

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

December 15, 2010

Attendance:

Trustees Roger Bartley, Virginia Birks, Martin Chapman, Denise Freeland, Rebecca Miller, and Pamela Swallen (from 7:02 – 7:30 p.m.); Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

The meeting was called to order at 6:40 p.m.

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Denise Freeland moved and Martin Chapman seconded to approve minutes of the November 17, 2010 Board Meeting. The resolution passed unanimously.

Old Business:

New Trustee Search:

Martin Chapman will leave the Board at the end of his term, this month. The ad hoc Trustee Search Committee recommended Louann Kiko to fill the position. Ms. Kiko is willing to accept the position.

Resolution 10-12-01:

Virginia Birks moved and Martin Chapman seconded to request that the Minerva Local Schools Board of Education appoint Louann Kiko to the seat vacated by Martin Chapman at the end of December, 2010. The resolution passed unanimously.

Director Dillie will draft a letter to the Board of Education requesting the Board to make the appointment at its January meeting.

Old Business: (continued)

Back-to-School Special Update:

In September 2009, young patrons, those classed as MINY, checked out or renewed 4706 times. In September 2010 MINY patrons checked out or renewed 5099 times—an increase of 8.3%. In October 2009, MINY patrons checked out and renewed 5922 times, as compared to 5754 in October of this year. That's a decrease of 2.8%. In November 2009 MINY patrons checked out or renewed 5281 times, and in November 2010, did so 6027 times, an increase of 14%. Overall circ in-house was up 9.4% in November this year compared to last; since the MINY circ increase was well-ahead of this overall increase, maybe we can discern some useful effect of freeing up those blocked MINY cards. We will see what December holds.

Fiscal Officer's Report:

Financial Reports:

Martin Chapman moved and Rebecca Miller seconded to accept monthly financial reports for November 2010. The resolution passed unanimously.

PLF Distribution:

The December distribution was up 11.2% from last December. Total PLF distributions received for 2010 are \$647,237.65, down 5.6% from the 2009 total received, and up 2.6% from the Ohio Department of Taxation's June estimate for this year.

Unique Management:

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

Supplemental Appropriations:

During November, I made several transfers within the Library Materials object code of the General Fund:

\$400.00 from 1000-100-413-2006 Youth A/V to 1000-100-411-2000 Youth Books

\$100.00 from 1000-100-411-2000 Youth Books to 1000-100-413-2006 Youth A/V

\$500.00 from 1000-100-419-0000 Library Materials – Other to 1000-100-416-0000 Repairs & Restoration

\$1,200.00 from 1000-100-414-0000 Computer Services & Information to 1000-100-413-1006 Adult A/V

\$600.00 from 1000-100-413-1006 Adult A/V to 1000-100-411-1000 Adult Books

These transfers allowed the Director and Youth Services Manager to finish their purchasing for the year, while spending only money appropriated with the Library Materials object code.

Fiscal Officer's Report: (continued)

Transfer to Capital Projects Fund:

A transfer of \$15,000 was included in the 2010 Permanent Appropriation, to be approved by the Board at the end of the year if carryover balances allow.

Resolution 10-12-02:

Martin Chapman moved and Rebecca Miller seconded to transfer \$15,000 from the General Fund to the Capital Projects Fund.

Roll call vote: Bartley: yes; Birks: yes; Chapman: yes; Freeland: yes; Miller: yes; Rutledge: absent; Swallen: absent.

New Business:

Grant Money for Youth Services:

The Sisters of Charity Foundation has awarded \$2500 to the library for the purchase of additional early literacy backpacks. These backpacks are the themed early literacy kits that hang on racks near the audiovisual materials collection in the Youth Services Department. Mrs. Heller and her staff will evaluate new backpacks for purchase as well as backpacks in the collection that may need to be replaced, and will spend the grant money in 2011.

Hiring the Director and Appointing the Fiscal Officer:

The Personnel Committee conducted performance reviews of both the Director and Fiscal Officer and reported its results to the Board at the November Board meeting. The performance reviews for both employees were good and the Committee recommends re-hiring Director Dillie and Fiscal Officer Boggs for another year.

At the November Board meeting, the Trustees approved for fiscal year 2011 a reduction in staff hours of work of 5% below the regular rate and four furlough days without pay for all staff. The 2011 salary of the Director has been reduced by 5% below the salary approved in his January 2009 contract and by an additional amount equal to four full days of pay to account for the furlough days for 2011. Fiscal Officer Boggs would like to keep her hours of work in the coming year at the 2010 level—36 hours a week or 72 hours a pay period, a 10% reduction below the regular rate. Therefore, she asks the Board to leave her salary at its 2010 rate, reflecting a reduction of 10% below the salary approved in her January 2009 contract and an additional reduction equal to four full days of pay to account for the furlough days in 2011. The Director's and Fiscal Officer's paid leave in their 2011 contracts has also been reduced proportional to the reduction in each of their total hours worked. Copies of the contracts are available for review.

New Business: (continued)

Resolution 10-12-03:

Denise Freeland moved and Virginia Birks seconded to hire Tom Dillie as Director of the Minerva Public Library from December 27, 2010 through to the 2012 Organization Meeting of the Library Board of Trustees at an annual salary of \$56,920.32 and benefits as described in the contract.

Discussion: Mr. Chapman expressed his appreciation for the work of Director Tom Dillie and Fiscal Officer Kelly Boggs, and the other board members agreed. The resolution passed unanimously.

Resolution 10-12-04:

Martin Chapman moved and Rebecca Miller seconded to hire Kelly Boggs as Fiscal Officer of the Minerva Public Library from December 27, 2010 through to the 2012 Organization Meeting of the Library Board of Trustees at an annual salary of \$35,963.60 and benefits as described in the contract. The resolution passed unanimously.

Allowing Additional Vacation Carry Over:

Director Dillie has a considerable amount of unused vacation time left this year and requests that the Board allow him to carry over the unused time into 2011. The Board amended the proposed resolution to enable Director Dillie to be paid for 80 hours of his accumulated vacation time and to carry the balance over into 2011.

Resolution 10-12-05:

Virginia Birks moved and Denise Freeland seconded to authorize payout of 80 hours of accumulated vacation time to Director Dillie and to authorize carryover of his remaining 2010 unused vacation time to 2011 with the understanding that in the coming year he will use up that carried-over time at a considered pace. The resolution passed unanimously.

Correspondence

Board President Bartley received a letter he wishes to share with the Board. The Minerva Public Library staff wrote to commend and thank Tom Dillie for his dedication and hard work as Library Director. They appreciate his leadership and his willingness to work at the desk alongside the staff. They agree that he is the best Director ever! President Bartley said a letter like this has never been received in his time on the Library Board.

Travel:

- November 18, 2010 – OEBC Board Meeting - Warren, Ohio – Kelly Boggs – mileage.
- November 19, 2010 – UAN Year-End Update – Columbus, Ohio – Kelly Boggs – mileage, hotel.

Director’s Report:

Pamela Swallen moved and Denise Freeland seconded to accept monthly reports for December 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 up 9.44% from November, 2009. The year-to-date gap has shrunk by almost another 2% to 11.41% below 2009. Total circulation, including SEO loans, was up 8.95% over November, 2009, and the year-to-date total circ gap is now 10.06%, the smallest gap so far this year. Door counts are still down 10% year-to-date, but the gap is shrinking.

Accept Gifts:

Pamela Swallen moved and Virginia Birks seconded to accept the following gifts. The resolution passed unanimously.

Restricted Contributions

None for November

Unrestricted Individual Contributions to the General Fund

Contributions/Donations	\$ 537.15	11/01/2010
Contributions/Donations	\$ 101.75	11/02/2010
Donations—Youth Services Dept.	\$ 86.15	11/03/2010
Contributions/Donations	\$ 110.99	11/04/2010
Contributions/Donations	\$ 226.35	11/08/2010
Contributions/Donations	\$ 8.00	11/19/2010
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Total Restricted and Unrestricted	\$1070.39	

In-kind Gifts

Anonymous	13 hardcovers; 4 trade paperbacks; 22 mass market paperbacks; 4 CDs
Polly Givens	2 hardcovers
Michael Kerns	9 DVDs
Holly McCully	6 trade paperbacks

Other Business:

Resolutions of Appreciation and Thanks:

Resolution 10-12-06:

Pamela Swallen moved and Denise Freeland seconded the following resolution: WHEREAS the Minerva Public Library is a vital part of the community, and WHEREAS, the Minerva Public Library Board of Trustees has undertaken to provide excellent library service to the community over the years, including the financing and construction of a major library renovation, and WHEREAS, the diligence, experience, and community involvement of each Trustee is essential to the effective and efficient work of the Library Board, and WHEREAS Martin Chapman has served the Library Board, the Library staff, and the patrons of the Library, as a Trustee since January 1990, NOW, THEREFORE BE IT RESOLVED on this fifteenth day of December, Two Thousand and Ten, the Minerva Public Library Board of Trustees commends Martin Chapman for his valuable, faithful, and consistent service to the Minerva Public Library and its patrons over the past 21 years, and expresses heartfelt appreciation and thanks for his work to maintain and improve the Library. The resolution passed unanimously.

Resolution 10-12-07:

Pamela Swallen moved and Virginia Birks 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, including during a major building project, and at times in the face of financial hardship and limited resources, and WHEREAS, the diligence, experience, and industry of a Library Cataloger are essential to the effective and efficient work of the Library, and to the patrons' enjoyment of the Library's collection, and WHEREAS Deborah Anne Wylam has worked for the Minerva Public Library, as the cataloger, since August 31, 1998, NOW, THEREFORE BE IT RESOLVED on this fifteenth day of December, Two Thousand and Ten, the Minerva Public Library Board of Trustees commends Deborah Anne Wylam for her valuable, faithful, and consistent service to the Minerva Public Library and its patrons over the past twelve years, and expresses heartfelt appreciation and thanks for her work to maintain and improve the Library. The resolution passed unanimously.

Other Business: (continued)

Gift of Appreciation to the Staff:

In 2010 the library staff had a 10% cut in their hours of work and an additional 4 days of mandatory furlough resulting in an effective pay cut of just over 11.5% of their regular wages. Some libraries in our area have given staff a flat cash bonus at the end of this year in order to take some of the sting out of the reduction in pay at those libraries. Director Dillie and Fiscal Officer Boggs have reviewed the library's financial condition at the end of this year and suggest that the Trustees approve a gift of appreciation for all staff of \$100 for each part-time staff member, and \$200 for each full-time staff member. For the non-managerial staff, both full and part-time, this amount covers roughly the cost of two furlough days and a bit more. It will cost the library \$2600 and \$37.70 in Medicare tax. There is no OPERS contribution required for a lump sum payment such as this.

Resolution 10-12-08:

Martin Chapman moved and Rebecca Miller seconded to recognize the dedication and industry of the library staff during a time of financial hardship and to offer a token of the Board's appreciation in the form of a one-time gift of \$100 to each part-time regular staff member and \$200 to each full-time regular staff member.

Adjournment:

The meeting was adjourned at 7:37 p.m.

The next Regular Board Meeting will be held on January 26, 2011 at 6:30 pm in the Minerva Public Library Board Room. This meeting will include the Board's annual organization tasks as well as the regular monthly meeting.