

**MINERVA PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
May 23, 2012**

**Attendance:**

Trustees Roger Bartley, Virginia Birks, Louanne Kiko, Rebecca Miller, Diane Ruff, and Richard Rutledge; Director Tom Dillie; Fiscal Officer Kelly Boggs.

**Call to Order:**

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

**Adjustments to Agenda:**

Add resolution to schedule special meeting date and resolution of appreciation and thanks.

**Public Participation:**

None.

**New Business**

**Fiscal Officer Search:**

The ad hoc search committee of the Board of Trustees met on May 9 to review applications for the Fiscal Officer position. The committee selected five applicants for initial interviews and conducted those interviews on May 11, 14, 15, and 16. After the last interview on May 16, the committee reviewed the five applicants and invited three to return this evening for a second interview with the full Board.

**Motion** to enter executive session to interview candidates for the Fiscal Officer position: Rebecca Miller; Second: Louanne Kiko. Time: 6:35 p.m. Roll Call vote: Bartley: yes; Birks: yes; Kiko: yes; Miller: yes; Rutledge: yes; Ruff: yes; Zbasnik: absent.

**Motion** to leave executive session and return to public meeting: Virginia Birks; Second: Rebecca Miller. Time: 7:50 p.m.

**Resolution 12-05-01:**

Richard Rutledge moved and Rebecca Miller seconded to authorize Board President Bartley to offer the position of Fiscal Officer to Deborah Blair with employment conditional upon the completion of a satisfactory criminal background check. The resolution passed unanimously.

**New Business:** (continued)

**Resolution 12-05-02:**

Rebecca Miller moved and Diane Ruff seconded in the event that Deborah Blair's criminal background check was unsatisfactory, or that Board President Bartley and Deborah Blair were unable to agree on the terms of a contract, then Board President Bartley is authorized to offer the Fiscal Officer position to Mary Jane Smith with employment conditional upon the completion of a satisfactory criminal background check. The resolution passed unanimously.

**Minutes:**

Louanne Kiko moved and Rebecca Miller seconded to approve minutes of the April 25, 2012 Board Meeting, accept minutes of the Selection Committee meetings for May 11, 14, 15, and 16, 2012, and accept minutes of the March 28, 2012 Records Commission Meeting. The resolution passed unanimously.

**Old Business:**

**Volunteer help with landscaping:**

A group of MHS seniors and two teachers, Emily Coldwell and Cathy Hart, spent Friday morning, May 11, weeding the landscape beds and spreading mulch. The kids worked hard and they did a good job. The appearance of the landscaping is much improved.

**Fiscal Officer's Report:**

**Financial Report:**

Louanne Kiko moved and Virginia Birks seconded to accept monthly financial reports for April, 2012. The resolution passed unanimously.

**PLF Distribution:**

The May distribution was down 5.6%, and year-to-date is down 6.0% from last year, as expected.

**Unique Management:**

Unique Management's invoice for the month of April was \$80.55 for 9 placements.

**Tax Budget:**

The Finance and Audit Committee met on May 23 just prior to the board meeting to review with Fiscal Officer Boggs and Director Dillie the library's draft 2013 tax budget. The committee recommended that the Board accept the 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, 2012.

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

**Resolution 12-05-03:**

Louanne Kiko moved and Richard Rutledge seconded to approve as presented the 2013 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.

**Audit:**

The State Auditor's office has filed the final copy of the Agreed Upon Procedures report. There are no changes from the draft copy the Board received at its last meeting.

**Resolution 12-05-04:**

Louanne Kiko moved and Diane Ruff seconded to accept the final Agreed Upon Procedures report from the Auditor of the State of Ohio for the years 2010-2011. The resolution passed unanimously.

**Correspondence:**

No correspondence this month.

**Travel:**

Symphony Training Mileage:  
April 23, Caldwell, Jan Oneacre  
April 24, Cadiz, Susan Crawford

Note: In March, April, and May, all public service library staff will travel to Puskarich Public Library in Cadiz, or the SEO training facility in Caldwell, or to Holmes County Public Library in Millersburg to attend training on the new library automation software.

**Schedule Special Meeting:**

**Resolution #12-05-05:**

Louanne Kiko moved and Rebecca Miller seconded to schedule a special board meeting for Wednesday, May 30 at 6:30 pm for purpose of hiring a fiscal officer and passing the authorizing resolutions that will permit her to perform her duties. The resolution passed unanimously.

### **Resolution of Appreciation and Thanks:**

#### **Resolution #12-05-06:**

Richard Rutledge moved and Louanne Kiko seconded the following resolution of appreciation and thanks for Fiscal Officer Kelly Boggs.

WHEREAS the Minerva Public Library is a vital part of the community, and WHEREAS, the Library depends upon the skillful management of financial and human resources to provide excellent library service, and

WHEREAS, the Library Board of Trustees relies upon the diligence, expertise, and foresight of the Fiscal Officer to ensure the effective and efficient work of the Board and the Library, and

WHEREAS, the Minerva Public Library has successfully weathered the financial storms of the past three years; experienced three good audits, and maintained a high level of effective service to the community, and

WHEREAS, Kelly J. Boggs has worked for the Minerva Public Library as Fiscal Officer since June, 2008.

NOW, THEREFORE BE IT RESOLVED on this twenty-third day of May, Two Thousand and Twelve, the Minerva Public Library Board of Trustees commends Kelly J. Boggs for her valuable, faithful, and consistent service to the Minerva Public Library and its patrons over the past four years, and expresses heartfelt appreciation and thanks for her work to maintain and improve the Library. The resolution passed unanimously.

#### **Director's Report:**

Virginia Birks moved and Rebecca Miller 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 checkouts in April were down 11% from last year, and now are 2.5% behind year-to-date. In-house renewals continue to run substantially behind last year, but online renewals continue to increase. Total in-house circulation is now down 5.3% year-to-date from 2011. SEO loans and borrows were both down this month from last year, although not by much. Overall circ year-to-date is now down 3.56%. Interestingly, Minerva patrons have checked out more downloadable content in the first four months of this year, than in all of 2011. Door counts were just barely under last April's total and questions were up 19% over last year.

**Gifts Accepted in April:**

**Restricted Individual Contributions to the General Fund**

Minerva Rotary Club	\$ 50.00	04/24/2012
For summer reading program		

**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$331.00	04/02/2012
Fines/Fees/Contributions	\$134.50	04/03/2012
Minerva Red Hats	\$174.80	04/05/2012
Fines/Fees/Contributions	\$209.45	04/09/2012
Youth Services Bank	\$ 25.00	04/10/2012
Fines/Fees/Contributions	\$ 33.50	04/12/2012
Fines/Fees/Contributions	\$ 15.00	04/16/2012
Fines/Fees/Contributions	\$ 24.00	04/19/2012
Fines/Fees/Contributions	\$ 42.54	04/25/2012
Fines/Fees/Contributions	\$ 7.90	04/30/2012
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Total Restricted and Unrestricted	\$1047.64	

**In-kind Gifts**

Anonymous	28 hardcovers; 38 trade paperbacks; 6 mass market paperbacks; 3 DVD;
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**Adjournment:**

The meeting was adjourned at 8:07 p.m.

The next Regular Board Meeting will be held on June 27, 2012 at 6:30 p.m. in the Minerva Public Library Board Room.