

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

September 22, 2010

Attendance:

Trustees Roger Bartley, Virginia Birks, Martin Chapman (arrived at 6:40), Denise Freeland, Rebecca Miller (arrived at 6:39), Richard Rutledge, and Pamela Swallen; Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

The meeting was called to order at 6:33 p.m.

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Virginia Birks moved and Denise Freeland seconded to approve minutes of the July 28, 2010 Board Meeting. The resolution passed unanimously.

Old Business:

Carpet Cleaning:

Crowning Touch cleaners came in on Saturday, August 21, and cleaned all the downstairs carpets. They did a very good job and were able to remove pretty much all of the stains, including some stubborn spots. The owner would like to come back and clean the main stairs again, since he felt the steps could use another pass. Director Dillie asked for an estimate for cleaning the upstairs carpeting. That project is for next year's budget, not 2010.

Back to School Special:

As was discussed at last month's meeting, the library has waived the outstanding fines and fees for patrons classified as youth, i.e. under age 18. Approximately 1120 of these patrons, out of a total of 3201, benefited from having their fines and fees forgiven. In practice, some of these patrons are no longer youth, but because they haven't used their cards in years, still fall into this category. The dollar value of the waived fines and fees was \$7,234.19; bear in mind that much of this money had been owed the library for some time and was not likely ever to be repaid. Director Dillie sent an article to the *News Leader* which appeared in the September 9 issue, and posted information on the library

Old Business (continued):

website. Mrs. Heller devised a flyer and sent copies to the elementary and middle schools with a request that teachers send one home with each child. We will compare checkouts by youth for September 2009 and 2010 at the end of the month to see if there has been an increase in the number of youth checking out materials.

Fiscal Officer's Report:

Financial Reports:

Richard Rutledge moved and Pamela Swallen seconded to accept the monthly financial reports for July 2010 and August 2010. The resolution passed unanimously.

PLF Distribution:

The August distribution was up 5.7% from last August, while the September distribution was up 7% from last September. Year-to-date distributions are now down 9.5% from last year. Year-to-date distributions are up 1.1% from the Ohio Department of Taxation's revised estimate for this year.

Unique Management:

Unique Management's invoice for the month of July was \$116.35 for 13 placements. Unique Management's invoice for the month of August was \$98.45 for 11 placements.

New Business:

Trustee Term Expiring:

Marty Chapman's term on the Board expires this December. Mr. Chapman would like to consider whether or not to serve an additional term, and will announce his decision at the next meeting.

New Materials Format for the Library's Collection:

Director Dillie plans to use a portion of book sale money from the first half of this year to begin a console videogame collection at the library. Only games rated E for everyone or T for teen will be purchased. Some SEO libraries have games in their collections and the demand is high. We would consider adding these materials to the Minerva PL collection a special project and would fund it with some book sale proceeds. The Board discussed the video games, which would be checked out and for home use, not for use in the library. Director Dillie recommended the Xbox and Wii formats as those most likely to be in demand. There was extensive discussion of the video game rating system. The Board members indicated that they were in agreement with Director Dillie's proposal.

New Business (continued):

Changes to Meeting Room Policy:

Director Dillie would like to change the meeting room policy to allow people to book the room for private functions upon payment of a reservation. This would apply only to private functions, not to community groups and activities. The Board was agreeable, and draft language will be presented at the October meeting.

Travel:

July 22 & 29, 2010 – OEBC Board Meeting - Warren, Ohio – Kelly Boggs – mileage.

Director's Report:

Pamela Swallen moved and Rebecca Miller 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 15.8% from July, 2009 and is down 17.2% year-to-date; while in August in-house circ was down 6.9% year-to-year and 16.1% year-to-date. We are slowly climbing back to last year's total and may be pretty close by the end of the year. Total circulation, including SEO loans, is down 15.5% from July, 2009, but only 6.15% from August, 2009, and the year-to-date difference is now 14.5%, the smallest gap so far this year. The trend is up, albeit slowly. Door counts were down in July but up 42% over August last year; the year-to-date count on the door is now 9.3% below last year.

Accept Gifts:

Pamela Swallen moved and Martin Chapman seconded to accept the following gifts. The resolution passed unanimously.

Restricted Contributions

Angela, Troy, Josephine, and
Bethany Townsend in honor of Mrs. Rose \$ 20.00 07/01/2010

