

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

February 23, 2011

Attendance:

Trustees Roger Bartley, Virginia Birks, Denise Freeland, Louanne Kiko, Rebecca Miller (arrived at 7:00 p.m.), Richard Rutledge, and Pamela Swallen; Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

The meeting was called to order at 6:37 p.m.

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Pamela Swallen moved and Denise Freeland seconded to approve minutes of the January 26, 2011 Board Meeting. The resolution passed unanimously.

Old Business:

None.

Fiscal Officer's Report:

Financial Reports:

Richard Rutledge moved and Pamela Swallen seconded to accept the monthly financial reports for January 2011. The resolution passed unanimously.

2011 Permanent Appropriations:

The Finance and Audit Committee met on Tuesday, February 22, 2011 to review proposed permanent appropriations for 2011. Copies of all appropriation documents are included in the Board packet.

Resolution 11-02-01:

Virginia Birks moved and Denise Freeland seconded to adopt the proposed Minerva Public Library 2011 Permanent Appropriations as recommended by the Finance and Audit Committee and as presented on the attached page in summary format. The resolution passed unanimously.

Fiscal Officer's Report: (continued)

PLF Distribution:

The PLF February distribution was up 13.5% from February, 2010, and year-to-date receipts are up 9.8% when compared with 2010. This month's distribution is 12.3% below that of February, 2009, and down 11.7% year-to-date when compared with 2009.

Unique Management:

Unique Management's invoice for the month of December was \$53.70 for 6 placements.

Public Official Bonds:

At the last meeting, a question was raised regarding how the bond amounts are determined. While Ohio law requires the Fiscal Officer and Deputy Fiscal Officer to be bonded, the amount of the bond is left to the discretion of the Board. The State Auditor's representatives also verify the bonds at each audit but have made no comment on the amount. Our current amount of \$35,000 each is typical for libraries of our budget size. Also, our property and casualty insurance plan also includes an employee dishonesty clause of up to \$25,000 each for any employee of the library, meaning that the Fiscal Officer and Deputy Fiscal Officer are effectively covered for up to \$60,000 each.

New Business:

Replacing Computers:

The library has 15 computers which the public may use to access the internet. Ten of these computers are from the library's original Gates Foundation grant purchase and are over 8 years old. The remaining seven computers are an odd assortment of makes and models most of which are over five years old. Each of these computers is configured slightly differently, and among them, the 15 computers are running three different operating systems. All the computers are wearing out and we expect several, or even most of them to fail this year. They need to be replaced, and Director Dillie discussed options with the Board. The Board agreed with his plan to purchase refurbished off-lease computers which will be supported through 2014. In this way the computers can be replaced very inexpensively.

New Business: (continued)

Landscaping Improvements:

As mentioned at an earlier Board meeting, Deborah Bowman has approached the library about cleaning up the landscaping. She had done much of the original landscaping work following the fundraising after the new building was opened. Director Dillie has discussed the job with Ms. Bowman and would like to hire her this year to clean up and improve the library grounds. A copy of the agreement is included in the Board packet.

Resolution 11-02-02:

Virginia Birks moved and Richard Rutledge seconded to hire Deborah Bowman for \$2650 to perform landscaping maintenance and improvement during the 2011 season as detailed in the agreement. The resolution passed unanimously.

Correspondence:

At the last Board meeting, the Trustees received a copy of a letter sent by Kent Oliver, Director of the Stark County District Library, to the President of the Stark County Community Foundation. All public library directors in Stark County had been copied on that letter. The Massillon Public Library Board of Trustees responded to that letter with a letter to Kent Oliver, and again, all public library directors in the county were copied on the correspondence. A copy of the letter is included in the Board packet.

Director Dillie has drafted a letter to public officials detailing how the library has successfully managed the reduction in PLF funding and outlining the library's plans for the future. A copy of that letter is included the Board packet.

Travel:

No travel in January.

Director's Report:

Pamela Swallen moved and Rebecca Miller 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:

The upward trend in library activity that we saw in the last quarter of 2010 continues with in-house circulation up 6.5% over January 2010, and overall circulation, including SEO loans, up 7% over last year. The bad weather oddly enough seems to have helped the circ count by increasing renewals over 17% above January 2010. On the other hand, door counts were also up by just over 2%, so our patrons weren't all trapped inside their homes.

Accept Gifts:

Restricted Individual Contributions to the General Fund

Nancy Cobbs in honor of Richard R. Robinson and In memory of Pauline Robinson	\$20.00	01/04/2011
Nori M. Pilati in honor of Ruth and Bill Pilati	\$50.00	01/04/2011

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$17.00	01/03/2011
Fines/Fees/Contributions	\$11.00	01/24/2011
M. Jean Culp	\$30.00	01/25/2011
N.A. Lane	\$50.00	01/25/2011
Fines/Fees/Contributions	\$11.00	01/31/2011
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Total Restricted and Unrestricted	\$189.00	

In-kind Gifts

Anonymous	9 hardcovers; 4 trade paperbacks; 17 mass market paperbacks; 2 audiobooks
Richard Barrick	3 hardcover books

Additional Items Discussed:

- A jazz festival will held on May 21. The library plans to be represented in some way.
- Director Dillie asked the Board members if they had any objection to seeking donations of prizes for summer reading from local merchants. They did not.
- The OLC Library Trustee Dinner will be held on March 22 in Kent. Board members have not attended in the past, but are welcome to do so. The Library will pay for Trustees' registrations.
- A patron complaint was passed along to the Board. The parking lot was full and she was unable to get in to the library. This does not seem to be a regularly occurring problem.

Change to vacation accrual for Youth Services Manager:

Resolution 11-02-03:

Virginia Birks moved and Richard Rutledge seconded to adjust the vacation accrual rate of the Youth Services Manager to four weeks per year, effective March 7, 2011.

Adjournment:

The meeting was adjourned at 7:55 p.m.

The next Regular Board Meeting will be held on March 23, 2011 at 6:30 pm in the Minerva Public Library Board Room.