

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
December 19, 2012**

Attendance:

Trustees Roger Bartley, Virginia Birks, Diane Ruff, and Richard Rutledge; 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:

None

Public Participation:

None

Minutes:

Virginia Birks moved and Diane Ruff seconded to approve minutes of the November 28, 2012 Board Meeting. The resolution passed unanimously.

Old Business:

Tree Removal: Director Dillie gave up on S-N-S Tree Service because he had not heard back from them, and the voicemail box for that company was full. He called Bowman's Tree Service and Joel Bowman came out on 12/08, surveyed the situation, agreed to do the job, and brought his crew out early on 12/14. They were done by 11:00 am.

Fiscal Officer's Report:

Financial Report: Richard Rutledge moved and Diane Ruff seconded to accept the monthly financial reports for November 2012. The motion passed unanimously.

PLF Distribution: The December distribution was \$47,229.96, up 0.6%, and the year-to-date down 5.4% from last year.

Unique Management: Unique Management's December invoice was \$98.45 for 11 placements.

Supplemental Appropriations: In November, \$2,000 was transferred from Adult Books 1000-100-411-1000 to Youth Books 1000-100-411-2000; \$600 was transferred from Youth Books 1000-100-411-2000 to Youth A/V 1000-100-413-2006.

New Business

Hire Library Director and Fiscal Officer: The Personnel Committee of the Library Board of Trustees reported at the November Board meeting on its performance evaluations of the Director and Fiscal Officer. To hire those employees for another year, the Board needs to approve their contracts, copies of which are provided for review. The hiring resolutions set the employment period for the beginning of the new pay year until the Board's organization meeting in the following to ensure that the contracts would remain in force in the event that the Board could not meet in December.

Resolution 12-12-01: Virginia Birks moved and Diane Ruff seconded to hire Tom Dillie as Director of the Minerva Public Library from December 24, 2012 through to the 2014 Organizational Meeting of the Library Board of Trustees at an annual salary of \$61,776.52 and with benefits as described in the contract. In lieu of a raise in salary, the Board grants Director Dillie a lump sum payment of \$1000 to be distributed in two equal installments: the first on the first pay date of pay year 2014 and the second in the 13th pay date of pay year 2014. The motion passed unanimously.

Resolution 12-12-02: Diane Ruff moved and Virginia Birks seconded to hire Mary Jane Smith as Fiscal Officer of the Minerva Public library from December 24, 2012 through to the 2014 Organizational Meeting of the Library Board of Trustees at an annual salary of \$28,560 and with benefits as described in the contract. The motion passed unanimously.

Transfer to Capital Projects Fund: The library appropriated \$15,000 in this year's budget as a transfer to the Capital Projects Fund. As is customary, we wait until December to make that transfer in order to be sure that the library's finances will support it. The library has ended the year once again in good shape and with cash on hand.

Resolution 12-12-03: Richard Rutledge moved and Virginia Birks seconded to transfer \$15,000 from the General Fund to the Capital Projects Fund. A roll call vote was taken and the motion passed unanimously.

Renew Membership in NEO-RLS: The library belongs to the Northeast Ohio Regional Library System, one of four regional library systems in Ohio. The membership is voluntary and is paid for each year in July. The library receives additional discounts from vendors based on its NEO membership. The library also uses NEO for tech support services and continuing education. Dues have been discounted by 30% for a fourth year in a row, and NEO asks that by

January 30, 2013, libraries send a letter of commitment to renew in NEO's next fiscal year.

Resolution 12-12-04: Virginia Birks moved and Richard Rutledge seconded to renew the library's membership in NEO-RLS for the twelve months beginning July 1, 2013 and ending June 30, 2014 with dues in the amount of \$3,150.00. The motion passed unanimously.

Information: The library has been invited to participate in a reading grant with the Minerva and Marlinton School Districts and the Rodman Public Library. Director Dillie attended a meeting with representatives of those institutions on 12/11. Funds will be awarded the end of April, and the school will kick off the program in September 2013.

Correspondence

None

Travel

None

Director's Report:

Director's Report: Richard Rutledge moved and Diane Ruff seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

Monthly Library Statistics: In-house circulation was down just .5% from 2011 with a decrease in checkouts but an increase in renewals. Renewals done by patrons from home are still very low, reflecting patron difficulties in using the new catalog. Renewals done by staff are much higher suggesting that patrons still want renewals and are asking staff to do them. SEO loans were slightly below November 2011 and are still running about 2.6% behind for the year. However we are already well ahead of the annual SEO loan total for any year other than 2011. Door counts were slightly down in November, but we are still running 2.57% ahead year to date.

Gifts Accepted in November

Restricted Donation

Dave Napier	\$ 30.00	11/07/2012
In memory of Justin Reed		
Entre Nous Club	\$ 50.00	11/13/2012

In memory of Maxine Cox

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 13.00	11/05/2012
Fines/Fees/Contributions	\$ 13.00	11/08/2012
Fines/Fees/Contributions	\$ 20.00	11/13/2012
Fines/Fees/Contributions	\$ 14.00	11/26/2012

Total Restricted and Unrestricted	\$ 140.00
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In-kind Gifts

Anonymous	15 hardcover; 16 trade paperbacks ; 3 DVDs
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Stuart Mapes	6 hardcovers; 3 trade paperbacks
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Adjournment:

The meeting was adjourned at 7:22 p.m.

The next Regular Board Meeting, which will also include the annual Organization Meeting will be held on January 23, 2013 at 6:30 pm in the Minerva Public Library Board Room.