

## MINERVA PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING MINUTES

March 23, 2011

#### **Attendance:**

Trustees Roger Bartley, Virginia Birks, Denise Freeland (left at 6:52), Louanne Kiko, and Richard Rutledge; 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.

#### **Minutes:**

Louanne Kiko moved and Virginia Birks seconded to approve minutes of the February 23, 2011 Board Meeting. The resolution passed unanimously.

#### **Old Business:**

##### **Replacing Computers:**

Director Dillie has confirmed that Shawn Walsh, the Technology Analyst with NEO-RLS, will be able to help the library configure and install new computers. Shawn should be available to work on this project at the end of April or into early May. Director Dillie plans to purchase computers within the next couple of weeks, and then will also purchase the necessary software licenses. The new computers should be installed by the end of May at the very latest.

#### **Fiscal Officer's Report:**

##### **Financial Reports:**

Virginia Birks moved and Richard Rutledge seconded to accept the monthly financial reports for February 2011. The resolution passed unanimously.

##### **PLF Distribution:**

The March PLF distribution was up 13.5% from last year, and year-to-date receipts are up 9%. Even better, year-to-date receipts are also up 3.4% from the current Dept. of Taxation certified estimate. Receipts are still 9% below those of March, 2009, and 10.8% below year-to-date 2009.

**Fiscal Officer's Report: (continued)**

**Unique Management:**

Unique Management's invoice for the month of February was \$80.55 for 9 placements.

**Depository Contracts:**

The library's current depository contracts with Chase Bank and PNC (formerly National City) will expire at the end of 2011. Fiscal Officer Boggs would like to renew them now and add another local bank, in expectation of beginning to shop for some CD's. The Prosecutor's office will be asked for an opinion on whether it is proper to do any business with Huntington Bank.

**Resolution 11-03-01:**

Denise Freeland moved and Louanne Kiko seconded to designate JP Morgan Chase Bank, PNC Bank, and Consumers National Bank as public depositories for the library's active, interim and inactive deposits during the period beginning April 1, 2011 to and including March 31, 2016. The resolution passed unanimously.

**Property/Liability Insurance:**

It is time again to renew the property and liability insurance for the library. We have used the Ohio Plan for several years now and see no reason to change at this time.

**Resolution 11-03-02:**

Richard Rutledge moved and Denise Freeland seconded to renew the Ohio Plan property/liability insurance provided through Whitaker-Myers Insurance Group for the year beginning April 1, 2011 and ending April 1, 2012 at a cost of \$6,143.00. The resolution passed unanimously.

**Ohio Executive Budget Proposal 2012-13:**

The Governor's budget proposal announced on March 15 calls for a temporary change in calculation of Public Library Funds. Beginning in August 2011, instead of the 1.97% of general revenues received in fiscal years 2010 and 2011, the PLF would receive 95% of the fiscal year 2011 deposits.

Based on actual funds received July 2010 through March 2011, and Ohio Department of Taxation estimates for April through June 2011, the library's PLF receipts for calendar year 2011 would increase about 9.5% over calendar year 2010. Receipts for calendar year 2012 would be about 1% less than 2010 receipts. A detailed explanation of this calculation is included in the Board Packet.

### **New Business:**

#### **Mowing:**

It's time to hire someone to mow and trim the grounds this year. Precision Landscape Solutions did a good job in 2010 at a very reasonable price. Their price has gone up \$5.00 this year to \$35.00 a visit, but that is still very good.

#### **Resolution 11-03-03:**

Virginia Birks moved and Louanne Kiko seconded to hire Precision Landscape Solutions to mow and trim the library's grounds in 2011 as per the terms of the written agreement provided in the Board Packet. The resolution passed unanimously.

#### **Board Bylaws:**

Director Dillie wonders if the Board would like to review and update its Bylaws and would create a working committee to do so. He can provide an up-to-date draft of Bylaws that should cover the basic operations of the Board of Trustees. Denise Freeland, Roger Bartley, and Virginia Birks agreed to serve on the committee.

#### **Notice for Liquor Permit:**

The library has received notice that Rocky's III on Lincoln Way has requested a change to its liquor permit. The library is within 500 feet of the business and therefore has the opportunity to object to the permit. The library does need to return notice form to the Division of Liquor Control within 30 days either objecting or not objecting to the permit. The official Notice will be shared at the Board Meeting and a copy included in the file copy of the Board Packet. The Board members do not object, but would like to know exactly what the change is.

#### **Correspondence:**

A copy of a letter sent by Stark County District Library Director Kent Oliver to Alan Harold, Stark County Auditor, is included in your packet. The letter, dated March 14, 2011, explains SCDL's desire to change the formula by which Public Library Fund money is divided among the seven public libraries in Stark County. Mr. Oliver's proposal works very much to the detriment of Minerva Public Library, as well as the public libraries in Canal Fulton, Massillon, and North Canton. The Trustees discussed the letter, and decided to defer their response for now.

#### **Travel:**

February 10, 2011 – OEBC Insurance Board meeting, Kelly Boggs, mileage to Warren, Ohio.

**Director's Report:**

Virginia Birks moved and Louanne Kiko 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 continues, but more slowly. In-house circulation was up 1.6% over February 2010, and overall circulation, which includes SEO loans, was up 2.4%. Year-to-date circulation is up in-house 4.1% and overall 4.7% over last year. Door count was up 9% over February, 2010 even with the bad weather; that's still well below 2009, but a good sign.

**Accept Gifts:**

Louanne Kiko and Richard Rutledge seconded to accept the gifts. The resolution passed unanimously.

**Restricted Individual Contributions to the General Fund**

None

**Unrestricted Individual Contributions to the General Fund**

Youth Services Bank	\$12.00	02/08/2011
Contributions/Donations	\$34.50	02/09/2011
Contributions/Donations `	\$ 6.00	02/16/2011
Contributions/Donations	\$18.00	02/28/2011
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Total Restricted and Unrestricted	\$ 70.50	

**In-kind Gifts**

Anonymous	14 hardcovers; 27 trade paperbacks; 4 mass market paperbacks; 3 DVDs; 1 CD
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**Additional Items Discussed:**

Trustee Louanne Kiko asked about the planned landscaping and about issues with students on the library property after school.

**Adjournment:**

The meeting was adjourned at 7:47 p.m.

The next Regular Board Meeting was scheduled for April 27, 2011 at 6:30 p.m. in the Minerva Public Library Board Room, with the Library's Records Commission to meet at 6:15 p.m. on the same date. This date may need to be changed to avoid a conflict with a Stark County meeting to be held at the library.