

## MINERVA PUBLIC LIBRARY

### BOARD OF TRUSTEES MEETING MINUTES

November 17, 2010

#### **Attendance:**

Trustees Roger Bartley, Virginia Birks, Martin Chapman, Denise Freeland, Richard Rutledge, and Pamela Swallen (left at 7:23 p.m.); Director Tom Dillie; Fiscal Officer Kelly Boggs.

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

The meeting was called to order at 6:37 p.m.

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

None.

#### **Public Participation:**

None.

#### **Minutes:**

Denise Freeland moved and Pamela Swallen seconded to approve minutes of the October 27, 2010 Board Meeting. The resolution passed unanimously.

#### **Old Business:**

#### **New Trustee Search:**

Marty Chapman's term on the Board expires this December. Mr. Chapman has decided to step down and not take another term as a Trustee. The ad hoc Trustee Search Committee reported on its progress to the whole Board in Executive Session.

#### **Executive Session:**

Denise Freeland moved and Virginia Birks seconded to enter Executive Session at 6:55 p.m. to discuss candidates for the Board of Trustees and performance evaluations of the Library Director and Fiscal Officer.

Roll Call: Bartley, yes; Birks, yes; Chapman, yes; Freeland, yes; Miller, absence; Rutledge, yes; Swallen, yes.

The Board returned to regular session at 7:05 p.m.

## **Old Business (continued):**

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

As reported at the last Board meeting, in September, 2009, young patrons, those classed as MINY, checked out or renewed 4706 times. In September, 2010 MINY patrons checked out or renewed 5099 times—an increase of 8.3%. In October, 2009, MINY patrons checked out and renewed 5922 times, as compared to 5754 in October of this year. That's a decrease of 2.8%. Overall circ in-house was down almost 1.5% in October this year compared to last; therefore we can't discern any effect last month from the mass waiving of MINY fines. We'll continue to track the circ to see what we will see.

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

#### **Financial Reports:**

Martin Chapman moved and Richard Rutledge seconded to accept monthly financial reports for October 2010. The resolution passed unanimously.

#### **PLF Distribution:**

The October distribution was up 5.4% from last October, while year-to-date distributions are now down 6.8% from last year, and that figure is an increase of 1.9% from the Ohio Department of Taxation's revised estimate for this year.

#### **Unique Management:**

Unique Management's invoice for the month of October was \$35.80 for 3 placements.

### **New Business:**

#### **2011 Temporary Appropriations:**

As was discussed at the October meeting, a temporary appropriation will be approved for 2011 based on expected expenditures for the first quarter only. The Finance Committee will meet prior to the February 2011 meeting to review the proposed Permanent Appropriation and prepare to make a recommendation to the full Board at the February 2011 regular Board meeting.

#### **Resolution 10-11-01:**

Denise Freeland moved and Martin Chapman seconded to approve as presented the temporary appropriation for the first quarter of Fiscal Year 2011. The resolution passed unanimously.

**New Business: (continued)**

**2011 Furlough Days:**

As it did this year, the library will close for five furlough days next year, which are the equivalent of four days without pay for all library staff. These closings are a cost-saving measure for the library and provide an unpaid benefit to staff because the closed days are on, or following Federal holidays.

**Resolution 10-11-02:**

Martin Chapman moved and Richard Rutledge seconded to approve closing the library in 2011 on January 17, February 21, October 10, and November 25 and 26. These days are days of unpaid leave for all regular library staff. The resolution passed unanimously.

**Reduction in Staff Hours Worked:**

The revenue outlook for 2011 is uncertain. We expect that the first six months of next year will see stable or slightly improved receipts, but the revenue for the second six months, which will fall in the State's new biennium budget, is anyone's guess. This year, the staff has worked with their hours reduced by 10% from their regular hours of work. In order to save some money throughout the year in 2011, staff hours of work will be reduced for the entire year by 5% from the regular hours of work. Regular hours of work are defined as the hours assigned in the job description for each staff position. Because paid vacation and sick leave benefits accrue per hours worked, that benefit will automatically accrue at a proportionally lower rate.

Martin Chapman moved and Virginia Birks seconded to approve Resolutions 10-11-03 to 10-11-05. The resolution passed unanimously.

**Resolution 10-11-03:**

To reduce by 5% the hours of work for all Library Associate I and Library Custodian positions that have regular hours worked set at 40 hours per pay period. The hours of work for these positions in fiscal year 2011 beginning on December 27, 2010, will be 38 hours per pay period.

**Resolution 10-11-04:**

To reduce by 5% the hours of work for all Library Associate I, Library Associate II, and Manager positions that have regular hours of work set at 40 hours per week and 80 hours per pay period. The hours of work for these positions in fiscal year 2011, beginning on December 27, 2010, will be 38 hours per week or 76 hours per pay period.

**New Business: (continued)**

***Resolution 10-11-05:***

To credit holiday pay and debit furlough hours for all regular employees at the value of a full day's work at the employee's regular hours of work as described in Section 702 of the Employee Handbook.

***Hiring a Library Associate I:***

Deb Wylam will retire from her 30-hour-a-week Cataloger position at the end of December. That position will not be filled. In order to manage the schedule in the Adult Services Department, a part-time Library Associate I needs to be added. Director Dillie would like to advertise this position and interview applicants this year, and then start the new employee sometime in January, 2011. The base pay for this position will be lowered from the current \$9.08 an hour to \$8.65 an hour in order to separate the LA I employees currently at the base rate, and who have several years of work at the library, from the new employee.

***Resolution 10-11-06:***

Martin Chapman moved and Virginia Birks seconded to authorize creating a part-time Library Associate I position for Adult Services and hire someone into that position at the new Library Associate I base rate of \$8.65 an hour, effective January 1 or as soon as possible thereafter. The resolution passed unanimously.

***Snow Removal:***

Naturescapes has given us the same price for the 2010-2011 plowing that they have in the past two seasons. Since Jeff does a good job and is very conscientious about cleaning the lot, it makes sense to hire Naturescapes again. A copy of the agreement is included in the Board packet.

***Resolution 10-11-07:***

Richard Rutledge moved and Martin Chapman seconded to contract with Naturescapes for snow removal and salting for the 2010-2011 season at the same rates agreed to in 2009. The resolution passed unanimously.

**Correspondence**

No correspondence this month.

**Travel:**

October 26 and 28, 2010 – OEBC Board and Membership Meeting - Warren, Ohio – Kelly Boggs – mileage.

**Director's Report:**

Virginia Birks moved and Denise Freeland seconded to accept monthly reports for November from the Director and the Youth Services Manager, which are included in the packet. The resolution passed unanimously.

**Monthly Library Statistics:**

In-house library circulation was down almost 1.5% from October, 2009. Certainly it's not the small month-to-month increase over the previous year that we saw in September. However, it still is a much smaller gap than we have seen since October of last year when the month-to-month circ compared to 2008 was down 5.8%, and the big slide in circ count began. Year-to-date we are closing the gap with last year slowly, are and now down 13.2%. Total circulation, including SEO loans, was down 0.9% from October, 2009, but the year-to-date gap continues to close and is now 11.7%, the smallest gap so far this year. Door counts were well down in October.

**Accept Gifts:**

Denise Freeland moved and Richard Rutledge seconded to accept the following gifts. The resolution passed unanimously.

**Restricted Contributions**

Carol Hanson—Adult Dept. Books	\$ 50.00	10/21/2010
Kristin Hanson Rasure—Youth Dept. Books	\$ 25.00	10/21/2010

**Unrestricted Individual Contributions to the General Fund**

Contributions/Donations	\$ 11.00	10/07/2010
Contributions/Donations	\$ 16.00	10/12/2010
Donations—Youth Services Dept.	\$ 10.20	10/18/2010
Contributions/Donations	\$ 9.00	10/22/2010
Contributions/Donations	\$ 5.00	10/27/2010
Contributions/Donations	\$ 4.00	10/28/2010
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Total Restricted and Unrestricted	\$ 130.20	

**In-kind Gifts**

Anonymous	19 hardcovers; 53 trade paperbacks; 25 mass market paperbacks; 7 DVDs
Gary Kovacic	8 hardcovers; 4 trade paperbacks

**Adjournment:**

The meeting was adjourned at 7:55 p.m. The next Regular Board Meeting will be held on December 15, 2010 at 6:30 p.m. in the Minerva Public Library Board Room.