

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
March 28, 2012**

Attendance:

Trustees Roger Bartley, Virginia Birks, Louanne Kiko, Rebecca Miller, Diane Ruff, Richard Rutledge and Phil Zbasnik; Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

The meeting was called to order at 6:31 p.m.

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Richard Rutledge moved and Virginia Birks seconded to approve minutes of the February 29, 2012 Board Meeting. The resolution passed unanimously.

Old Business:

Property/Liability Insurance:

The library received a quote from Whitaker Myers Insurance of \$5964 to renew its insurance through the Ohio Plan for another year with coverage to begin April 1. This price includes a renewal premium credit for having been in the plan for over 5 years, and a safety allowance reimbursement (registration fees for various conferences and seminars attended by library employees). Minor Insurance, a local agency, provided a quote of \$6800 for the same coverage. Director Dillie and Fiscal Officer Boggs have renewed the library's property and liability insurance with Whitaker Myers for the period 04/01/2012--04/01/2013.

Fiscal Officer's Report:

Financial Reports:

Virginia Birks moved and Phil Zbasnik seconded to accept the monthly financial reports for February 2012. The resolution passed unanimously.

Supplemental Appropriations:

During February, Fiscal Officer Boggs made the following transfer within the General Fund:

- \$2,000.00 from 1000-100-419-0000 Library Materials and Information - Other to 1000-100-413-1006 A/V Materials – Adult Dept.

Fiscal Officer's Report: (continued)

PLF Distribution:

The February distribution was down 6.7% from February 2011, and the year-to-date down 6.2% from last year, as expected.

Unique Management:

Unique Management's invoice for the month of February was \$98.45 for 11 placements.

Audit:

This year the Auditor of State's office is performing agreed upon procedures in lieu of a full audit. Agreed upon procedures are less extensive and were implemented by the Auditor as a cost-saving measure for smaller organizations. The on-site work was performed in just a few days during March. There will be a review by a senior auditor, but no problems are expected and the library will likely be invited to waive the post-audit conference, as we have done in the past. The Auditor was very complimentary about the library and our methods of record-keeping.

New Business:

Information:

Kent Oliver, Director of Stark County District Library has announced his resignation. He will be leaving in early May to become Director of Nashville Public Library. Director Dillie does not see any reason for the seven public libraries in Stark County to revisit the discussions about the funding formula and assumes that the Stark County Budget Commission will make some decision soon about implementing the changes agreed to last year.

More Information:

U.S. Cargo, the company that delivers materials statewide between libraries, has withdrawn from its contract. The State Library has negotiated a new contract with a company called Priority Dispatch which will begin delivery service on April 13. The new contract rates are considerably higher than those charged by U.S. Cargo \$6684 as opposed to \$4730. Pricing is still based on the number of days of delivery each week, not the number of items shipped. The State Library will cover the contract price difference through June, with the new rate taking effect for us in July. Minerva PL can certainly afford the increase, and it still is a bargain when one considers the cost per unit shipped. Minerva shipped and received 89,467 items last year. That works out to a cost of \$.053 per item under the current rate; under the new rate it would cost \$.075 per item to ship. However, we are running 9% ahead of last year on SEO loans and borrows so the per unit cost will likely be lower than \$.075, although probably not as low as \$.053.

Correspondence:

The library has received a request from Cougar Land Services in Alliance to place geophones on library property for two to three weeks as part of its seismographic survey of the area. The Board discussed what would be involved and whether or not there would be cords which someone could potentially trip over. Director Dillie agreed to talk to our insurance agent about liability issues and to the schools to see if they are participating.

Travel:

None in February.

Director's Report:

Louanne Kiko moved and Diane Ruff 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:

In-house checkouts in February were up 7.4% over last year, and we are just over 4% ahead year-to-date. In-house renewals continue to run substantially behind last year, but online renewals continue to increase; overall, renewals are down 8% year-to-date. Thus, total in-house circulation is up .7% year-to-date over 2011. However, as usual, SEO loans were up quite a bit, which leaves our overall circulation up 2.6% year-to-date. Door counts were up by an amazing 22% over February, 2011, reflecting the very mild winter, and we are running 15% ahead of last year so far.

Gifts Accepted in February

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 12.00	02/07/2012
Fines/Fees/Contributions	\$ 22.35	02/09/2012
Minerva Red Hats	\$ 13.00	02/14/2012
Fines/Fees/Contributions	\$ 17.00	02/21/2012
Fines/Fees/Contributions	\$ 19.00	02/27/2012
Fines/Fees/Contributions	\$ 35.86	02/28/2012
Fines/Fees/Contributions	\$ 7.00	02/29/2012
Total Restricted and Unrestricted	\$ 126.21	

Gifts Accepted in February (continued)

In-kind Gifts

Anonymous	6 hardcovers; 3 trade paperbacks; 3 mass market paperbacks; 3 DVDs
Roger Bartley	1 Hardcover
Carol Lippincott	1 Trade paperback

Other Items Discussed:

Trustee Phil Zbasnik provided contact information for the Leadership Coordinator at Minerva High School. This group is looking for community projects and would likely help with our landscaping.

Director Dillie said that the new library system (Symphony) will be going live in June, and all of the staff will be attending training between now and then.

Director Dillie also mentioned that the state's Mid Budget Revision should not affect libraries directly. However, there is some question about the oil and gas severance tax and whether or not it will go into general revenue. If it does not and the income tax is reduced, this will negatively affect the Public Library Fund.

Trustee Louanne Kiko passed on compliments from a visitor from Florida about our library.

Trustee Kiko also asked if the library could do more to help parents and students participating in the Scholastic Reading Counts! Program in finding the right books to read and being able to tell what the point values are. Director Dillie will check with Mrs. Heller, Youth Services Manager. Trustee Diane Ruff also offered to find some information on the program.

Adjournment:

The meeting was adjourned at 7:34 p.m.

The next Regular Board Meeting will be held on April 25, 2012 at 6:30 pm in the Minerva Public Library Board Room.