

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

June 23, 2010

Attendance:

Trustees Roger Bartley, Virginia Birks, Martin Chapman, Denise Freeland, Rebecca Miller, Richard Rutledge, and Pamela Swallen (arrived at 6:35); Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

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

Adjustments to Agenda:

Addition of resolution to amend Employee Handbook.

Public Participation:

None.

Minutes:

Denise Freeland moved and Martin Chapman seconded to approve minutes of the May 26, 2010 Board Meeting, as corrected. The resolution passed unanimously.

Old Business:

Parking Lot Maintenance:

Vasco Asphalt sealed and striped the parking lot on May 14. The weather cooperated and the crew was efficient and pleasant. Patrons parked in the school lot or the YMCA lot and made their way to the library without complaint.

Reception for Mrs. Rose:

A reminder that the library will host a retirement reception in honor of Mrs. Rose on Wednesday, June 30 from 4:30-6:00 in the Fireside Reading Room.

Fiscal Officer's Report:

Financial Reports:

Pamela Swallen moved and Denise Freeland seconded to accept the monthly financial reports for May 2010. The resolution passed unanimously.

Fiscal Officer's Report: (continued)

PLF Distribution:

Year-to-date distributions through June are holding steady at 14% below last year-to-date and 1.8% from the Ohio Department of Taxation's estimate for this year. The Ohio Library Council estimates a decrease of 8 -10% from 2009 to 2010 total revenues. Our 2010 appropriation resolution reflects a 7% reduction in PLF revenue, based on the latest certified estimate, but we don't intend to spend all the money appropriated.

Audit Update:

The State Auditor's office has sent the library the final Audit report for the years 2008 and 2009 and has posted that report on the Auditor's website. There are no changes in the final report from the drafts the Board reviewed last month. A copy of the final report was e-mailed to each Trustee and a paper copy is included in the file copy of this Board Packet.

Resolution 10-06-01:

Richard Rutledge moved and Rebecca Miller seconded to accept the final audit report from the Auditor of the State of Ohio for the years 2008-2009. The resolution passed unanimously.

Check Signing:

The signature machine used to affix signatures to library checks for the last several years is about to become obsolete. Fiscal Officer Boggs is trying out a secure signature software program to replace this machine. The software is about one-fifth the price of a replacement machine, and is provided for in our current Use of Electronic Signatures policy.

Unique Management:

Unique Management's invoice for the month of May was \$62.75 for 7 placements.

New Business:

Public Service Policies:

As part of the library's continuing effort to remove barriers to patron service and to make the library a more welcoming place to the community, Director Dillie recommends two changes to the public service policies. Text struck through will be removed; text in bold will be added.

New Business (continued):

2.13 Restrictions of Borrowing Privileges

- Patrons who owe \$3.00 or more in fines or fees may not borrow additional items.
- ~~Patrons with overdue items may not borrow additional items.~~
- Patrons with four or more claimed returned items may not borrow additional items.

6.11 Inappropriate Behavior

Inappropriate behavior may include, but is not limited to: loitering, sleeping, gambling, voyeurism (peeping Toms), theft, vandalism, molestation, using obscene or profane language, solicitation, public intoxication, ~~eating or drinking~~, or the use of tobacco products. Persons who willfully violate these rules may be asked to leave the library, or, when appropriate, will be subject to arrest.

6.36 Food and Beverages in the Library

Patrons may bring with them and consume packaged snacks, and beverages from containers with lids or caps in the library.

Resolution 10-06-02:

Martin Chapman moved and Rebecca Miller seconded to revise the library's Public Service Policies in sections 2.13 and 6.11, and to add section 6.36 as detailed above. The resolution passed unanimously.

Employee Handbook:

Director Dillie and Fiscal Officer Boggs realized that the library's policy on employee health insurance does not in fact reflect the changes in library contributions approved by the Board in the budgets for previous years. The language below updates the policy.

791 – Full-Time - Health Insurance

Employees hired to work full-time shall be given the opportunity to participate in the group health insurance plans (Medical, ~~Prescription~~, Dental, and Vision) to which the Library subscribes.

New Business (continued):

The Library contributes a **fixed amount toward the cost** ~~percentage~~ of the monthly premium for single, two-person, or family coverage and the employee pays **any remaining amount** ~~the remaining percentage~~ through payroll deductions (one-half of the employee's contribution is deducted from each of the first two pays in a month).

The Library's contribution is to assist with the payment of the insurance premium for the coverage the employee has selected. If that monthly premium cost is less than the Library's fixed contribution rate, the remaining amount is held by the Library and the employee is not entitled to receive that difference.

The Library's contribution rates are set annually by the Board of Trustees during the budget process and the monthly contribution allocated to a qualifying employee is determined by whether the employee has selected single, two-person, or family medical insurance coverage

~~Budget limitations may affect the Library's ability to provide insurance benefits.~~

Resolution 10-06-03:

Pamela Swallen moved and Virginia Birks seconded to amend section 791 in the Employee Handbook as described above. The resolution passed unanimously.

Appreciation and Thanks:

Resolution 10-06-04:

Denise Freeland moved and Martin Chapman seconded the following resolution:

WHEREAS, the Minerva Public Library is a vital part of the community, and WHEREAS, a dedicated, attentive, and innovative staff is essential to providing excellent library service, and

WHEREAS, the Minerva Public Library staff have provided excellent library service to the community over the years, during a major building project, and at times in the face of financial hardship and limited resources, and

WHEREAS, the diligence, experience, and enthusiasm of Library Department Mangers are essential to the effective and efficient work of the Library, and

WHEREAS, library service to young patrons and the adults who care for them is the foundation of the public library's value to the community, and

New Business (continued):

WHEREAS, the Minerva Public Library Youth Services Department has developed and maintained an extraordinary level of effective service to the children, parents, and educators of community, and

WHEREAS Cora Louise Rose has worked for the Minerva Public Library as Manager of the Youth Services Department since November 15, 1993.

NOW, THEREFORE BE IT RESOLVED on this twenty-third day of June, Two Thousand and Ten, the Minerva Public Library Board of Trustees commends Cora Louise Rose for her valuable, faithful, and consistent service to the Minerva Public Library and its patrons over the past sixteen and one half years, and expresses heartfelt appreciation and thanks for her work to maintain and improve the Library. The resolution passed unanimously.

Staffing Update:

Deb Wylam, Library Associate II, Cataloging Associate, has submitted notice that she intends to retire on December 31, 2010.

Correspondence

No correspondence this month.

Travel:

May 27, 2010 – OEBC Board Meeting & Spring Membership Meeting- Warren, Ohio – Kelly Boggs – mileage.

Director's Report:

Rebecca Miller moved and Denise Freeland 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 library circulation was down 19.5% from May 2009 and is down just over 18% year-to-date. Door counts are also down from last year, although not by as large a percentage as the drop in circ. The trend so far for June shows circulation below June 2009, but on target to match June 2008. As reported at last month's meeting, part of the drop in circ is due to a change in borrowing patterns by teachers and in collections provided by library Youth Services staff. The library will promote the teacher collection service during the upcoming school year in an effort to increase checkouts of books for youth. At a recent meeting with area library Directors, Director Dillie learned that many libraries have observed a drop in circulation this year compared to last, in part attributed to the decline in the amount of money libraries are spending on new materials.

Accept Gifts:

Richard Rutledge moved and Virginia Birks seconded to accept the following gifts. The resolution passed unanimously.

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 15.00	05/05/2010
Book Prospector	\$ 30.00	05/11/2010
Fines/Fees/Contributions	\$ 28.79	05/12/2010
Fines/Fees/Contributions	\$ 15.00	05/18/2010
Youth Services Donations Bank	\$ 13.00	05/24/2010
Fines/Fees/Contributions	\$ 6.00	05/28/2010
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Total Restricted and Unrestricted	\$ 107.79	

In-kind Gifts

Anonymous	6 hardcovers; 13 trade paperbacks; 13 mass market paperbacks
Eddy Family	1 children's hardcover
Sekokis Family	2 trade paperbacks
Nancy Wyatt	2 hardcovers; 5 trade paperbacks; 3 mass market paperbacks

Adjournment:

The meeting was adjourned at 7:20 p.m.

The next Regular Board Meeting will be held on July 28, 2010 at 6:30 pm in the Minerva Public Library Board Room.