

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
February 29, 2012**

Attendance:

Trustees Roger Bartley, Virginia Birks, Louanne Kiko (arrived at 6:36 p.m.), Rebecca Miller (arrived at 6:46 p.m.), Diane Ruff, Richard Rutledge and Phil Zbasnik; Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

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

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Virginia Birks moved and Richard Rutledge seconded to approve minutes of the January 25, 2012 Board Meeting. The resolution passed unanimously.

Old Business:

Adjustment to Circulation parameters:

At the January meeting, Mrs. Kiko asked why the library blocked patrons' ability to renew materials online themselves if they had even one item overdue. Director Dillie noted that patrons had asked that very question and said that he would talk to SEO about what our choices are. After talking to SEO staff, he discovered that setting limits on overdue items is a local decision, not a consortium rule. Therefore, he asked SEO to change the Minerva setting and place no limit on the number of overdue items a patron may accumulate and still renew items online. Patrons are still limited to renewing an item no more than twice, if no other patron has a hold on the title, and the maximum overdue fine that may be accrued is limited to \$5.00 per item.

Fiscal Officer's Report:

Financial Reports:

Louanne Kiko moved and Diane Ruff seconded to accept the monthly financial reports for January 2012. The resolution passed unanimously.

Fiscal Officer's Report: (continued)

Supplemental Appropriations:

During January, Fiscal Officer Boggs made the following transfers within the General Fund:

- \$450.00 from 1000-100-390-0000 Other Contracts & Purchased Services to 1000-100-390-0201 Other Contracts & Purchased Services – Visions of the Universe Exhibit
- \$275.00 from 1000-100-390-0000 Other Contracts & Purchased Services to 1000-100-329-0000 Other Communications Printing and Publicity.

PLF Distribution:

The February distribution was down 5.9% from February 2011, and the year-to-date down 6% from last year, as expected.

Unique Management:

Unique Management's invoice for the month of January was \$80.55 for 9 placements.

New Business:

Policy Updates Regarding Storage and Access of Patron information:

In 2010 the Auditor of State's staff surveyed libraries about their compliance with Ohio Revised Code 1347 which regulates public employee's access to citizen's personal information. The law has been on the books since 1977 but received new attention following the Joe the Plumber controversy in 2008. The library already has thorough policies in place regarding public access to patron information, but has not detailed restrictions on staff access to the same, nor informed the public specifically that personal information may be accessed by other library staff in the SEO consortium. Director Dillie has drafted changes to the library's Personnel and Public Service Policies based on his interpretation of advice directed to all Ohio public libraries from the Ohio Library Council's legal counsel. A copy of the policy changes is included in this Board packet.

Resolution 12-02-01:

Virginia Birks moved and Louanne Kiko seconded to add *Section 533 Staff Access to Patron Records*, as written in the attached document, to the library's Personnel Policies and to add *Sections 3.25 Library Staff Access to Patron information* and *3.26 Updating Patron Information*, as written in the attached document, to the library's Public Service Policies manual. The resolution passed unanimously.

New Business: (continued)

Personnel Policy Update for “on call” Employees:

Both 21ST Century Alarm and the Minerva Police Department ask the library to provide a list of four people who may be called if an alarm goes off at the library. The Director and two Trustees are on the list, and Rich Brown, a library custodian has volunteered for several years to also be on the list. The names are listed in call order, and, since Rich lives down the block from the library, he has always agreed to be first. Alarms are infrequent, perhaps four times a year, but it is a great help to have someone close by willing to get up in the middle of the night and come to the library. Director Dillie would like to compensate any non-exempt employee who is “on call”, and is sorry he didn't think of it earlier.

Resolution 12-02-02:

Rebecca Miller moved and Louanne Kiko seconded to amend section 281.5 of the library Personnel Policies as described below, [addition in bold type] to take effect as of this date. The resolution passed unanimously.

281.5 – Overtime Pay and Compensatory Pay

An employee must be compensated for any hours worked over 40 hours in a work week. At the time that the employee is scheduled for overtime work, he will be given the option to choose overtime pay or compensatory time, each equal to one and one half times the regular rate of pay or overtime hours worked, provided he has not yet reached the FLSA maximum accrual of compensatory time (See also Section 245).

An non-exempt employee who volunteers, at the Director’s request, to be on call to respond to security or fire alerts at the library during hours when the library is closed and no other staff are present, will be compensated at twice his or her usual hourly rate for the time spent at the library in response to such security or fire alerts. Such hours of work are in addition to the employee’s usually scheduled hours. [paragraph added 02/29/2012]

Landscaping and Mowing:

Precision Landscaping, which mowed library property the last two seasons has closed up shop. One of the former employees there has started his own company, Down to Earth Lawn and Landscaping, LLC. He has offered to mow at a rate of \$40 a visit, with no fuel surcharge. Precision mowed the last two years at \$35 a visit with a \$5 a month fuel surcharge in 2011. Director Dillie has signed Down to Earth to mow this season, and we'll see how it goes.

The library has also received a proposal from Deborah Bowman for additional work on the landscaping this year. Director Dillie shared the information with the Trustees. The Board agreed that they would prefer to seek volunteer labor to work on the landscape this year. Mrs. Kiko suggested contacting the Future Farmers of America group at Minerva High School, as they have been seeking community projects.

New Business: (continued)

Property/Liability Insurance:

The library has received a quote from Whitaker Myers Insurance of \$5964 to renew its insurance through the Ohio Plan for another year with coverage to begin April 1. This price includes a renewal premium credit for having been in the plan for over 5 years, and a safety allowance reimbursement (registration fees for various conferences and seminars attended by library employees). A quote was also just received from Minor Insurance but it has not yet been thoroughly reviewed. Director Dillie will make a decision before the next meeting and report to the Board.

Correspondence:

No correspondence.

Travel:

- Summer Reading Workshop, Kathy Heller, 1/26/12, registration and mileage.

Director's Report:

Louanne Kiko moved and Phil Zbasnik seconded to accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. The resolution passed unanimously.

Monthly Library Statistics:

In-house checkouts in January were up 1% over last year, but in-house renewals were down by a substantial 22%. Therefore, even though online renewals and SEO loans were up, the total circulation count for January was .7% below last year. Door counts were up by a healthy 11% over January, 2011. Included in the Board Packet is a spreadsheet showing Minerva's basic budget and Stark County PLF distribution formula statistics from 1993-2011; on the other side of the spreadsheet is a more detailed analysis of library budget and activities for 2007-2011.

Discussion of the statistics included the changes in staffing level, computer use and programs. Several retirements have led to the library being staffed at a more appropriate level today. Computer use is down due to more patrons using their own laptops and phones rather than signing on to the public computers. Reservations were also changed from half hour to one hour time blocks. Many programs are class visits, which have decreased somewhat but still include nearly all the classes next door.

Director Dillie also let the Trustees know that they are invited to attend Trustee Dinners sponsored by the Ohio Library Council.

Gifts Accepted in January

Restricted Individual Contributions to the General Fund

| | | |
|--|----------|------------|
| Sharon Marie Lewis | \$ 50.00 | 01/03/2012 |
| In memory of Richard Fogg | | |
| Richard R. Robinson | \$ 20.00 | 01/09/2012 |
| In memory of William H. Fiegenschuch Sr. | | |

Unrestricted Individual Contributions to the General Fund

| | | |
|-----------------------------------|-----------|------------|
| Fines/Fees/Contributions | \$ 10.00 | 01/01/2012 |
| Fines/Fees/Contributions | \$ 4.00 | 01/18/2012 |
| Minerva Red Hats | \$ 6.00 | 01/23/2012 |
| Fines/Fees/Contributions | \$ 32.47 | 01/31/2012 |
| <hr/> | | |
| Total Restricted and Unrestricted | \$ 122.47 | |

In-kind Gifts

| | |
|-----------------|---|
| Anonymous | 4 hardcovers; 5 trade paperbacks; 7 mass market paperbacks; 24 DVDs; 1 audiobook |
| Richard Barrick | 5 hardcovers |
| Sarah Palmer | 3 DVDs |
| Carol Thomas | 1 Hardcover |

Adjournment:

The meeting was adjourned at 40 p.m.

The next Regular Board Meeting will be held on March 28, 2012 at 6:30 pm in the Minerva Public Library Board Room.

The Minerva Public Library Records Commission will meet at 6:20 p.m. immediately before the March 28 regular Board meeting, in the Minerva Public Library Board Room.