

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
January 22, 2014**

Attendance:

Trustees Roger Bartley, Virginia Birks, Louanne Kiko, and Diane Ruff; Director Tom Dillie; Fiscal Officer Mary Jane Smith.

Call to Order:

The meeting was called to order at 6:50 p.m. following a tour of the library repair and renovation work.

Adjustments to Agenda:

Discussion of selection process for CPA firm to perform audit.

Public Participation:

None

Oath of Office to Fiscal Officer:

Board President Bartley administered the oath of office to Fiscal Officer Mary Jane Smith.

Annual Organization Meeting Business:

Virginia Birks moved and Diane Ruff seconded to reelect President Roger Bartley, Vice-President Richard Rutledge, and Secretary Virginia Birks to their offices for 2014, and to appoint the following committees:

Building & Grounds – Virginia Birks, Diane Ruff, and Phil Zbasnick

Finance and Audit – Roger Bartley, Louanne Kiko, and Richard Rutledge

Personnel – Virginia Birks, Diane Ruff, and Richard Rutledge

Policy Committee – Louanne Kiko, Rebecca Miller, and Phil Zbasnik

Development Chair – Roger Bartley

The motion passed unanimously.

Louanne Kiko moved and Diane Ruff seconded that March 26, 2014 at 6:20 be established as the meeting date for Records Commission (all 7 members of the Bard, the Fiscal Officer, and the Director), and the monthly meeting schedule for 2014. The motion passed unanimously. Meeting will be held at 6:30 p.m. on the 4th Wednesday of each month, except for the months of November and

December when the meeting will be held the 3rd Wednesday of the month, or otherwise as may later be scheduled by the Board. The 2014 regular meeting schedule is:

January 22	May 28	September 24
February 26	June 25	October 22
March 26	July 23	November 19
April 23	August 27	December 17

Note: A complete copy of each month's Board packet will be kept as a permanent file copy.

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution: in January 2014, resolutions are numbered 14-01-01, 14-01-02, 14-01-03, etc.

Virginia Birks moved and Diane Ruff seconded resolutions 14-01-01, 02, 03, 04, and 05 which follow:

Resolution: 14-01-01: 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 2014 and continuing through to the 2015 organization meeting.

Resolution: 14-01-02: 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 2014 and continuing through to the 2015 organization meeting, as long as said expenditures fall within the 2014 or 2015 Appropriation Resolution(s) adopted by the Board of Trustees.

Resolution: 14-01-03: 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 2013 and continuing through to the 2015 organization meeting, as long as said expenditures fall within the 2014 or 2015 Appropriation Resolution(s) adopted by the Board of Trustees.

Resolution: 14-01-04: 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 2014 and continuing through to

the 2015 organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Resolution: 14-01-05: 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 2014 and continuing through to the 2015 organization 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. All individual “in-kind” gifts that the Director adds to the Library’s collection will be reported to the Board of Trustees at their next monthly regular meeting.

The motion to approve Resolutions 14-01-01, 02, 03, 04, and 05 passed unanimously.

Resolution: 14-01-06: Virginia Birks moved and Louanne Kiko seconded to renew the Public Official Bond in the amount of \$35,000 for Mary Jane Smith, Fiscal Officer, for the period of one year upon expiration of the current bond in 2014. The motion passed unanimously.

Virginia Birks moved and Louanne Kiko seconded resolutions 14-01-07 and 08 which follow:

Resolution: 14-01-07: that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2014 and continuing until the 2015 organizational meeting, as long as said bills fall within the 2014 or 2015 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 2014 and continuing through to the 2015 organization meeting as approved by the Board.

Resolution: 14-01-08: 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 2014 and continues through to the 2015 organization meeting.

The motion to approve Resolutions 14-01-07 and 14-01-08 passed unanimously.

Regular Meeting Business

Minutes: Louanne Kiko moved and Virginia Birks seconded to approve the minutes of the December 18, 2013 Board Meeting. The motion passed unanimously.

Fiscal Officer's Report

Monthly Financial Report: Louanne Kiko moved and Virginia Birks seconded to accept the monthly financial reports for December, 2013. The motion passed unanimously.

Information: Fiscal Officer Smith is completing the unaudited Annual Financial Report for Fiscal Year 2013. The report and associated documents will be distributed via e-mail to all Trustees prior to the February Board meeting when the Board will be asked to approved the Report.

Information: Fiscal Officer Smith worked 8 additional hours in pay period ending 1/5/14 and 6.25 additional hours in pay period ending 1/19/14.

2013 Supplemental Appropriations: None

PLF Distribution: The January 2014 distribution was \$54,079.54, down 2.3% from last January.

Unique Management: Unique Management's December invoice was \$53.70 for 6 placements.

Requiring Direct Deposit: Fiscal Officer Smith asked the Board to consider a change in the library's policy regarding direct deposit of employee paychecks. This would be very helpful in emergencies such as we've had lately. Also, it would assure that all of payroll is dated on the same day and month. Two employees currently receive checks.

Resolution 14-01-09: Louanne Kiko moved and Diane Ruff seconded to amend the Section 283 of the Employee Handbook to require electronic direct deposit for all employees effective March 31, 2014. Amended policy language is provided below.

For security, financial, and administrative reasons, the Minerva Public Library requires that employees ~~hired on or after June 20, 2008~~ use electronic direct deposit. An employee may choose multiple depository accounts (e.g., bank checking, or savings, and/or credit union accounts) among which to split up his deposits.

New Business

Sewer Backup Repair Update: The Trustees toured the renovation area prior to the Board meeting. Director Dillie then summarized the work so far. The crew from Belfor Property Restoration has replaced all the damaged drywall and painted the two perimeter walls, the Boardroom, the Fiscal Officer's office, the restroom alcove, and the door and window trim. The backing board for the wall tile in the restrooms must also be replaced, requiring the replacement of all the wall tile. Director Dillie and Mrs. Heller selected new tile which has been ordered; the cove molding tile is a special order and the tile will not be shipped until the middle of February. The carpet is ordered and should be delivered to the installers this week. The carpet installers and furniture movers will be in Monday and Tuesday, 01/27-01/28 to replace the carpeting, we expect them to finish work in a day and a half. The lower level will be closed for the work.

Sewer Maintenance Update: Director has spoken with Alvin Catlett several times. He explained that the backflow preventer Catlett's installed in August of 2012 has yet to prevent any backflows that we know, and he ask Catlett to come up with another method of shutting off that sewer pipe. Board President Bartley has sent a letter to Mayor Waller explaining the damage the library has suffered because the village's problems with sewer line and asking for a meeting with the Mayor, Dave Harp, and whoever else might have insight into the problem. There was general agreement among the Trustees in attendance that Director Dillie and Mr. Bartley should meet with the Village representatives and get some assurances about how the sewer line would be kept open. Mrs. Kiko asked whether the library should contact other plumbing contractors and get another opinion about how the library could protect itself from backflows.

Ohio Library Council Update: The OLC has hired Michelle Francis as the Director of Government and Legal Services to replace the retiring Lynda Murray. Francis has worked in the same kind of capacity for the Ohio School Boards Association for a number of years, and is also a JD.

Public Library Fund Update: The Ohio Dept. of Taxation has revised its monthly PLF distribution estimate for 2014, showing less variation in the amount of revenue from month to month. This flattening of the distribution reflects the fact the General Revenue Fund is receiving proportionally more money from sales taxes and less from income tax than it has in the past; the former tax stream is less volatile than the latter. OLC is concerned about the continuing adjustments to

taxes that support the General Revenue Fund. Most recently HB 375 proposes changing the severance tax as it applies to oil and gas production with a net reduction in GRF tax revenues and therefore some reduction in PLF receipts. The OLC is proposing that the PLF be reset to 2% of the GRF, presumably as part of the next biennium budget.

Correspondence

A copy of the letter from Board President Bartley to Mayor Waller is included in the Board Packet.

Travel: Mary Jane Smith – OLC Healthcare Workshop - mileage - \$116.89

Director's Report

Diane Ruff moved and Virginia Birks seconded to accept the monthly reports from the Director and the Youth Services Manager.

Monthly Library Statistics: The 2013 slide in total circulation left us 6.2% below 2012. Circulation in-house was down 7% and SEO loans were down 6%, although 2013 was still the third-highest SEO loan total ever. Door counts were up 1.6% and the second highest number of visits ever. Reference questions were up 3.5% to 21,265, the largest number ever. Youth Services staff managed 1010 visits by classes to the library or by staff to classes with a total attendance of 21,041, a 6% increase over 2012 and the highest number of visits and the largest attendance ever. In-house computer use settled at almost the same number as 2012 after years of decline. Although circulation is dropping, use of the library facilities and services is steady. At the next Board meeting Director Dillie will provide a more detailed historical analysis of library circulation by type of material.

Acknowledge Gifts

Restricted Individual Contributions to the General Fund

none

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 7.85	12/05/2013
Book Prospector	\$ 18.01	12/10/2013
Fines/Fees/Contributions	\$ 15.40	12/11/2013
Fines/Fees/Contributions	\$ 11.00	12/18/2013
Fines/Fees/Contributions	\$ 2.40	12/23/2013
Fines/Fees/Contributions	\$ 19.20	12/30/2013
Total Restricted and Unrestricted	\$ 73.86	

In-kind Gifts

anonymous

2 hardcovers; 2 trade
paperbacks; 1 DVD

Rich Barrick

7 hardcovers

Adjournment

The meeting adjourned at 7:40 p.m.

The next Regular Board Meeting will be held on February 26, 2014 at 6:30 pm in the Minerva Public Library Board Room.