

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
October 24, 2012**

Attendance:

Trustees Roger Bartley, Virginia Birks, Rebecca Miller, Diane Ruff, and Phil Zbasnik; Director Tom Dillie; Fiscal Officer Mary Jane Smith.

Call to Order:

The meeting was called to order at 6:35 p.m.

Adjustments to Agenda:

None

Public Participation:

None

Minutes:

Virginia Birks moved and Phil Zbasnik seconded to approve minutes of the September 26, 2012 Board Meeting and to accept the minutes of the October 11, 2012 Finance Committee meeting. The resolution passed unanimously.

Old Business:

Carpeting Update: The furniture movers and carpet installers stuck to their schedule, beginning work on Monday, October 8 and finishing up around 1:30 on Friday, October, 12. Library Design has billed the library for the job at a cost of \$44,140 which was the amount of the agreed-upon estimate. We have forwarded that invoice to the insurance company for reimbursement.

Tree Removal: Minerva Tree Service has closed up shop and, therefore, will not be able to take down the damaged oak tree in front of the library. Director Dillie has contracted S n' S Tree Service to take down the tree this fall at a cost of \$750. The tree service will leave the lower section of the tree in place so that we can have it carved in the spring.

Staff In-Service Morning: The library held an in-service morning on October 11, opening at noon. Director Dillie reviewed the library funding situation; staff brain-stormed activities to celebrate the library's centennial in 2012; there was extensive review of the Symphony circulation system; a brief update on downloadable content; and time for department meetings.

Fiscal Officer's Report:

Financial Report: Virginia Birks moved and Rebecca Miller seconded to accept the monthly financial reports for September, 2012. The motion passed unanimously.

PLF Distribution: The October distribution was \$55,503.80, up 0.6%, and the year-to-date down 6.4% from last year.

Unique Management: Still no invoicing from Unique Management due to migration to new catalog system, however processing of outstanding balances has begun and will encompass June through current. The first invoice will be received in November.

Workers' Compensation Audit: The Bureau of Workers' Compensation has scheduled the Workers' Compensation audit of the year 2011 for November 15.

Book Sale Total: The Fall book sale took in \$708.35.

New Business

Set Meeting of Finance and Personnel Committees: It is time to review the proposed budget for 2013. If the Committees could meet before the November Board meeting, then the budget could be discussed by the full Board at that meeting. It was agreed that meetings will be scheduled for the week before Thanksgiving.

Performance Reviews for the Director and Fiscal Officer: The Personnel Committee will schedule a meeting to review the performance of the Director and Fiscal Officer prior to the November Board meeting. Director Dillie will provide copies of the evaluation forms to the Committee.

Change to library wage table: The Finance Committee met on 10/11 to review a proposal by Director Dillie to change the library's hourly wage structure from a stepped table to a table that sets a wage range for each classification and provides raises off of the midpoint of each range. A summary comparison of the current and new tables was included in the Board packet. The new wage structure would prepare the way for merit raises based on evaluations in 2015. The Finance Committee recommends approving the new wage table.

Resolution 12-10-01: Virginia Birks moved and Rebecca Miller seconded to approve the new library wage table for all hourly positions effective with the 2013 pay year. The motion passed unanimously.

Additional Days Closed in 2013: Beginning in 2010 the library has scheduled four mandatory unpaid furlough days for all library staff as a cost-savings measure. These days are scheduled for three federal holidays on which the library was not usually closed, and the Friday and Saturday following Thanksgiving.

Resolution 12-10-02: Diane Ruff moved and Rebecca Miller seconded to close the library in 2013 on Monday, January 21; Monday, February 18; Monday, October 14; and Friday and Saturday, November 29 and 30. These are mandatory days of leave without pay for all library staff. The motion passed unanimously.

Correspondence

None

Travel

None

Director's Report:

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

Monthly Library Statistics: September in-house circulation was down almost 4% from this time last year, and SEO loans, as counted, were also down dramatically which put total circulation at 8.5% below that of September, 2011. Although we are now pulling the same number of items as last year, or more, to send out to other libraries, the total SEO loan count produced by the system is still about 1/3 below last year. The count we receive now from SEO is an out-of-the-box report generated by the circulation system as opposed to the consortium-designed received in the previous circulation system. SEO staff have said that they will rebuild the report themselves to run using the same parameters used in Horizon for the past several years. Once that new report is in place we may be able run it for every month beginning with June, and thus update the circulation totals. Door counts were down in September but are still over 3.5% ahead year-to-date.

Gifts Accepted in September

Restricted Donation

Susan Dummermuth	\$ 50.00	09/13/2012
In memory of Arlene Starkey		

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 71.43	09/13/2012
Fines/Fees/Contributions	\$ 60.06	09/13/2012
Fines/Fees/Contributions	\$ 11.00	09/19/2012
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Total Restricted and Unrestricted	\$192.49	

In-kind Gifts

Anonymous	5 hardcover; 10 trade paperback; 8 mass market paperbacks; 11 DVDs; 4 CDs; 2 audiobooks;
Cindy Lortz	24 hardcovers

Adjournment:

The meeting was adjourned at 7:30 p.m.
The next Regular Board Meeting will be held on November 28, 2012 at 6:30 p.m. in the Minerva Public Library Board Room.