

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES SPECIAL MEETING MINUTES
May 30, 2012**

Attendance:

Trustees Roger Bartley, Virginia Birks, Diane Ruff, and Richard Rutledge; Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

The meeting was called to order at 6:32 p.m.

Public Participation:

None.

Hiring New Library Fiscal Officer

As authorized by the Board of Trustees at its May 23, 2012 meeting, Board President Bartley offered the Fiscal Office position to Deborah Blair. After reaching a tentative agreement, Ms. Blair's current employer offered her a substantial raise and Ms. Blair chose to remain in her current position. Board President Bartley then offered the position to Mary Jane Smith who accepted. Ms. Smith will start work on Monday, June 4 as Fiscal Officer in Training and will work with Fiscal Officer Boggs until June 14. This training period is specified in the contract.

Resolution 12-05-07:

Virginia Birks moved and Richard Rutledge seconded to hire Mary Jane Smith as Fiscal Officer of the Minerva Public Library, contingent upon a satisfactory criminal background check, under the terms of the contract with a start date of June 4, 2012 and at an effective hourly rate of \$17.50 to be paid in bi-weekly amounts of \$1100.69 for the balance of the current pay year (through December 23, 2012). Discussion: Mrs. Birks asked the cost of the bond. In the past it has been \$175 for a full year. The resolution passed unanimously.

Resolution 12-05-08:

Richard Rutledge moved and Virginia Birks seconded to purchase a Public Official Bond in the amount of \$35,000 for Mary Jane Smith, Fiscal Officer, for the period of June 4, 2012 through December 31, 2012. Roger Bartley moved to amend the resolution to read through January 31, 2013. The resolution passed unanimously.

Resolution 12-05-09:

Virginia Birks moved and Diane Ruff seconded that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2012 and continuing until the 2013 organizational meeting, as long as said bills fall within the 2012 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and Depository Contracts awarded for periods inclusive of fiscal year 2012 and continuing through to the 2013 organization meeting as approved by the Board. The resolution passed unanimously.

Resolution: 12-05-10:

Virginia Birks moved and Diane Ruff seconded that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2012 and continues through to the 2013 organization meeting. The resolution passed unanimously.

Resolution 12-05-11:

Diane Ruff moved and Virginia Birks seconded to authorize the following signatory changes effective June 14, 2012:

- Removal of signature of Kelly J. Boggs, resigning Fiscal Officer, from all bank, investment and safe deposit accounts
- J.P. Morgan Chase Checking and Savings accounts – authorized signors to be Fiscal Officer Mary Jane Smith, Deputy Fiscal Officer Kathy J. Eddy, and Trustees Richard Rutledge and Roger Bartley (The signature of Richard Rutledge will be stored electronically and applied as a facsimile to all library-issued checks along with the facsimile signature of the Fiscal Officer in accordance with policy AP 6 Use of Electronic Signatures).
- Consumers National Bank Certificates of Deposit – authorized signor to be Fiscal Officer Mary Jane Smith.
- Consumers National Bank Safe Deposit Boxes – access to be given to Fiscal Officer Mary Jane Smith, Deputy Fiscal Officer Kathy J. Eddy and Director Tom Dillie.

Discussion: Director Dillie pointed out that Ms. Smith will be fiscal officer in training for the first two weeks, so Mrs. Boggs' signature will remain on the

accounts until her last day. Ms. Smith will assume the role of Fiscal Officer on June 15. The resolution passed unanimously.

Further discussion: A member of the board is required to be present to witness the counting of the cash and verifying of bank balances by the outgoing and incoming Fiscal Officers. Trustee Diane Ruff volunteered to come in to the library at 9:00 a.m. on June 14 for this purpose.

Adjournment:

The meeting was adjourned at 6:48 p.m.