

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
November 28, 2012**

Attendance:

Trustees Roger Bartley (arrived 6:40 p.m.), Virginia Birks, Louanne Kiko, 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 6:31 p.m.

Adjustments to Agenda:

None

Public Participation:

None

Minutes:

Phil Zbasnik moved and Virginia Birks seconded to approve minutes of the October 24, 2012 Board Meeting and to accept the minutes of the November 14, 2012 Finance Committee meeting. The resolution passed unanimously.

Old Business:

Tree Removal: Director Dillie called S n' S Tree Service to remind Shawn that we do want that tree taken down this fall before the weather gets bad. He also contacted a number of chainsaw carvers and provided information about our tree sculpture project.

Wage Table: Director Dillie neglected to specify the library substitutes in the new wage table approved at last month's Board meeting. Substitutes will be included under the same rate a Library Associate I.

Fiscal Officer's Report:

Financial Report: Louanne Kiko moved and Diane Ruff seconded to accept the monthly financial reports for October, 2012. The motion passed unanimously.

PLF Distribution: The November distribution was \$51,255.91, up 0.6% from November last year, and leaving us down 5.8% year-to-date.

Unique Management: Unique Management's November invoice was \$241.65 for 27 placements. This is the first invoice since migration to Symphony in June.

Workers' Compensation Audit: The Workers' Compensation audit took place on November 15, 2012. It was determined that there were insignificant findings and there will not be any adjustment billings.

Health Insurance Rate Increase: Premiums for medical insurance increased 9.96%, dental increased 3%, and vision remained the same. The library pays \$500 for single coverage and \$900 for two or more. The increase will be absorbed by employees and will not affect library costs. The open enrollment runs until December 10, 2012, so staff have a chance to switch to a cheaper plan in order to reduce the effect of the increase. At a future date, the Board will discuss covering a percentage of health insurance increases.

New Business:

Performance Reviews for the Director and Fiscal Officer: The Personnel Committee met earlier this month to complete performance evaluations of the Director and Fiscal Officer and shared that information with the Board.

Board entered executive session to discuss the performance and retention of the Director and Fiscal Officer. Time: 7:00 pm

Motion: Louanne Kiko Second: Richard Rutledge Roll Call: Bartley: Aye Birks: Aye Kiko: Aye Ruff: Aye Rutledge: Aye Zbasnik: Aye

Return to open session. Time: 7:27pm

Resolution 12-11-01: Virginia Birks moved and Diane Ruff seconded to accept the performance evaluations of the Director and Fiscal Officer. The motion passed unanimously.

2013 Appropriation: The Finance Committee met with the Director and Fiscal Officer on November 14 to review the draft appropriation for 2013. Copies of the appropriation summary and detail, as well as explanatory notes from the Fiscal Officer are included in the Board packet. The appropriation includes a 2% raise for all hourly staff.

Resolution 12-11-02: Louanne Kiko moved and Phil Zbasnik seconded to approve a 2% raise for the 2013 pay year beginning December 24, 2012 for all hourly staff who will have been employed at least 12 months at the beginning of the pay year. Hourly staff with less than a year of service on December 24, 2012,

will receive a 2% raise at the beginning of the pay period in which falls the 12-month anniversary of their employment at the library. The motions passed unanimously.

Resolution 12-11-03: Virginia Birks moved and Richard Rutledge seconded to approve the Minerva Public Library 2013 Appropriation as submitted. The motion passed unanimously.

Library Centennial: The library will celebrate its centennial next year. Director Dillie presented a preliminary list of activities to the Board.

Information: Director Dillie has hired Naturescapes for snow removal and salting this season. Jeff Knoch has offered the library the same price every year since 2007 and has done a good job.

Correspondence

None

Travel

None

Director's Report:

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

Monthly Library Statistics: The library now has access to the new statistics tool for the circulation system. Rerunning the SEO loaned to numbers in the new system shows the monthly totals very close to last year, but not increasing over 2011 in the way we would usually expect. It's likely that patrons at other libraries are having problems placing their own holds in the new catalog just as patron here are, and therefore, we aren't seeing quite as many holds for other libraries as we would expect. Likewise, the number of patron renewals through the catalog is less than half of what we would expect to see; however, patrons are not just giving up on renewing, they seem to be calling the library instead of trying to do it themselves, and the staff-initiated renewals are way up. That said, in-house circulation is still down slightly month-to-month, and year-to date, as is overall circulation.

Gifts Accepted in October

Restricted Donation

None

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 40.00	10/04/2012
Fines/Fees/Contributions	\$ 25.00	10/09/2012
Fines/Fees/Contributions	\$ 290.95	10/15/2012
Fines/Fees/Contributions	\$ 183.60	10/16/2012
Fines/Fees/Contributions	\$ 138.10	10/17/2012
Fines/Fees/Contributions	\$ 69.60	10/18/2012
Paypal Donation	\$ 4.55	10/22/2012
Fines/Fees/Contributions	\$ 236.10	10/22/2012
Fines/Fees/Contributions	\$ 4.00	10/23/2012
Fines/Fees/Contributions	\$ 15.00	10/25/2012
Fines/Fees/Contributions	\$ 5.00	10/29/2012
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Total Restricted and Unrestricted	\$1011.90	

In-kind Gifts

Anonymous

12 hardcover; 13 trade
paperback; 5 mass market
paperbacks; 8 DVDs;**Adjournment:**

The meeting was adjourned at 8:01 p.m.

The next Regular Board Meeting will be held on December 19, 2012 at 6:30 pm
in the Minerva Public Library Board Room.