

## MINERVA PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING MINUTES

July 28, 2010

#### **Attendance:**

Trustees Virginia Birks, Martin Chapman, Denise Freeland (arrived at 6:34 p.m.), Richard Rutledge, and Pamela Swallen; Director Tom Dillie; Fiscal Officer Kelly Boggs.

#### **Call to Order:**

The meeting was called to order at 6:32 p.m. by Vice President Martin Chapman.

#### **Adjustments to Agenda:**

None.

#### **Public Participation:**

None.

#### **Minutes:**

Virginia Birks moved and Pamela Swallen seconded to approve minutes of the June 23, 2010 Board Meeting. The resolution passed unanimously.

#### **Old Business:**

##### **Reception for Mrs. Rose:**

The retirement reception for Mrs. Rose on June 30 was well-attended by the public and the Trustees. She enjoyed herself and appreciated the Board's gift. A thank you card from Mrs. Rose is included in this month's correspondence.

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

##### **Financial Reports:**

Denise Freeland moved and Pamela Swallen seconded to accept the monthly financial reports for June 2010. The resolution passed unanimously.

##### **PLF Distribution:**

Year-to-date distributions through July are down 12.7% from last year and up 0.8% from the Ohio Department of Taxation's revised estimate for this year.

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

### **Supplemental Appropriations (General Fund):**

Unrestricted contributions in the amount of \$3,334.78 and restricted contributions in the amount of \$353.00 were received during January through June 2010. Donors are told that their gifts will be use for purchasing new materials and for library programs this year. In order to make these funds available for additional library materials and programs this year, the Board is requested to approve the following transfers.

### **Resolution 10-07-01:**

Virginia Birks moved and Richard Rutledge seconded to transfer money between operating expense fund accounts as specified below:

- \* \$2,223.18 from 1000-100-110-0004 Salaries -Substitutes to 1000-100-411-0000 Books – Adult Department (for unrestricted contributions)
- \* \$1,111.60 from 1000-100-110-0004 Salaries -Substitutes to 1000-100-411-2000 Books – Youth Department (for unrestricted contributions)
- \* \$253.00 from 1000-100-110-0004 Salaries -Substitutes to 1000-100-411-0000 Books – Adult Department (for restricted contributions)
- \* \$100.00 from 1000-100-110-0004 Salaries -Substitutes to 1000-100-451-0007 General Admin. Supplies – Office & Program (for restricted contributions)

The resolution passed unanimously.

### **Supplemental Appropriations (Capital Projects Fund):**

During June, I made the following transfer within the Capital Projects Fund:

- \* From 4001-760-331-0000 Maintenance & Repair Facilities to 4001-760-720-0000 Land Improvements, \$29.00 (for parking lot sealing)

### **Unique Management:**

Unique Management's invoice for the month of June was \$44.75 for 5 placements.

### **New Business:**

#### **Back-to-School Special:**

As part of the library's continuing effort to remove barriers to patron service and encourage young patrons to make use of the Library, Director Dillie suggests that the library waive once all outstanding fines and fees for patrons classified as youth. This would waive any charges on a total of 1357 patron cards, and of these, make usable again the cards of 589 patrons with charges of \$3.00 or more and no items still checked out. Of these latter patrons, 445 have been blocked from using their cards for a year or more because of the charges they've run up and not paid. The library would promote this wavier on its

### **New Business: (continued)**

website and in a story in the *News Leader* as a way for kids to start the school year off right with library card that works. Included in the Board packet is a sheet detailing the amount to be waived and the status of the young patrons affected.

### **Resolution 10-07-02:**

Pamela Swallen moved and Denise Freeland seconded to waive the outstanding fines and fees for all library patrons of the type MINY who owe the library money, but have not lost items still checked out to their cards. The resolution passed unanimously.

### **Carpet Cleaning:**

With the exception of the community meeting room, the library's carpets have not been professionally cleaned. Because younger patrons spend more time on the floor than older ones do, it would be a good idea to have the carpet throughout the Youth Services Department as well as the meeting room carpet professionally cleaned. Director Dillie has quote of \$1370 dated March, 2009 from Crowning Touch Cleaning in Carrollton. He has asked for an updated quote from the company and should have that quote in time for the Board meeting. The Board agreed to have the carpet downstairs cleaned.

### **Introduction of Kathy Heller to the Trustees**

Kathy Heller, the new Youth Services Manager, was welcomed by the Board of Trustees. Mrs. Heller has recently worked at Louisville Public Library and earned her MLS degree this spring.

### **Correspondence**

Thank you card from Mrs. Rose.

### **Travel:**

June 23, 2010 – OEBC Board Meeting - Warren, Ohio – Kelly Boggs – mileage.

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

Pamela Swallen moved and Denise Freeland seconded to accept monthly reports from the Director and the Youth Services Manager, which are included in the packet.

**Monthly Library Statistics:**

In-house library circulation was down 12.3% from June, 2009 and is down 17.4% year-to-date. The former is much less of a drop than we saw in the first five months of the year, and the latter is a better number than the last four months. Total circulation, including SEO loans, is also doing better; although still down noticeably from last year, the trend is up a bit. Door counts are also still down from last year, although the year-to-date total is better than it was earlier in the year. The trend so far for July shows checkouts still below July, 2009, but the difference should be less than any of the previous six months. The drop in circulation seems to have bottomed out in May and is slowly recovering.

**Accept Gifts:**

Richard Rutledge moved and Pamela Swallen seconded to accept the following gifts. The resolution passed unanimously.

**Restricted Contributions**

Barbara Hafner ( in memory of Mrs. Mayer)	\$ 75.00	06/09/2010
MPL Staff (in memory of Mrs. Mayer)	\$ 63.00	06/16/2010

**Unrestricted Individual Contributions to the General Fund**

Julie Egan	\$ 250.00	06/03/2010
Fines/Fees/Contributions	\$ 27.26	06/03/2010
Book Prospector	\$ 23.50	05/14/2010
Fines/Fees/Contributions	\$ 10.00	06/15/2010
Fines/Fees/Contributions	\$ 211.60	06/18/2010
Fines/Fees/Contributions	\$ 121.60	06/21/2010
Fines/Fees/Contributions	\$ 165.20	06/23/2010
Fines/Fees/Contributions	\$ 49.95	06/24/2010
Lisa Stroup	\$ 100.00	06/28/2010
Fines/Fees/Contributions	\$ 110.45	06/28/2010
Fines/Fees/Contributions	\$ 10.00	06/29/2010

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Total Restricted and Unrestricted	\$ 1217.56	
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**In-kind Gifts**

Anonymous	4 hardcovers; 8 trade paperbacks; 18 mass market paperbacks; 7 DVDs 12 music CDs
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Rich Barrick	2 hardcovers
Gary Stenzel	2 hardcovers; 1 trade paperback

**Adjournment:**

The meeting was adjourned at 7:20 p.m.

The next Regular Board Meeting will be held on August 25, 2010 at 6:30 pm in the Minerva Public Library Board Room.