

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
June 27, 2012**

Attendance:

Trustees Roger Bartley, Virginia Birks, Rebecca Miller, Richard Rutledge, and Phil Zbasnik; Director Tom Dillie; Fiscal Officer Mary Jane Smith.

Call to Order:

The meeting was called to order at 6:35 p.m.

Adjustments to Agenda:

Add resolution to transfer funds to pay for the installation of a backflow preventer valve in the library's main sewer line.

Public Participation:

None

Minutes:

Virginia Birks moved and Rebecca Miller seconded to approve minutes of the May 23, 2012 Board Meeting and the minutes of the May 30, 2012 special Board Meeting. The resolution passed unanimously.

Old Business:

None

Fiscal Officer's Report:

Financial Report:

Richard Rutledge moved and Rebecca Miller seconded to accept monthly financial reports for May, 2012. The resolution passed unanimously.

PLF Distribution:

The May distribution was down 6.0%, and year-to-date is down 6.0% from last year, as expected.

Unique Management:

Unique Management's invoice for the month of May was \$35.80 for 4 placements.

Cash Count and Account Balance:

As required by law when a Fiscal Officer leaves employment, a count of all cash on hand was performed on June 14 by Kelly Boggs and Fiscal Officer Mary Jane

Fiscal Officer's Report: (continued)

Smith and witnessed by Trustee Diane Ruff. Trustee Ruff also then witnessed the online balance statements of the library's accounts.

Resolution 12-06-01:

Rebecca Miller moved and Phil Zbasnik seconded to accept the cash and account balance verification dated June 14, 2012 performed due to a change in Fiscal Officers.

Supplemental Appropriations:

During the month of May, Fiscal Officer Boggs made the following transfers within the General Fund:

- \$500.00 – from 1000-100-390-0000 Other Purchased and Contracted Services to 1000-100-325-0010 Advertising – Employee Vacancy Ads
- \$450.00 – from 1000-100-411-1000 Books and Pamphlets Adult Dept. to 1000-100-415-0000 Interlibrary Loan Fees/Charges

New Business:

Amend Fiscal Officer Contract:

The Fiscal Officer contract approved at the special Board Meeting on May 30, 2012, under Resolution 12-05-07 had an error in the biweekly amount of compensation (\$1,000.69 instead of \$1,100.69) to be paid to Fiscal Officer Smith, although her total salary for the remainder of the year was stated correctly. Fiscal Officer Boggs made the necessary correction to the payroll, but the correction to the contract needed to be approved.

Resolution 12-06-02: Virginia Birks moved and Rebecca Miller to amend Section 3 of the contract between Mary Jane Smith and the Minerva Public Library as indicated by the strike through and bold addition below:

“The compensation of the Fiscal Officer shall be paid as follows: ~~\$500.34~~ **\$550.34** to be paid on Jun 14, 2012 for the half pay period of June 4, through June 10, 2012 and equal biweekly installments of ~~\$1,000.69~~ **\$1100.69** in accordance with the policy of the Board . . .”

The resolution passed unanimously.

Plumbing Information: Plumbers from Catlett Quality Plumbing were at the library on June 14 and 15 to survey the drains. After much searching with their plumbing camera they located the main drain cleanout and determined how the drain joined with the village sewer line in the street. The plumbing plans the Library had were inaccurate. Alvin Catlett gave a quote of \$2,125 to install a

New Business: (continued)

backwater valve in the main sewer line. Director Dillie scheduled the work on a Monday and Tuesday in July, when Catlett's workers are available.

Carpet Replacement: Because the water that backed up into the Youth Services Department and Board Room on Saturday, June 6, was from the sanitary sewer line, that carpet will need to be replaced. The insurance

company seems to agree. A committee consisting of Rebecca Miller, Virginia Birks, and Roger Bartlett will review carpet samples.

Resolution 12-06-03: Richard Rutledge moved and Rebecca Miller seconded to authorize Director Dillie to enter into an agreement with Library Design Associates, Inc. for all work involved in replacing the carpet in the public areas of the Youth Services Department and the Library Board Room for an amount not to exceed \$49,999, with the work to be completed by August 31, 2012.

Adding Library Associate I Position: When Barb Braden retired in November, 2011, her full-time position was eliminated and a part-time Library Associate I position created in its stead. Mrs. Heller has asked that, in order to better manage the schedule, those hours be restored in the form of another part-time Library Associate I position.

Resolution 12-06-04: Virginia Birks moved and Phil Zbasnik seconded to create a part-time Library Associate I position in the Youth Services Department to be filled in July 2012. The resolution passed unanimously.

Landscaping Information: Down to Earth Landscaping has been hired to repair the fountain in front of the library and to clean up the terracing in the window well outside of Youth Services. Minerva Tree Care has recommended that the oak tree on Lynnwood be cut down. There was discussion about turning the tree trunk into a work of art and/or using the wood in some constructive way.

Paypal Information: Director Dillie pointed out that the Library is now set up with Paypal and, therefore, can accept payment for fines online and monies will be directly deposited in Chase Bank checking account.

Correspondence: Marsha Wagner, Director of the Canal Fulton Public Library, sent a copy of a letter she addressed to the Stark County Budget Commission regarding the proposed change to the PLF distribution formula.

Travel:

Symphony Training Mileage:
May 9 & 14, Sue Miller

May 17, Diane Gilliland, Kathy Eddy

Director's Report: Phil Zbasnik moved and Rebecca Miller seconded to accept monthly reports from the Director and the Youth Services Manager. The resolution passed unanimously.

Monthly Library Statistics: In-house checkouts continue to run behind the same month last year and are now down 3.9% year-to-date. In-house renewals continue to run substantially behind last year, but online renewals continue to increase as they have every month, and now are 22.9% ahead year-to-date. Total in-house circulation is still down 5.3% year-to-date from 2011. SEO loans and borrows were both back up this month over last year, although not by much. Overall circulation year-to-date is now down 3.67%. Door counts were down a bit from last year, but are still 8.7% up year-to-date. Questions were up 14% over last year.

Gifts Accepted in May:

Restricted Individual Contributions to the General Fund

Paris and Washington Township Home Insurance \$ 200.00 05/02/2012
For summer reading program

Unrestricted Individual Contributions to the General Fund

| | | |
|-----------------------------------|-----------------|-------------------|
| Fines/Fees/Contributions | \$ 2.00 | 05/02/2012 |
| Fines/Fees/Contributions | \$ 13.00 | 05/17/2012 |
| Minerva Red Hats | \$ 7.00 | 05/21/2012 |
| <u>Fines/Fees/Contributions</u> | <u>\$ 31.80</u> | <u>05/22/2012</u> |
| Total Restricted and Unrestricted | \$ 253.80 | |

In-kind Gifts

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|---------------------|----------------------------|
| Rich and Barb Brown | U.S. Flag for outdoor pole |
| Mary Ann Hayes | 1 hardcover book |

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| Anonymous | 5 hardcovers; 10 trade paperbacks; 19 DVDs |
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Adjournment: The meeting was adjourned at 7:50 p.m.

The next Regular Board Meeting will be held on July 25, 2012 at 6:30 p.m. in the Minerva Public Library Board Room.