

**MINERVA PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING MINUTES**

**January 25, 2012**

**Attendance:**

Trustees Roger Bartley, Virginia Birks, Louanne Kiko, Rebecca Miller (arrived at 6:43), Diane Ruff, Richard Rutledge and Phil Zbasnik; Director Tom Dillie; Fiscal Officer Kelly Boggs.

**Call to Order:**

The meeting was called to order at 6:30 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 Diane Ruff and Phil Zbasnik 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?

Trustee Ruff and Zbasnik answered affirmatively and were welcomed to the Board.

**ANNUAL ORGANIZATIONAL MEETING BUSINESS:**

**Election of Officers:**

Virginia Birks moved and Louanne Kiko seconded a motion to combine the offices of Recording Secretary and Corresponding Secretary into a single office called Secretary. The resolution passed unanimously.

Virginia Birks moved and Louanne Kiko seconded the slate of officers for the year 2012 as follows: President Roger Bartley; Vice-President Richard Rutledge; Secretary Virginia Birks. The resolution passed unanimously.

**Appointment of Library Committee Members:**

Library Committee Members for organizational year 2012 were appointed as follows:

Building & Grounds: Virginia Birks, Diane Ruff, Phil Zbasnik

Finance & Audit: Roger Bartley, Richard Rutledge, Louanne Kiko

Personnel: Virginia Birks, Richard Rutledge, Louanne Kiko

Policy Committee: Rebecca Miller, Diane Ruff, Phil Zbasnik

Development Chair: Roger Bartley

**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 month of February when the meeting will be held the 5<sup>th</sup> Wednesday, and December when the meeting will be held the 3<sup>rd</sup> Wednesday, or otherwise as may later be scheduled by the Board. The 2012 regular meeting schedule is:

January 25	May 23	September 26
February 29	June 27	October 24
March 28	July 25	November 28
April 25	August 22	December 19

**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 6:20 p.m. on March 28, 2011, prior to the regular Board meeting.

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 2012, resolutions are numbered 12-01-01, 12-01-02, 12-01-03, etc.

**Resolutions Regarding the Director:**

Richard Rutledge moved and Virginia Birks seconded that Resolutions 12-01-01 through 12-01-05 regarding the Director be approved. The motion passed unanimously.

**Resolution 12-01-01:**

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 2012 and continuing through to the 2013 organization meeting.

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

**Resolution 12-01-02:**

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 2012 and continuing through to the 2013 organization meeting, as long as said expenditures fall within the 2012 Appropriation Resolution(s) adopted by the Board of Trustees.

**Resolution 12-01-03:**

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 2012 and continuing through to the 2013 organization meeting, as long as said expenditures fall within the 2012 Appropriation Resolution(s) adopted by the Board of Trustees.

**Resolution 12-01-04:**

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 2012 and continuing through to the 2013 organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

**Resolution 12-01-05:**

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 2012 and continuing through to the 2013 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:**

Virginia Birks moved and Diane Ruff seconded that Resolutions 12-01-06 through 12-01-08 regarding the Fiscal Officer be approved. The motion passed unanimously.

**Resolution 12-01-06:**

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 2012.

**Resolutions Regarding the Fiscal Officer: (continued)**

**Resolution 12-01-07:**

That the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2012 and continuing until the 2013 organizational meeting, as long as said bills fall within the 2012 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 2012 and continuing through to the 2013 organization meeting as approved by the Board.

**Resolution 12-01-08:**

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 2012 and continues through to the 2013 organization meeting.

**Resolutions Regarding the Deputy Fiscal Officer:**

Louanne Kiko moved and Rebecca Miller seconded that Resolutions 12-01-09 through 12-01-10 regarding the Deputy Fiscal Officer be approved. The motion passed unanimously.

**Resolution 12-01-09:**

To reappoint Kathy Eddy as Deputy Fiscal Officer for the Fiscal Year 2012 through to the 2013 organization meeting.

**Resolution 12-01-10:**

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 2012.

**REGULAR MEETING BUSINESS:**

**Minutes:**

Louanne Kiko moved and Richard Rutledge seconded to approve minutes of the December 21, 2011 Board Meeting. The resolution passed unanimously.

**Old Business:**

None.

**Fiscal Officer's Report:**

**Financial Reports:**

Richard Rutledge moved and Rebecca Miller seconded to accept the monthly financial reports for December, 2011 and the unaudited Annual Financial Report for 2011. The resolution passed unanimously.

**2011 Supplemental Appropriations:**

During December, Fiscal Officer Boggs made several transfers within the General Fund:

\$150.00 from 1000-100-411-1000 Adult Dept. Books to 1000-100-413-1006 Adult Dept. A/V

\$28.00 from 1000-100-415-0000 ILL Fees to 1000-100-412-0000 Periodicals

**PLF Distribution:**

The January distribution was down 6.1% from last January.

**Unique Management:**

Unique Management's invoice for the month of December was \$89.50 for 10 placements. Director Dillie provided a brief explanation of how the collection service works. Unique Management periodically provides reports showing that the benefits exceed the cost of the service.

**New Business:**

**Approve 2011 Annual Report:**

Rebecca Miller moved and Diane Ruff seconded to approve the draft annual report for 2011. The resolution passed unanimously.

As in past years, this document is a brief summary of the year's highlights, accomplishments and challenges. It will be posted on the library's website, with a few copies printed in-house for distribution in the library.

**Library closed half-day:**

Virginia Birks moved and Rebecca Miller seconded to open the library at noon on February 28, in order to schedule an in-service morning for staff. The resolution passed unanimously.

**Correspondence:**

No correspondence.

**Travel:**

- December 8, 2011 - GASB 54 Fund Balances Training – New Philadelphia – Kelly Boggs – mileage.
- December 19, 2011 – OEBC Board Meeting – Warren – Kelly Boggs – mileage.

**Director’s Report:**

Phil Zbasnik moved and Virginia Birks seconded to accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. The resolution passed unanimously.

**Monthly Library Statistics:** December in-house check-outs were down 6.57% from December, 2010, and we finished the year with in-house check-outs 1.1% above 2010. However, when we add in renewals, which is how one calculates total circulation, in-house circulation was down 11.3% in December and 1.2% for the year. Clearly the major loss in circulation is in the renewals, and much of that probably can be attributed to a more conservative renewal practice in Youth Services. When we add in SEO circulation, which was higher in 2011 than ever before, we finished the year 1% up; the circulation we'll report to the Stark County Auditor (total circulation less computer sign-ups) is up 1.9% over 2010. Door count was up 1.55% over last year, which is nice increase. Computer sign-ups were down over 2200 from 2010, but we estimate log-ins to the library wi-fi were something over 1700 for the year which accounts for part of the drop in internet sign-ups. An ever-increasing number of middle-schoolers, as well grade school kids, are coming into the library with cell-phones; these kids, who in earlier years might have wanted to sign up for a computer, spend their times on their phones instead.

**Accept Gifts:**

**Restricted Individual Contributions to the General Fund**

Great Trail Chapter D.A.R. In memory of Wilma Strachan	\$ 50.00	12/13/2011
Carol Hanson In memory of Josephine Elton	\$ 25.00	12/20/2011
Nori and Bill Pilati In honor of Bill and Ruth Pilati	\$ 50.00	12/22/ 2011
Nancy L. Cobbs In honor of Richard R. Robinson and in memory of Pauline Robinson	\$ 25.00	12/22/ 2011

**Accept Gifts:**      (continued)

**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 11.00	12/01/2011
Fines/Fees/Contributions	\$ 28.97	12/08/2011
Minerva Red Hats	\$ 62.00	12/12/2011
Fines/Fees/Contributions	\$ 17.00	12/14/2011
Fines/Fees/Contributions	\$ 7.00	12/27/2011
Fines/Fees/Contributions	\$ 13.30	12/29/2011
<hr/>		
Total Restricted and Unrestricted	\$ 289.27	

**In-kind Gifts**

Anonymous	3 hardcovers; 4 trade paperbacks; 3 mass market paperbacks
Bill and Polly Givens	1 hardcover; 4 trade paperbacks; 1 board book

**Other Items Discussed:**

Trustee Miller asked about services being provided for patrons with e-readers. The library is now purchasing e-books, which are made available to our patrons and others through the SEO Consortium. Only the e-books checked out by Minerva Library cardholders count as circulation for our library. Additional purchases of e-books by consortium members should help cut down on the waiting lists for popular items, but our patrons don't get to move to the top of list when we have purchased an item, as they do for print books. Publishers are also placing limitations on e-books. Some will not sell to libraries at all, while others place a limit on the amount of times a library e-book can be checked out.

Trustee Zbasnik shared some information on oil and gas exploration and the contact information for a possible exhibit on this subject for the library.

**Adjournment:**

The meeting was adjourned at 7:56 p.m.

The next Regular Board Meeting will be held on February 22, 2012 at 6:30 p.m. in the Minerva Public Library Board Room.