

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

MARCH 25, 2009

ATTENDANCE:

Trustees Roger Bartley, Denise Freeland (arrived at 6:40 p.m.), Pamela Swallen, Ruth Ann Rinto (arrived at 6:34 p.m.), Richard Rutledge, and Susan Smith; Director Tom Dillie; Fiscal Officer Kelly Boggs.

CALL TO ORDER:

The meeting was called to order at 6:34 p.m.

ADJUSTMENTS TO AGENDA: None.

PUBLIC PARTICIPATION: None.

MINUTES:

Richard Rutledge moved and Susan Smith seconded to approve the minutes of the February 25, 2009 regular meeting. The resolution passed unanimously.

Richard Rutledge moved and Pamela Swallen seconded to accept the minutes of the March 9, 2009 Investment Advisory Committee meeting. The resolution passed unanimously.

OLD BUSINESS:

Investment Committee:

The Board's Investment Committee met on Monday, March 9, and reviewed the revised Investment Policy drafted by Fiscal Officer Boggs. The Committee recommended that the Board approve the revised policy (attached).

Resolution 09-03-01:

Pamela Swallen moved and Richard Rutledge seconded to adopt the draft Minerva Public Library Investment Policy to supersede the Policy adopted September 25, 1996, and to dissolve the Investment Advisory Committee. The resolution passed unanimously.

OLD BUSINESS: (continued)

John Adams Exhibit:

The exhibit was delivered on Tuesday, March 17, a day early. The Community Meeting was in use through Thursday, and staff set up the exhibit on Friday. The exhibit opened to the public on Saturday, March 21. Invitations to the opening reception and programs were mailed on March 18. Posters advertising the event schedule have been sent all Stark County libraries and Carroll County District Library. Press releases have been sent to all area newspapers, and program announcements have been posted on the online events calendars at Starkcountyevents.com, the *Canton Repository*, and the *Akron Beacon Journal*.

FISCAL OFFICER'S REPORT:

Financial Reports:

RuthAnn Rinto moved and Susan Smith seconded to accept the attached monthly financial reports for February, 2009. The resolution passed unanimously.

The Board members asked if any economic stimulus money was available to libraries. Applications are being taken for projects that are ready to begin construction. Mrs. Rinto asked about the plans that were drawn at one time for a brick wall surrounding the air conditioning equipment. Director Dillie will try to locate these and look into the application process.

Public Library Fund Receipts:

The spreadsheet included in the Board packet shows that although receipts are considerably down from last year, year-to-date totals are very close to this year's estimated funds so far. The Ohio Library Council may soon give us a revised PLF estimate for the rest of 2009.

FYI:

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

Supplemental Appropriations:

Per Resolution 09-01-10 and as authorized by law and upon the Director's request, I made the following transfers within the General Fund during February:

- \$1,647.62 from 1000-100-390-0000 (Other Contracts & Purchased Services) to 1000-100-390-0200 (Other Contracts & Purchased Services – John Adams Exhibit)

This move between cost centers is for tracking purposes for the John Adams Exhibit Grant.

FISCAL OFFICER'S REPORT: (continued)

Property & Liability Insurance:

At the last Board meeting, Joel Bender, from Whitaker Myers presented information about the Ohio Plan and the Library's coverage; and Trustees had a chance to ask questions of Bender about the plan. Our renewal rate for 2009-2010 is \$142 less than the current rate, and Bender explained that the Library will be eligible for further rate reductions in 2010-2011 and 2011-2012.

Resolution 09-03-02:

Richard Rutledge moved and Pamela Swallen seconded to renew the Ohio Plan property and liability insurance through Whitaker-Myers Insurance for the period of April 1, 2009 through April 1, 2010. The resolution passed unanimously.

NEW BUSINESS:

OLC membership:

The Ohio Library Council sent membership cards for each Trustee. Each Board member's card is included in his or her Board packet.

Parking lot management:

President Bartley asked the Board to discuss how the Library should manage its parking lot at the beginning and close of the school day. When the new school year begins, parents will be forming two lines of traffic on the driveway in front of the school facing the library parking lot to pick up their children after school. Currently, many school children are being picked up by parents who wait in cars in the library parking lot. The Board members talked about various solutions to discourage this behavior. They would like to write a letter in conjunction with the school letting parents know that they are concerned about the safety of the school children, particularly in crossing lanes of traffic to reach the library parking lot. Director Dillie will speak with Principal Nervo and find out what information the school plans to provide to parents about the new building.

Tote bag sales:

Director Dillie showed a sample of a tote bag the Library could sell, imprinted with the library's logo. The Board thought this was a good idea.

COMMUNICATIONS:

At the request of OLC, Director Dillie drafted letters to Governor Strickland and Representative Mark Okey requesting that the next biennium budget not remove any money from the Public Library Fund for the purpose of funding either the Ohio Public Information Network or the Library for the Blind and the Physically Handicapped. President Bartley and Director Dillie signed and sent these letters, copies of which are in the Board packet, along with the replies received.

COMMUNICATIONS: (continued)

A library patron wrote a letter to the Board and to the Principal of Minerva Middle School complaining about the conduct of students in the library after school. Director Dillie replied to the patron and a copy of her letter and his reply are in the Board packet.

Director Dillie said that the staff is being more proactive in addressing student's behavioral problems, and some students have been asked to leave the premises because they were unwilling to follow the rules.

TRAVEL IN JANUARY:

February 23, 2009 - Louise Rose – Storytime Workshop – Wooster – mileage.

DIRECTOR'S REPORT:

Pamela Swallen moved and RuthAnn Rinto seconded to accept monthly reports from the Director, and Youth Services, which are included in the packet. The resolution passed unanimously.

Monthly Library Statistics:

Statistics were included in the packet.

ACCEPT GIFTS:

Restricted Individual Contributions to the General Fund:

PBS Prize to Youth Services Dept.	\$100.00	02/13/2009
Entre Nous Club of Minerva in Memory of Helen Marie Bush	\$50.00	02/18/2009
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Total	\$150.00	

Unrestricted Individual Contributions to the General Fund:

Circulation/Donation Can/Copier Jar Receipts	\$24.00	02/02/2009
Circulation/Donation Can/Copier Jar Receipts	\$ 7.00	02/04/2009
Circulation/Donation Can/Copier Jar Receipts	\$24.30	02/06/2009
Contribution	\$22.00	02/09/2009
Circulation/Donation Can/Copier Jar Receipts	\$57.00	02/11/2009
Circulation/Donation Can/Copier Jar Receipts	\$10.00	02/13/2009
Circulation/Donation Can/Copier Jar Receipts	\$15.00	02/17/2009
Book Prospector Book Disposal Donation	\$43.35	02/17/2009
Circulation/Donation Can/Copier Jar Receipts	\$34.00	02/18/2009
Circulation/Donation Can/Copier Jar Receipts	\$18.00	02/20/2009
Circulation/Donation Can/Copier Jar Receipts	\$ 8.41	02/23/2009
Circulation/Donation Can/Copier Jar Receipts	\$11.00	02/25/2009
Circulation/Donation Can/Copier Jar Receipts	\$11.00	02/26/2009
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Total	\$284.06	

ACCEPT GIFTS: (continued)

In-kind Gifts

Angela Townsend

Richard Myers

Richard Brown

Five Board Books for Youth Services

Three music CDs

U.S. Flag for outside pole

Denise Freeland moved and RuthAnn Rinto seconded to accept the gifts. The resolution passed unanimously.

ADJOURNMENT:

The meeting was adjourned at 7:30 p.m.

The next Regular Board Meeting will be held on April 22, 2009 at 6:30 pm in the Minerva Public Library Board Room.