

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

January 26, 2011

Attendance:

Trustees Roger Bartley (arrived at 7:16 p.m.), Virginia Birks, Denise Freeland, Louanne Kiko, Richard Rutledge, and Pamela Swallen; Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

The meeting was called to order at 6:36 p.m. by Recording Secretary Pamela Swallen.

Adjustments to Agenda:

None.

Public Participation:

None.

Administering Oath of Office to New Trustee:

Fiscal Officer Boggs, in her capacity as Notary Public, administered the oath to Trustee Louanne Kiko as follows:

Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted during your term of office?

Trustee Kiko answered affirmatively and was welcomed to the Board.

ANNUAL ORGANIZATIONAL MEETING BUSINESS:

Election of Officers:

Richard Rutledge moved and Denise Freeland seconded the slate of officers for the year 2011 as follows: President Roger Bartley; Vice-President Richard Rutledge; Recording Secretary Pamela Swallen; Corresponding Secretary Denise Freeland. The resolution passed unanimously.

Appointment of Library Committee Members:

Library Committee Members for organizational year 2011 were appointed as follows:

Building & Grounds: Virginia Birks, Pamela Swallen, Denise Freeland

Finance & Audit: Roger Bartley, Richard Rutledge, Louanne Kiko

Personnel: Virginia Birks, Richard Rutledge, Louanne Kiko

Policy Committee: Denise Freeland, Rebecca Miller

Development Chair: Roger Bartley

Records Commission:

The Records Commission includes all seven members of the Board, the Fiscal Officer, and the Director, and meets at least once a year. The Records Commission will meet at 6:15 p.m. on April 27, 2011, prior to the regular Board meeting.

Board Meeting Calendar:

Meetings will be held at 6:30 p.m. on the 4th Wednesday of each month, except for the months of November and December when meetings will be held the 3rd Wednesday of these months, or otherwise as may later be scheduled by the Board. The 2011 regular meeting schedule is:

January 26	May 25	September 28
February 23	June 22	October 26
March 23	July 27	November 16
April 27	August 24	December 14

Resolutions Regarding the Director:

Richard Rutledge moved and Louanne Kiko seconded that Resolutions 11-01-01 through 11-01-05 regarding the Director be approved. The resolution passed unanimously.

Resolution 11-01-01:

That the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2011 and continuing through to the 2012 organization meeting.

Resolution 11-01-02:

That the Library Director be authorized to spend up to \$1,500.00 in consumables from the General Fund, for staff and library programs throughout the fiscal year 2011 and continuing through to the 2012 organization meeting, as long as said expenditures fall within the 2011 Appropriation Resolution(s) adopted by the Board of Trustees.

Resolution 11-01-03:

That the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2011 and continuing through to the 2012 organization meeting, as long as said expenditures fall within the 2011 Appropriation Resolution(s) adopted by the Board of Trustees.

Resolution 11-01-04:

To authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2011 and continuing through to the 2012 organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

Resolutions Regarding the Director: (continued)

Resolution 11-01-05:

That the Library Director be authorized to accept all “in-kind” gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2011 and continuing through to the 2012 organization Meeting. All individual “in-kind” gifts that the Director recommends for addition to the Library’s collection will be reported to the Board of Trustees at their next monthly regular meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library’s collection or to be disposed of through the “Donation” book cart or otherwise. Only those items that the Director determines are to be added to the Library’s collection will be recommended to the Board for gift acceptance.

Resolutions Regarding the Fiscal Officer:

Virginia Birks moved and Denise Freeland seconded that Resolutions 11-01-06 through 11-01-08 regarding the Fiscal Officer be approved. The resolution passed unanimously.

Resolution 11-01-06:

To renew the Public Official Bond in the amount of \$35,000 for Kelly Boggs, Fiscal Officer, for the period of one year upon expiration of the current bond in 2011.

Discussion: Trustee Kiko asked about the amount of the bond, and Fiscal Officer Boggs agreed to do research on the amount of bonds in place for libraries of similar budget size. The auditor verified the bonds and did not comment on the dollar amount.

Resolution 11-01-07:

That the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2011 and continuing until the 2012 organizational meeting, as long as said bills fall within the 2011 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 2011 and continuing through to the 2012 organization meeting as approved by the Board.

Resolution 11-01-08:

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 2011 and continues through to the 2012 organization meeting.

Resolutions Regarding the Deputy Fiscal Officer:

Richard Rutledge moved and Denise Freeland seconded that Resolutions 11-01-09 through 11-01-10 regarding the Deputy Fiscal Officer be approved. The resolution passed unanimously.

Resolution 11-01-09:

To reappoint Kathy Eddy as Deputy Fiscal Officer for the Fiscal Year 2011 through to the 2012 organization meeting.

Resolution 11-01-10:

To renew the Public Official Bond in the amount of \$35,000 for Kathy Eddy, Deputy Fiscal Officer, for the period of one year upon expiration of the current bond in 2011.

REGULAR MEETING BUSINESS:

Minutes:

Denise Freeland moved and Virginia Birks seconded to approve minutes of the December 15, 2010 Board Meeting. The resolution passed unanimously.

Old Business:

Back-to-School Special Update:

In September 2009, young patrons, those classed as MINY, checked out or renewed 4706 times. In September 2010, MINY patrons checked out or renewed 5099 times – an increase of 8.3%. In October 2009, MINY patrons checked out and renewed 5922 times, as compared to 5754 in October of this year. That's a decrease of 2.8%. In November 2008, MINY patrons checked out or renewed 5281 times, and in November 2010, did so 6027 times, an increase of 14%. In December 2009, MINY patrons checked out and renewed 4585 times, and in December 2010, did so 5552 times, an increase of 21% over the previous year. Overall circ in-house was up 13% in December this year compared to last; since the MINY circ increase was well ahead of this overall increase, as it was in November, maybe we can discern some useful effect of freeing up those blocked MINY cards. Over the four months, September to December 2010, MINY circ was up 8.8% over 2009.

Fiscal Officer's Report:

Financial Reports:

Richard Rutledge moved and Denise Freeland seconded to accept the monthly financial reports for December 2010. The resolution passed unanimously.

Denise Freeland moved and Richard Rutledge seconded to accept the Unaudited Annual Financial Report for Fiscal Year 2010. The resolution passed unanimously.

Fiscal Officer's Report: (continued)

Supplemental Appropriations:

During December, I made several transfers within the General Fund:

\$150.00 from 1000-100-413-1006 Adult A/V to 1000-100-411-1000 Adult Books

\$282.50 from 1000-100-332-0000 Maintenance and repair on equipment to 1000-100-339-0000 Other property maintenance repair & security

\$1000.00 from 1000-100-110-0002 Salaries - Managers to 1000-100-110-0001 Salaries - Administrative

\$500.00 from 1000-100-110-0002 Salaries - Managers to 1000-100-110-0005 Salaries - Service Workers

PLF Distribution:

The January distribution was up 5.9% from January 2010, and is 10.45% below the January 2009 distribution.

Unique Management:

Unique Management's invoice for the month of December was \$125.30 for 14 placements.

Finance and Audit Committee:

The Board will be asked to approve the permanent 2011 appropriation at its February regular meeting. The Finance and Audit Committee will meet and review the permanent appropriation recommended by the Fiscal Officer and Director at 5:30 p.m. on February 1, 2010.

New Business:

Approve 2010 Annual Report:

A draft annual report for 2010 is included in the Board packet. As in past years, this document is a brief summary of the year's highlights, accomplishments and challenges. It will be posted on the library's website, with a few copies printed in-house for distribution in the library.

Correspondence:

The Director of the Stark County District Library, Kent Oliver, has shared with the other six library Directors in Stark County a copy of a letter, dated December 16, 2010, that he sent to the President of the Stark County Community Foundation. A copy of the letter is included in the Board packet. Director Dillie briefly discussed this letter with the Board.

Travel:

- December 6, 2010 – Kathy Heller – Summer Reading Workshop – mileage.
- December 16, 2010 – OEBC Board Meeting – Newton Falls, Ohio – Kelly Boggs – mileage.

Director's Report:

Pamela Swallen moved and Louanne Kiko seconded to accept monthly reports from the Director and Youth Services Manager, which are included in the packet.

Monthly Library Statistics:

In-house circulation in December was up 13.15% over December 2009 and brought the year-to-date difference to 9.75% below 2009. When we add in the SEO loans and subtract the internet computer sign-ups, total circulation for 2010 was 7.6% below that of 2009. We have made up quite a bit of ground since the low point of last summer; most of the gain was in the last quarter of 2010. This upwards trend seems to be continuing in January. Computer sign-ins were down about 20%, or 5000 or so sign-ins. The previous three years saw a drop of about 1000 sign-ins each year when compared to the previous year, but the change from 2009 to 2010 was quite dramatic. We certainly have seen an increase in the number of patrons using their laptops in the library and we also have eliminated the shorter, 30-minute computer time during the two hours after school; those two changes may account for part of the drop in the number of sign-ins; along with more patrons gaining access at home through laptops, smart phones, or other devices. Door counts continue to be down from last year, and we finished the year with almost 10% fewer visits than in 2009.

Accept Gifts:

Pamela Swallen moved and Richard Rutledge seconded to accept the gifts for December. The resolution passed unanimously.

Restricted Individual Contributions to the General Fund:

Delilah Arnold in memory of Marjorie Lamb	\$ 50.00	12/20/2010
Sisters of Charity Foundation	\$100.00	12/07/2010
Grant for early literacy backpacks		

Unrestricted Individual Contributions to the General Fund:

Fines/Fees/Contributions	\$ 6.00	12/01/2010
Fines/Fees/Contributions	\$ 15.00	12/21/2010
Youth Services donation bank	\$ 5.00	12/27/2010
Fines/Fees/Contributions	\$ 36.99	12/29/2010
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Total Restricted and Unrestricted	\$2612.99	

In-kind Gifts

Anonymous	11 hardcovers; 6 trade paperbacks; 16 mass market paperbacks; 12 DVDs
Martin Chapman	2 hardcovers; 2 mass market paperbacks

Adjournment:

The meeting was adjourned at 8:00 p.m.

The next Regular Board Meeting will be held on February 23, 2011 at 6:30 p.m. in the Minerva Public Library Board Room.