

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

May 26, 2010

Attendance:

Trustees Roger Bartley, Virginia Birks, Martin Chapman (arrived at 6:39 p.m.), Denise Freeland, Rebecca Miller, and Richard Rutledge; Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

The meeting was called to order at 6:37 p.m.

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Denise Freeland moved and Rebecca Miller seconded to approve minutes of the April 28, 2010 Board Meeting, as corrected. The resolution passed unanimously.

Old Business:

Book sale Update:

The April book sale made \$864. The library will host another book sale beginning June 16 to coincide with the Homecoming/Heritage Days festivities.

Fiscal Officer's Report:

Financial Reports:

Richard Rutledge moved and Rebecca Miller seconded to accept the monthly financial reports for April 2010. The resolution passed unanimously.

PLF Distribution:

Year-to-date distributions through May are down 14% from last year and 1.6% 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.

Fiscal Officer's Report (continued):

Audit Update:

The State Auditor's office has sent out preliminary draft copies of the audit report for the years 2008 and 2009. They have indicated that they are issuing an unqualified opinion on our financial statements. Since there are no issues to discuss, the post audit conference can be waived.

Resolution 10-05-01:

Martin Chapman moved and Denise Freeland seconded to waive the exit conference for audit of the years 2008 and 2009. The resolution passed unanimously.

Health Insurance Premium Holiday:

Ohio Employee Benefits Consortium had funds set aside for run-out of old claims on Medical Mutual (the insurance provider was switched from Medical Mutual to Anthem in January 2009). The time limit for these old claims has expired, and the OEBC Board voted to make these funds available to all its member libraries in the form of a premium holiday for the month of July. At our current level of enrollment, the library will save nearly \$4,800 and our employees will save over \$1,000.

Unique Management:

Unique Management's invoice for April was \$98.45 for 11 placements.

New Business:

Parking Lot Maintenance:

The library's parking lot was last coated and sealed in 2006 and it's due for another dose. Director Dillie requested quotes from Vinton Asphalt Co. and Vasco Asphalt co. Both companies have done recent work in Minerva, and Vasco has also done work for Orville Public Library; both companies were recommended to Director Dillie. The description of work in both quotes is the same. Vasco's offered price is \$2,529.00, while Vinton's is \$2,850.00 Director Dillie recommends accepting the lower price. Because the lot will need to be closed for a day, Director Dillie will talk to Teresa Arrasmith and coordinate a day when the library and YMCA both won't be very busy and library patrons could park in the YMCA lot.

Resolution 10-05-02:

Virginia Birks moved and Rebecca Miller seconded to hire Vasco Asphalt Company to seal and stripe the parking lot as described in the company's quote dated May 14, 2010, for a price not to exceed \$2,529.00. The resolution passed unanimously.

New Business (continued):

Reception for Mrs. Rose:

The library will host a retirement reception in honor of Mrs. Rose on Wednesday, June 30, from 4:30 to 6:00 p.m. in the Fireside Reading Room.

Correspondence:

None.

Travel:

April 29, 2010 – OEBC Board Meeting - Warren, Ohio – Kelly Boggs – mileage.

Director's Report:

Martin Chapman 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 April, 2009 and is down just under 18% year-to-date. Door counts are also down from last year, although not by as large a percentage as the drop in circulation. In discussion with Mrs. Rose, Director Dillie learned that in the spring of last year, the Youth Services staff was taking large collections of books to West Elementary every week, and that there were a couple of teachers in the district checking out large classroom collections regularly. Director Dillie ran a report showing circulation by individual collection in the library, e.g. adult fiction, j picture books, large print fiction, etc. Some calculations using that report showed that the drop in circulation for children's print materials accounts for around 57% of the year-to-date drop in circulation, while the drop in circulation for new adult fiction and nonfiction accounts for another 17% of the decrease. Circulation of materials in the latter categories is recovering slowly as we have returned to buying more new materials.

Additional Information:

Director Dillie mentioned that so far this year (10 pay periods), the library has used 339 substitute staff hours at a cost of \$3303, while during the same 10 pay periods last year the library used 1050 sub hours at a cost of \$10,036. The Library will also see some savings this year in the cost of adding catalog records to the consortium catalog. SEO will charge all libraries a flat fee based on library size, rather than charging libraries for the number of records the library downloads. This change benefits libraries such as MPL which have a practice of purchasing new materials and adding them to the catalog as soon as possible in order to make them quickly available to library patrons.

Accept Gifts:

Restricted Individual Contributions to the General Fund

Malinda Phillips for Youth Services	\$100.00	4/1/2010
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Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 9.00	04/05/2010
Book Prospector	\$ 27.78	04/13/2010
Fines/Fees/Contributions	\$ 218.00	04/13/2010
Fines/Fees/Contributions	\$ 151.25	04/14/2010
Fines/Fees/Contributions	\$ 138.25	04/15/2010
Fines/Fees/Contributions	\$ 211.09	04/19/2010
Fines/Fees/Contributions	\$ 32.25	04/20/2010
Fines/Fees/Contributions	\$ 141.75	04/21/2010
Fines/Fees/Contributions	\$ 30.75	04/22/2010
Fines/Fees/Contributions	\$ 63.00	04/26/2010
Fines/Fees/Contributions	\$ 27.79	04/28/2010
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Total Restricted and Unrestricted	\$1152.91	

In-kind Gifts

Anonymous	13 hardcovers; 12 trade paperbacks; 16 mass market paperbacks; 16 DVDs; 5 CDs
Victoria Boyd	2 hardcovers; 2 mass market paperbacks
Val Fechko	3 mass market paperbacks
Lois Lahti	15 hardcovers; 9 trade paperbacks
Hugh Peterson	3 DVDs
Dixie Wadsworth	1 Mr. Coffee 12 cup coffeemaker
Jan Oneacre	4 hardcovers; 12 mass market Paperbacks

Adjournment:

The meeting was adjourned at 7:32 p.m.

The next Regular Board Meeting will be held on June 23, 2010 at 6:30 pm in the Minerva Public Library Board Room.