

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
March 27, 2013**

Attendance:

Trustees Roger Bartley, Virginia Birks, Louanne Kiko, and Phil Zbasnik; Director Tom Dillie; Fiscal Officer Mary Jane Smith.

Call to Order:

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

Adjustments to Agenda:

None

Public Participation:

None

Minutes: Virginia Birks moved and Louanne Kiko seconded to approve the minutes of the February 27, 2013 Board Meeting. The motion passed unanimously.

Old Business:

Sewer Back-up: The bill from Rapid Response for clean-up from the 0219 back-up came to \$1283.85. Since the library's deductible is \$1000 we have paid the bill rather than file another claim with the Ohio Plan.

Fiscal Officer's Report

Monthly Financial Report: Louanne Kiko moved and Phil Zbasnik seconded to accept the monthly financial reports for February, 2013. The motion passed unanimously.

PLF Distribution: The March distribution was \$37,457.46, \$37.72 more than last March. The distribution through July, 2013 should be pretty the same month for month and the first half of 2012.

Unique Management: Unique Management's March invoice was \$116.35 for 13 placements.

OEBC Reserves Payout: In April the Library will receive approximately \$33,000 (4.26% of total reserves of \$774,646.02) from OEBC. After their audit is completed and all bills are paid, we will receive a small check for any remaining funds.

Book Sale: The Spring Book Sale brought in \$886.16, about the amount the Library usually makes at the spring or fall sales.

New Business:

Property and Liability Insurance: Director Dillie has renewed the library's insurance with The Ohio Plan for another year. The Ohio Plan premium quote from Whittaker Myers is \$7133; subtracting a \$650c credit brings the total to \$6483. Last year's base premium was \$6895, with a credit of \$741 bringing the 2012 total to \$6154. The library's claim for the carpet damage has raised the Library's rates just a bit. Although, as Joel Bender, the library's insurance agent, was quick to point out, the 2013 discounted rate is still only \$109 more than the library's original premium of \$6374 when it joined the Ohio Plan in 2007.

Virginia Birks moved and Phil Zbasnik seconded to accept the contract with The Ohio Plan. The motion passed unanimously.

Upholstery Repair: Director Dillie took two of the wood-framed chairs to Laubacher Upholstery to get an estimate for re-upholstering the public chairs. There are 12 chairs with upholstered backs and 21 with upholstered seats only that need work. The total cost, labor and materials, for all 33 chairs would be \$1844 or \$55.88 apiece. The 2013 budget includes an appropriation to cover this project.

Service Desk Carpet Replacement: The carpet behind the Adult Service Desk has wrinkled over the years. It cannot be stretched because it was glued to the pad. CFI Flooring and Interiors has looked at the project and given us a quote.

Correspondence:

No correspondence this month.

Travel and Meetings:

Kathy Heller - KSU, Trumbull – Grant Writing Workshop - \$50.00

Tom Dillie – NEO-RLS webinars - \$30.00

Mary Jane Smith – OPERS webinar - Membership Determination - no charge

Director's Report:

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Louanne Kiko moved and Phil Zbasnik seconded to accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. The motion passed unanimously.

Monthly Library Statistics: February in-house was down from last year; renewals were about the same; and SEO loans were down as well; overall circulation was 6.8%. Door counts were down 1.9%. On the other hand, patron questions increased by 48% which suggests that staff are really working with the patrons who are here. Downloadable content circulation more than doubled over February, 2012. That count is still a small fraction of overall circ, but the activity increases every month

Gifts Accepted in February:

Restricted Individual Contributions to the General Fund:

Robin L. Fry in memory of Mary Lee Lawther-Rumburg	\$ 25.00	02/27/2013
Paula A. Moore in memory of Mary Lee Lawther-Rumburg	\$ 25.00	02/27/2013

Unrestricted Individual Contributions to the General Fund:

Contributions	\$ 50.00	02/05/2013
Contributions	\$ 9.00	02/06/2013
Contributions	\$ 37.27	02/11/2013
Contributions	\$ 41.43	02/13/2013
Book Prospector	\$ 26.71	02/12/2013
Empties4Cash	\$ 42.95	02/12/2013
Contributions	\$ 22.40	02/13/2013
Contributions	\$ 22.95	02/25/2013
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Total Restricted and Unrestricted	\$ 302.71	

In-kind Gifts:

Anonymous	5 hardcovers; 1 trade paperbacks; 1 mass market paperbacks; 5 DVDs; 4 CDs; 1 audiobook
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Adjournment:

The meeting was adjourned at 7:38 p.m.
The next Regular Board Meeting will be held on April 24, 2013 at 6:30 pm in the Minerva Public Library Board Room.