

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
June 26, 2013**

Attendance:

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

Call to Order:

The meeting was called to order at 6:32 p.m.

Adjustments to Agenda:

None

Public Participation:

None

Minutes: Virginia Birks moved and Phil Zbasnik seconded to approve the minutes of the May 22, 2013 Board Meeting. The motion passed unanimously.

Old Business:

Upholstery Repair: Fritz Upholstery has not been able to get larger samples of the fabric we are interested in.

Service Desk Carpet Replacement: Dave Gotschall stopped by the library and took a look at the Shaw Carpeting sample books we had from the re-carpeting project last year; he noted style numbers and is going to get a price the carpet for us.

Fiscal Officer's Report:

Monthly Financial Report: Louanne Kiko motioned and Richard Rutledge seconded to accept the monthly financial reports for May 2013. The motion passed unanimously.

PLF Distribution: The June distribution was \$56,607.90, \$20.95 more than last June. A reminder that the distribution through July, 2013 should be pretty the same month for month and the first half of 2012.

Unique Management: Unique Management's June invoice was \$80.55 for 9 placements.

Supplemental Appropriations: \$193.00 was transferred from 1000-110-211-0000 OPERS to 1000-110-225-0000 Workers' Compensation to pay Frank Gates Service Co. invoice.

Make Summer Reading Donations Available To Spend: As she has in previous years, Mrs. Heller solicited donations from area business to support programs for this year's Summer Reading Program. We have been pleasantly surprised by the generous donations but had not budgeted for them in this year's appropriation. To make the money available to spend this year, we would like to transfer an amount equivalent to the total donations into the Program Supplies account.

Resolution 13-06-01: Virginia Birks moved and Richard Rutledge seconded to move \$1025.00 from 1000-230-110-0001 Administrative Salaries to 1000-110-451-0007 General Admin Supplies – Program Supplies to use donations to the Youth Summer Reading Program. The motion passed unanimously.

New Business

Review Job Performance and Compensation of Fiscal Officer: Fiscal Officer Smith's one-year employment was on June 4. The Board agreed to review her compensation, and the Personnel Committee met on 06/04/2013 to do so. They reported their findings and recommendations to the Board in Executive Session.

Motion to enter executive session for purpose of discussing the job performance and compensation of the Fiscal Officer at (time) 6:53

Motion: Richard Rutledge Second: Virginia Birks

Bartley: _Y_ Birks: _Y_ Kiko: _Y_ Rutledge: _Y_ Zbasnik: _Y_

Return to public session: (time) 7:20

Resolution 13-06-02: Phil Zbasnik moved and Virginia Birks seconded to amend the Fiscal Officer's Contract as presented. The motion passed unanimously.

Correspondence

No correspondence this month.

Travel and Meetings

Tom Dillie – SEO Biennial User's Group Meeting – mileage - \$79.20

Director's Report:

Director's Report: Louanne Kiko moved and Phil Zbasnik seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

Monthly Library Statistics: Circulation counts of all kinds were down for May from last year. We also are down for year-to-date 4.9%. Comparing the total circulation for the first five months of the year for 2008-2013 one finds 2008 and 2009 much higher than 2010-2012 which three years had pretty much the same totals for the first five months. The 2013 five-month total is below that of any of those years. On the other hand, the door count totals year-to-date are comparable to last year's and well above those of the preceding several years.

Accept Gifts

Restricted Individual Contributions to the General Fund

Virginia Birks	\$ 25.00	05/23/2013
Louanne Kiko	\$ 50.00	05/23/3013
Minerva Library Staff	\$ 57.00	05/23/2013

--All donations in memory of Leroy Bartley

Unrestricted Individual Contributions to the General Fund

Contributions	\$ 15.00	05/14/2013
Book Prospector	\$ 75.98	05/14/2013
Contributions	\$ 22.85	05/15/2013
Contributions	\$ 8.00	05/20/2013
Contributions	\$ 24.27	05/23/2013
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Total Restricted and Unrestricted	\$ 278.10	

In-kind Gifts

Rich Barrick	5 hardcovers
Richard and Barbara Brown	American flag for flagpole
Bob and Polly Givens	2 hardcovers; 2 paperbacks
In memory of Jason Reiboldt	
Anonymous	1 hardcover; 12 trade paperbacks; 14 mass market Paperbacks; 11 DVDs

Adjournment: The meeting adjourned at 7:45 p.m. The next Regular Board Meeting will be held on July 24, 2013 at 6:30 pm in the Minerva Public Library Board Room.