dillie; Fiscal Officer Kelly Boggs.

**Call to Order:**

The meeting was called to order at 6:36 p.m.

**Adjustments to Agenda:**

None.

**Public Participation:**

None.

**Administering Oath of Office to New Trustees:**

Fiscal Officer Boggs, in her capacity as Notary Public, administered the oath to Trustees Virginia Birks and Rebecca Miller as follows:

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted during your term of office?

Trustees Birks and Miller answered affirmatively and were welcomed to the Board.

**ANNUAL ORGANIZATIONAL MEETING BUSINESS:**

**Election of Officers:**

Virginia Birks moved and Richard Rutledge seconded to retain the 2009 officers for the year 2010 as follows: President Roger Bartley; Vice-President Martin Chapman; Recording Secretary Pamela Swallen; Corresponding Secretary Denise Freeland. The resolution passed unanimously.

**Appointment of Library Committee Members:**

Library Committee Members for organizational year 2010 were appointed as follows:  
Building & Grounds: Martin Chapman, Pamela Swallen, Denise Freeland  
Finance & Audit: Roger Bartley, Richard Rutledge, Rebecca Miller  
Personnel: Virginia Birks, Richard Rutledge  
Policy Committee: Denise Freeland, Martin Chapman  
Development Chair: Roger Bartley

**Records Commission:**

The Records Commission includes all seven members of the Board, the Fiscal Officer, and the Director, and meets at least once a year. The Records Commission will meet at 6:15 p.m. on March 24, 2010, prior to the regular Board meeting.

**Board Meeting Calendar:**

Meetings will be held at 6:30 p.m. on the 4<sup>th</sup> Wednesday of each month, except for the months of November and December when meetings will be held the 3<sup>rd</sup> Wednesday of these months, or otherwise as may later be scheduled by the Board. The 2010 regular meeting schedule is:

January 27	May 26	September 22
February 24	June 23	October 227
March 24	July 28	November 17
April 28	August 25	December 15

**Resolutions Regarding the Director:**

Martin Chapman moved and Denise Freeland seconded that Resolutions 10-01-01 through 10-01-05 regarding the Director be approved. The resolution passed unanimously.

**Resolution 10-01-01:**

That the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2010 and continuing through to the 2011 organization meeting.

**Resolution 10-01-02:**

That the Library Director be authorized to spend up to \$1,500.00 in consumables from the General Fund, for staff and library programs throughout the fiscal year 2010 and continuing through to the 2011 organization meeting, as long as said expenditures fall within the 2010 Appropriation Resolution(s) adopted by the Board of Trustees.

**Resolution 10-01-03:**

That the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2010 and continuing through to the 2011 organization meeting, as long as said expenditures fall within the 2010 Appropriation Resolution(s) adopted by the Board of Trustees.

**Resolution 10-01-04:**

To authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2010 and continuing through to the 2011 organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

**Resolutions Regarding the Director:** (continued)

**Resolution 10-01-05:**

That the Library Director be authorized to accept all “in-kind” gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2010 and continuing through to the 2011 organization Meeting. All individual “in-kind” gifts that the Director recommends for addition to the Library’s collection will be reported to the Board of Trustees at their next monthly regular meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library’s collection or to be disposed of through the “Donation” book cart or otherwise. Only those items that the Director determines are to be added to the Library’s collection will be recommended to the Board for gift acceptance.

**Resolutions Regarding the Fiscal Officer:**

Martin Chapman moved and Pamela Swallen seconded that Resolutions 10-01-06 through 10-01-08 regarding the Fiscal Officer be approved. The resolution passed unanimously.

**Resolution 10-01-06:**

To renew the Public Official Bond in the amount of \$35,000 for Kelly Boggs, Fiscal Officer, for the period of one year upon expiration of the current bond in 2010.

**Resolution 10-01-07:**

That the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2010 and continuing until the 2011 organizational meeting, as long as said bills fall within the 2010 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library’s Investment Policy and Depository Contracts awarded for periods inclusive of fiscal year 2010 and continuing through to the 2011 organization meeting as approved by the Board.

**Resolution 10-01-08:**

That the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2010 and continues through to the 2011 organization meeting.

**Resolutions Regarding the Deputy Fiscal Officer:**

Richard Rutledge moved and Martin Chapman seconded that Resolutions 10-01-09 through 10-01-10 regarding the Deputy Fiscal Officer be approved. The resolution passed unanimously.

**Resolution 10-01-09:**

To reappoint Kathy Eddy as Deputy Fiscal Officer for the Fiscal Year 2010 through to the 2011 organization meeting.

**Resolution 10-01-10:**

To renew the Public Official Bond in the amount of \$35,000 for Kathy Eddy, Deputy Fiscal Officer, for the period of one year upon expiration of the current bond in 2010.

**REGULAR MEETING BUSINESS:**

**Minutes:**

Pamela Swallen moved and Denise Freeland seconded to approve minutes of the December 16, 2009 Board Meeting. The resolution passed unanimously.

**Old Business:**

**Strategic Plan:**

A draft copy of the strategic plan will be distributed at the Board meeting for discussion at the February meeting.

**Staffing Changes:**

A reminder that Fairy Ann Starling's last day of work at the library is Friday, January 29. Trustees may wish to stop by and wish her *Bon Voyage* before then.

**Resolution of Appreciation and Thanks:**

Martin Chapman moved and Denise Freeland seconded the following resolution:

WHEREAS the Minerva Public Library is a vital part of the community, and  
WHEREAS, a dedicated, attentive, and innovative staff is essential to providing excellent library service, and  
WHEREAS, the Minerva Public Library staff have provided excellent library service to the community over the years, during two building projects, and at times in the face of financial hardship and limited resources, and  
WHEREAS, the diligence, experience, and industry of Library Department Mangers are essential to the effective and efficient work of the Library, and  
WHEREAS Fairy Ann Starling has worked for the Minerva Public Library, since June 21, 1989 beginning as a substitute and rising to the position of Adult Services Manager,  
NOW, THEREFORE BE IT RESOLVED on this twenty-seventh day of January, Two Thousand and Ten, the Minerva Public Library Board of Trustees commends Fairy Ann Starling for her valuable, faithful, and consistent service to the Minerva Public Library and its patrons over the past twenty and one half years, and expresses heartfelt appreciation and thanks for her work to maintain and improve the Library.  
The resolution passed unanimously.

**Fiscal Officer's Report:**

**Financial Reports:**

Pamela Swallen moved and Martin Chapman seconded to accept the monthly financial reports for December 2009. The resolution passed unanimously.

Richard Rutledge moved and Virginia Birks seconded to accept the Unaudited Annual Financial Report for Fiscal Year 2009. The resolution passed unanimously.

**PLF Distribution:**

The January 2010 PLF distribution is 15% below that of January 2009. The most recent certified estimate we have received for 2010 places 2010 annual receipts 24% below 2008 receipts and 7% below those of 2009. Because each month's distribution is made from the previous month's tax receipts, the percentage difference each month year-to-year and year-to-date may vary from the estimate for the year as a whole.

**Unique Management:**

Unique Management's invoice for the month of December was \$89.50 for 10 placements.

**Finance and Audit Committee:**

The Board will be asked to approve the permanent 2010 appropriation at its February regular meeting. The Finance and Audit Committee will meet and review the permanent appropriation recommended by the Fiscal Officer and Director at 6:00 p.m. on February 24, 2010, prior to the regular Board meeting.

**Audit:**

Representatives from the State Auditor's office may be here to begin our audit as early as next week. The cost of the last audit was nearly \$4,700.00 and should remain about the same.

**New Business:**

None.

**Correspondence:**

None.

**Travel:**

None.

**Director's Report:**

Virginia Birks moved and Rebecca Miller seconded to accept monthly reports from the Director, Adult Services Manager and Youth Services Manager, which are included in the packet.

**Monthly Library Statistics:**

Statistics are included in the packet. The spreadsheet includes the cumulative totals for 2009. Circulation in-house was up 3.15% over 2008; there were large drops in circulation from 2008 numbers during the last three months of last year. Overall circulation, which includes items loaned to other libraries, was up 4.57% over 2008; this is the number we report to the Stark County Auditor to be figured in the formula for the distribution of the Stark County PLF. Of the other variable factors in that formula, number of borrowers is up 4.45% over 2008, while the amount spent on library materials is down quite a bit, and the number of FTE is down very slightly. All libraries in Stark County spent less on materials in 2009 than they did in 2008, and at least two libraries had dramatic reductions in staffing.

**Other Items Discussed:**

Mr. Chapman asked that the sidewalk allowing access to the library from Bonnieview be cleared when there is snow and ice.

There was also a discussion regarding the possible effects of the Kindle and similar devices on future library use.

**Accept Gifts:**

Denise Freeland moved and Martin Chapman seconded to accept the gifts for December. The resolution passed unanimously.

**Restricted Individual Contributions to the General Fund:**

Richard R. and Pauline E. Robinson	\$100.00	12/04/2009
For adult historical fiction and military history		
Sharon Morgenstern	\$100.00	12/14/2009
For youth books		

**Unrestricted Individual Contributions to the General Fund:**

Fines/Fees/Contributions	\$ 9.00	12/01/2009
Fines/Fees/Contributions	\$ 36.00	12/07/2009
Dave & Sue Scharf	\$ 7.00	12/09/2009
Youth Services donation bank	\$ 80.00	12/10/2009
Fines/Fees/Contributions	\$ 21.56	12/10/2009
Fines/Fees/Contributions	\$ 11.25	12/14/2009
Book Prospector Donation for Discards	\$ 33.92	12/14/2009
Fines/Fees/Contributions	\$ 9.00	12/15/2009
Fines/Fees/Contributions	\$ 11.80	12/17/2009
Donation Paypal	\$ 5.00	12/21/2009
Donation Paypal fee	\$ 120.00	12/28/2009
Fines/Fees/Contributions	\$ 46.41	12/29/2009
<b>Total Restricted and Unrestricted</b>	<b>\$ 590.94</b>	

**In-kind Gifts**

Azaria Akashi	2 adult hardbacks, 3 paperbacks
Richard Barrick	2 adult hardbacks
Bartley Funeral Home	3 youth hardbacks, 8 youth paperbacks
Vicki Berger	1 youth hardback, 1 paperback, and 1 book beginning kit
Virginia Birks paperback	2 adult hardbacks, 1
Jenny Greco	1 Adult DVD
Rebecca Howard	subscription to <i>Tea Time</i> magazine
Janice Oneacre	1 youth DVD, 1 book beginning kit

**Adjournment:**

The meeting was adjourned at 7:45 p.m.

The next Regular Board Meeting will be held on February 24, 2010 at 6:30 p.m. in the Minerva Public Library Board Room.