

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
August 22, 2012**

Attendance:

Trustees Roger Bartley, Louanne Kiko, Rebecca Miller [arrived at 6:50], 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:

Approve resolution for \$35,000 bond for new Deputy Fiscal Officer Nicole Weber.

Public Participation:

None

Minutes:

Louanne Kiko moved and Phil Zbasnik seconded to approve minutes of the July 25, 2012 Board Meeting. The resolution passed unanimously.

Old Business:

Carpeting Update: The claims agent reached a compromise with Library Design on the labor costs for carpet replacement and approved a settlement of \$44,922.25. Cheryl Worth from Library Design Associates visited the library on 08/16 to meet with staff and Roger Bartley and Virginia Birks and review color choices. A design and carpet pattern has been agreed upon and awaits the final agreement from Library Design. The carpet will need to be ordered and delivery can take as much as six weeks. Hopefully, the installation will be done the week of October 8.

Plumbing update: Catlett Plumbing will install the backflow preventer on the main sewer line on 08/27-08/28.

Library Associate I, Youth Services: Mrs. Heller and Director Dillie are interviewing candidates for the position this week. The library received 58 applications.

Piano Delivery: The piano purchased from the Rodman Public Library was delivered on 08/07 and is now in the Community Meeting Room.

Fiscal Officer's Report:

Financial Report:

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

PLF Distribution: The August distribution was up 0.7% and the year-to-date down 7.7% as expected.

Unique Management: Still no placements with Unique Management due to the migration to the new catalog system. SEO reports that the program that runs the report to send patrons to collection was not correctly totaling the amounts owed. SEO has been working on it, but as yet has not sent any new patrons to collection.

Supplemental Appropriations: Transferred \$102.00 from 1000-100-332-0000 Maintenance and Repair on Equipment to 1000-100-325-0010 Advertising – Employee Vacancy Ads.

Deputy Fiscal Officer: Kathy Eddy has resigned as Library Deputy Fiscal Officer effective August 26, 2012. Fiscal Officer Smith has discussed the position with Nicole Weber, Library Associate I in Adult Services, and would like to hire her as the Deputy Fiscal Officer.

Resolution 12-08-01: Rebecca Miller moved and Diane Ruff seconded to hire Nicole Weber as Deputy Fiscal Officer of the Minerva Public Library at a rate of \$14.21 an hour beginning August 27, 2012. The motion passed unanimously.

Resolution 12-08-02: Louanne Kiko moved and Phil Zbasnik seconded to purchase the Public Official Bond in the amount of \$35,000 for Nicole Weber, Deputy Fiscal Officer, for the period of one year. The motion passed unanimously.

New Business:

Stark County PL Distribution Formula: Stark County Auditor Alan Harold invited the Directors, Fiscal Officers, and no more than one Trustee, from each of the seven public libraries to a Budget Commission meeting on August 7. The Budget Commission reviewed the changes to the formula proposed by the library representatives at the meetings last year. The representatives from the three libraries whose Boards did not agree to the changes were invited to explain their objections. The sticking point seems to be adding service area population as a factor. Auditor Harold asked the libraries to meet one more time and attempt

to come to a consensus and then report back to the Budget Commission by September 15. The Budget Commission will use the current formula to collect 2011 data this year for use in calculating the 2013 distribution. The Directors and Fiscal Officers will meet again on September 5 at North Canton PL to discuss the formula one more time.

Correspondence

None

Travel

Mary Jane Smith - CPIM Fiscal Officer Certification –Akron, OH –\$100.00

Director's Report

Louanne Kiko moved and Diane Ruff seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

Monthly Library Statistics: Statistics continue to be interesting. July in-house circulation was up 2.75% over July, 2011. However, SEO loans were down substantially for the second month in a row, leaving overall circulation down almost 5% from a year ago, and 2.8% below 2011 year-to-date. June and July of this year saw the lowest number of loans by Minerva to SEO libraries by far in the past five years. Part of the drop may be due to the problems with the new patron-side online catalog which could be reducing the number of requests that patrons are placing. If August shows no sign of recovering to normal levels, it will be brought up to SEO.

Gifts Accepted in July

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 16.00	07/09/2012
Fines/Fees/Contributions	\$ 28.50	07/11/2012
Fines/Fees/Contributions	\$ 14.00	07/23/2012
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Total Restricted and Unrestricted	\$ 58.50	

In-kind Gifts

Anonymous 8 hardcovers; 12 trade paperbacks; 9 mass market paperbacks; 9 DVDs; 1 CD; 1 puzzle

Adjournment: The meeting was adjourned at 7:27 p.m. The next Regular Board Meeting will be held on September 26, 2012 at 6:30 pm in the Minerva Public Library Board Room.