

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
July 25, 2012**

Attendance:

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

Call to Order:

The meeting was called to order at 6:34 p.m.

Adjustments to Agenda:

Elect a Prevailing Wage Coordinator for the carpet replacement project.

Public Participation:

None

Minutes:

Virginia Birks moved and Phil Zbasnik seconded to approve minutes of the June 27, 2012 Board Meeting. The resolution passed unanimously.

Old Business:

Carpeting Update: As yet, there is no confirmed reimbursement amount from the insurance company for replacing the carpeting in the Youth Services Department. Library Design Associates has provided the Library and the insurance adjustor with detailed price quotes, but the insurance company has asked for more detail about the labor cost which was submitted on 07/19. The insurance company has reimbursed the library for the cost, less the \$1000 deductible, of the services provided by Rapid Response Restoration and Perfection Carpet Cleaning. The bill from Independent Elevator was also submitted for reimbursement.

Plumbing update: Catlett Plumbing has been very busy with air conditioner repair work lately, but assures the Library they will be out to install the backflow preventer.

Landscaping update: Down to Earth Landscaping rebuilt and repaired the fountain. They also dug out the eroded dirt in the window well and spread out the gravel there. Minerva Tree Care will leave 15' of trunk for carving when they cut down the oak on Lynnwood Ave. Director Dillie has a list of chainsaw carvers to research.

Library Associate I, Youth Services: At last month's meeting the Board approved creating a new part-time LA I position in Youth Services. Mrs. Heller and Director Dillie reviewed some of the applications received last fall when a part-time LA I was hired, but have decided to post this new position and accept new applications. The job will be posted in the next couple of weeks.

Fiscal Officer's Report:

Financial Report:

Richard Rutledge moved and Phil Zbasnik seconded to accept monthly financial reports for June, 2012. The resolution passed unanimously.

PLF Distribution: The July distribution was down 21.3% from 2011, and the year-to-date down 8.5% from last year, as expected. Note that July, 2011 was an unusually high income month because the PLF formula reverted for one month to 2.2% of the Ohio General Revenue Fund. Beginning in August, 2011, the PLF distribution moved to the new formula of 95% of the distribution received for that month in the previous fiscal year, July 2010-June, 2011. Remember also that funding for OPLIN and the Library for the Blind and Physically Handicapped is now subtracted from the PLF each month before the money is divided among the 88 counties. Therefore, the Library's effective distribution is closer to 93.5% of the PLF received in Fiscal year 2010-2011.

Unique Management: No placements were made with Unique Management in June due to the change to a new library computer system. The next billing should show placements from June and July.

Supplemental Appropriations: No supplemental appropriations were made in June.

New Business:

Resolution of Appreciation and Thanks: Virginia Birks moved and Louanne Kiko seconded to approve the Resolution of Appreciation and Thanks for Library Associate I in Adult Services, Pam Hoffmeyer, who worked her last day at the library on June 14. The resolution passed unanimously.

Approve Resolution 12-07-01: WHEREAS the Minerva Public Library is a vital part of the community, and
WHEREAS, a dedicated, attentive, and resourceful staff is essential to providing excellent library service, and
WHEREAS, the Minerva Public Library staff have provided excellent library service to the community over the years, and at times in the face of financial hardship and limited resources, and

WHEREAS Pamela B. Hoffmeyer has worked for the Minerva Public Library as a Library Associate in the Youth Services Department since February 12, 2007. NOW, THEREFORE BE IT RESOLVED on this twenty-fifth day of July, Two Thousand and Twelve, the Minerva Public Library Board of Trustees commends Pamela B. Hoffmeyer for her valuable, faithful, and consistent service to the Minerva Public Library and its patrons over the past five years, and expresses heartfelt appreciation and thanks for her work to maintain and improve the Library.

Hiring: Rather than immediately post an open position in Adult Services, Director Dillie reviewed the applicants he and the Youth Services Manager interviewed last November for a part-time Library Associate I position. He and Mrs. Heller asked a candidate back for a second interview, and Director Dillie chose to make the job offer to that candidate who then accepted.

Resolution 12-07-02: Louanne Kiko moved and Diane Ruff seconded to approve hiring Anne M. Tokos as a part-time Library Associate I, Adult Services, at the rate of \$8.65 an hour to begin work the week of August 6, 2012. The resolution passed unanimously.

Resolution 12-07-03: Louanne Kiko moved and Diane Ruff seconded to approve hiring Anne M. Tokos as a Library Substitute at the rate of \$8.65 an hour to be available for work beginning the week of August 6, 2012. The resolution passed unanimously.

Amending Annual Appropriation: While the insurance company will, it appears, pay for the full cost of the carpeting project, it will not issue a check until the work is completed. In order to open a purchase order for the project, money must be made available. An amendment to the 2012 annual appropriation is needed to make capital project funds available. The reimbursement check from the insurance company will then be applied to the Capital Projects Fund.

Resolution 12-07-04: Louanne Kiko moved and Diane Ruff seconded to amend the 2012 Annual Appropriation making available \$50,000 from the Capital Projects Fund to account 4001-760-331-0000 Capital Projects Funds Expenditures—Maintenance and Repair Facilities. The resolution passed unanimously.

Prevailing Wage Coordinator: Because the cost of the carpeting project is over \$38,000, the library must appoint a Prevailing Wage Coordinator to manage the paperwork required by prevailing wage regulations.

Resolution 12-07-05: Louanne Kiko moved and Virginia Birks seconded to appoint Director Dillie as the Prevailing Wage Coordinator for the Minerva Public Library during the carpeting project. The resolution passed unanimously.

Correspondence: An email was received from Doug Thorne inviting the Director, Fiscal Officer, and one Board member to the August 7, 2012 Stark County Budget Commission Meeting.

Travel:

None in June

Director's Report: Virginia Birks moved and Louanne Kiko seconded to accept monthly reports from the Director and the Youth Services Manager. The resolution passed unanimously.

Piano Purchase: A piano is being purchased from the Rodman Public Library for \$100 plus delivery fees. It will be located in the Community Room to be used for children's programs.

Monthly Library Statistics: June was an odd month for library use. Door-counts were down 14% from June 2011, leaving the Library ahead 5.4% year-to-date. However, in-house check-outs, were up 13.5% over last year, leaving the Library now only 2.5% behind year-to-date. And the question count was up 5%. SEO loans and borrows were down quite a bit because there were no requests placed or holds pulled from the shelf during the migration from the old catalog to the new. It is possible that some checkouts and renewals were counted in both the old and new systems, and thereby inflated the circulation count for June. The Library does not have access yet to ongoing July statistics, and so cannot do a comparison for the month thus far with 2011.

Gifts Accepted in June:

Restricted Individual Contributions to the General Fund

Library Staff memorial donation in memory of Ruth Pilati	\$ 50.00	06/05/2012
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Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 20.00	06/04/2012
Fines/Fees/Contributions	\$ 12.00	06/14/2012
Tom Sieling	\$ 25.00	06/19/2012
Fines/Fees/Contributions	\$136.25	06/21/2012
Fines/Fees/Contributions	\$209.34	06/25/2012
Fines/Fees/Contributions	\$ 28.50	06/26/2012
Fines/Fees/Contributions	\$ 39.86	06/27/2012
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Total Restricted and Unrestricted	\$ 520.95	

In-kind Gifts

Jeanie Bowling
Off the Beaten Path

1 hardcover book
2 framed pictures

Anonymous

2 hardcovers; 7 trade
paperbacks; 7 mass market
paperbacks; 9 DVDs; 1 CD; 3
audiobooks

Adjournment: The meeting was adjourned at 7:23 p.m.

The next Regular Board Meeting will be held on August 22, 2012 at 6:30 pm in the Minerva Public Library Board Room.