

**MINERVA PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING MINUTES**

**April 28, 2010**

**Attendance:**

Trustees Roger Bartley, Virginia Birks, Martin Chapman, Denise Freeland (arrived at 7:18 p.m.), Rebecca Miller (arrived at 6:41 p.m.), Richard Rutledge, and Pamela Swallen (arrived at 6:41 p.m.); Director Tom Dillie; Fiscal Officer Kelly Boggs.

**Call to Order:**

The meeting was called to order at 6:35.

**Adjustments to Agenda:**

None.

**Public Participation:**

None.

**Minutes:**

Virginia Birks moved and Dick Rutledge seconded to approve minutes of the March 24, 2010 Board Meeting and March 24, 2010 Records Commission meeting, and accept minutes of April 5, 2010 Personnel Committee meeting. The resolution passed unanimously.

**Old Business:**

**Youth Services Manager Search Update:**

The Library received nine applications for the Youth Services Manager position. Director Dillie and Youth Services Manager Rose interviewed four candidates between April 9 and 19. Kathryn Heller has accepted the position. Kathryn has recently completed her MLS degree, has elementary education and library experience, and was given excellent references. She will begin work on June 21, allowing for a week and a half overlap with Youth Services Manager Louise Rose before she retires on June 30.

**Resolution 10-04-01:**

Rebecca Miller moved and Pamela Swallen seconded to approve the hiring of Kathryn Heller for the position of Youth Services Manager with a wage of \$15.50 an hour to begin work on June 21, 2010. The resolution passed unanimously.

## **Old Business (continued):**

### **National Library Week:**

The library waived \$194.42 worth of fines in exchange for donated food items during the "Food for Fines" drive. This allowed some patrons with large fines to make their cards usable again. The final total of donations from the book sale was \$864.34. Mrs. Rose and the Youth Services Department had very successful programs during the week as detailed in her monthly report.

### **Fiscal Officer's Report:**

#### **Financial Reports:**

Denise Freeland moved and Rebecca Miller seconded to accept the monthly financial reports for March 2010.

#### **PLF Distribution:**

While year-to-date distributions are down 16% from last year, they are still down less than 1% from the Ohio Department of Taxation's estimate of the amount to be received January through April 2010.

#### **Unique Management:**

Unique Management's invoice for March was \$62.75 for 7 placements.

#### **Audit Update:**

Review of our audit was on hold due to the Senior Audit Manager being out on medical leave for several weeks. However, an assistant auditor has now started work on the review.

#### **2011 Tax Budget:**

Because of the current uncertainty about 2011 PLF money, and no information on how the next biennium budget might be managed, Director Dillie and Fiscal Officer Boggs suggest that the Library submit its current 2010 appropriation as the 2011 tax budget which must be approved by the Board and sent to the County Auditors and Minerva Local Schools by May 31. The actual appropriation for 2011 that the Board will approve at the end of this year, at least as a temporary budget, will reflect the current PLF funding and take into account certified estimates received for 2011 as well as any information about the state budget process.

#### **Resolution 10-04-02:**

Virginia Birks moved and Pamela Swallen seconded to approve the 2011 tax budget as attached for submission to the County Auditor and Minerva Local Schools. The resolution passed unanimously.

**New Business:**

**Lawn Service:**

Director Dillie has been unable to contact Custom Cuts, which mowed for the past two summers and did a good job. He responded to a mailing received from Precision Landscape Solutions, a Minerva business, and received a quote of \$30 a mowing, which is less than half of the price Custom Cuts was charging. Precision Landscape was started in 2009, and has the contract to cut and maintain the Minerva Local Schools' athletic fields as well as other residential and commercial customers.

***Resolution 10-04-03:***

Denise Freeland moved and Rebecca Miller seconded to approve the hiring of Precision Landscape Solutions to mow and trim the library lawn in 2010. The resolution passed unanimously.

**Correspondence:**

None.

**Travel:**

March 18, 2010 – OEBC Board Meeting - Warren, Ohio – Kelly Boggs – mileage.  
March 25-26, 2010 – Ohio Library Council/Center for Public Investment Fiscal Officer Conference- Columbus – Kelly Boggs – mileage, hotel, parking.

**Director's Report:**

Virginia Birks moved and Martin Chapman seconded to accept monthly reports from the Director and the Youth Services Manager, which are included in the packet. The resolution passed unanimously.

Director Dillie attended a meeting with the directors of the libraries of Stark County to discuss a possible change to the county distribution formula to include resources allocated to library technology. All seven library systems would have to agree to any change.

**Monthly Library Statistics:**

In-house library circulation was down 13% from March, 2009 and is down over 17% year-to-date. Door counts are also down from last year, although not by as large a percentage as the drop in circulation.

**Accept Gifts:**

**Restricted Individual Contributions to the General Fund**

Donation by Mike Simms for subscription to  
*English Garden Magazine* and adult audiobooks \$100.00 03/09/2010

**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 6.00	03/01/2010
Fines/Fees/Contributions	\$ 122.99	03/02/2010
Fines/Fees/Contributions	\$ 37.00	03/04/2010
Fines/Fees/Contributions	\$ 10.00	03/10/2010
Youth Services Donations Bank	\$ 15.00	03/16/2010
Fines/Fees/Contributions	\$ 51.54	03/16/2010
Fines/Fees/Contributions	\$ 35.00	03/19/2010
Fines/Fees/Contributions	\$ 18.00	03/24/2010
Fines/Fees/Contributions	\$ 24.96	03/30/2010
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Total Restricted and Unrestricted	\$ 420.49	

**In-kind Gifts**

Anonymous	42 hardcovers; 18 trade paperbacks; 21 mass market paperbacks; 1 DVD; 8 CDs; subscription to <i>Doll House</i> <i>Miniatures</i> magazine
Brenda Mozzochi	28 DVDs
Jan Oneacre	4 hardcovers; 12 mass market pb
Richard Myers	4 CDs

**Adjournment:**

The meeting was adjourned at 7:26 p.m.

The next Regular Board Meeting will be held on May 26, 2010 at 6:30 pm in the Minerva Public Library Board Room.