

**MINERVA PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES**

**May 25, 2011**

**Attendance:**

Trustees Roger Bartley, Virginia Birks, Denise Freeland, Richard Rutledge, and Pamela Swallen (arrived at 6:48 p.m.); Director Tom Dillie; Fiscal Officer Kelly Boggs.

**Call to Order:**

The meeting was called to order at 6:35 p.m.

**Adjustments to Agenda:**

None.

**Public Participation:**

None.

**Minutes:**

Denise Freeland moved and Richard Rutledge seconded to approve minutes of the April 27, 2011 Board Meeting. The resolution passed unanimously.

**Old Business:**

**Replacing Computers:**

Shawn Walsh from NEO-RLS spent Friday, May 20, working with Jen Bates to configure the library's new public and staff computers. Shawn and Jen finished setting up all the hard drives on Friday, and, as of Monday, all the public internet computers are installed and working.

Director Dillie is currently checking into the Connect Ohio grant program, which might refund part of the purchase price of the public computers. A computer recycling program from Alliance has offered to remove the defunct computers and to replace the monitors with newer ones at no charge.

**Board Bylaws:**

The Board's ad hoc Bylaws Committee met on May 4 to review and discuss the draft updated bylaws. The Committee recommends that the Trustees approve the new bylaws. However, since not all Board members were present, the resolution will be introduced at the next meeting.

**Old Business:** (continued)

**Depository Contracts:**

At their April meeting, the Trustees discussed the legal opinion Director Dillie had obtained through the Ohio Library Council regarding granting depository contracts to an institution that employees a Trustee. After review and discussion, the Board agreed to add Huntington Bank to the list of financial institutions that may receive library deposits.

**Resolution 11-05-01:**

Pamela Swallen moved and Denise Freeland seconded to designate Huntington Bank as a public depository for the library's active, interim and inactive deposits during the period beginning June 1, 2011 to and including March 31, 2016. Mr. Rutlege abstained from the vote. The four other Trustees present voted affirmatively.

**2012 Tax Budget:**

The Finance and Audit Committee met on May 29 to review with Fiscal Officer Boggs and Director Dillie the library's draft 2012 tax budget. A copy each of the budget summary and budget detail is included in the Board packet. The budget is approved at the gross, summary level and must be filed by May 31, 2011.

**Resolution 11-05-02:**

Virginia Birks moved and Pamela Swallen seconded to approve as presented the 2012 Tax Budget for submission to the Board of Education of the Minerva Local Schools and the Auditors of Carroll, Columbiana, and Stark Counties. The resolution passed unanimously.

**Fiscal Officer's Report:**

**Financial Reports:**

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

**PLF Distribution:**

The May distribution was up 15.6% from last year, and year-to date receipts are up 11.7%. Year-to-date receipts are also up 5.9% from the current estimate. This will improve the amounts we will receive during the next biennium budget.

**Unique Management:**

Unique Management's invoice for the month of April was \$71.60 for 8 placements.

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

**Ohio Biennial Budget 2012-13:**

There have been no changes in the legislature to the Governor's proposed freeze and 5% reduction in the PLF distribution for the next biennium. The proposed budget has moved on from the House to the Senate. The proposal to adjust the OPERS contribution rate for employers and employees to 12% from each party seems to be back in play for this year, and may end up in the budget legislation. Language in the budget bill suggests that the percentage of the General Revenue Fund used for the PLF will be further reduced in the next biennium, 2013-2015.

**New Business:**

**Library Directors and Fiscal Officers Meeting:**

Director Dillie and Fiscal Officer Boggs attended a meeting of the all the Directors and Fiscal Officers of libraries in Stark County on May 19. There was much discussion at the meeting of various factors which could be added or changed in the current Stark County funding formula, including population, square mileage, and calculating library materials spending as a percentage rather than a dollar amount. Stark County District Library agreed to provide spreadsheets showing the effect of various changes, and the Directors and Fiscal Officers are scheduled to meet again in June.

**Administrative Policies:**

Director Dillie has assembled a draft set of policies that cover the internal operations of library that do not directly involve either staff or patrons. Several of the policies have been passed by the Board over the years, but could use tidying up. The draft policies will be sent out for review with the Board packet for the June meeting.

**Travel:**

No travel in April.

**Director's Report:**

Richard Rutledge moved and Pamela Swallen 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 circulation was down slightly from April 2010 and is up just over 1% year-to-date. When SEO loans are added in, circ is up 2.75% year-to-date, and the number of items we are loaning to other libraries is higher than ever before. The number of items patrons are borrowing from other libraries is down a bit.

There was a discussion about e-readers and their possible effects on future circulation statistics.

**Accept Gifts:**

Per Resolutions #11-01-04 and #11-01-05, all monetary gifts and all in-kind gifts recommended for addition to the library's collection are accepted by the Director and reported to the Board at its next regular meeting.

Following are the gifts received during the month of April 2011:

**Restricted Individual Contributions to the General Fund**

None

**Unrestricted Individual Contributions to the General Fund**

Donation—Youth Services	\$10.00	04/05/2011
Contributions/Donations	\$43.90	04/06/2011
Contributions/Donations—Michelle Petrenko	\$12.83	04/07/2011
Contributions/Donations	\$472.76	04/11/2011
Contributions/Donations	\$222.75	04/13/2011
Contributions/Donations	\$124.50	04/14/2011
Contributions/Donations	\$164.79	04/18/2011
Contributions/Donations	\$57.50	04/20/2011
Contributions/Donations	\$24.00	04/21/2011
Contributions/Donations	\$40.50	04/25/2011
Youth Services Donation Jar	\$9.00	04/26/2011
Contributions/Donations	\$ 48.00	04/27/2011
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Total Restricted and Unrestricted	\$1230.62	

**In-kind Gifts**

Anonymous	9 hardcovers; 11 trade paperbacks; 5 mass market paperbacks; 6DVDs
Virginia Birks	3 trade paperbacks
Ray Cunningham	1 trade paperback

**Adjournment:**

The meeting was adjourned at 7:39 p.m.

The next Regular Board Meeting will be held on June 22, 2011 at 6:30 p.m. in the Minerva Public Library Board Room.