

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

February 24, 2010

Attendance:

Trustees Roger Bartley, Virginia Birks, Martin Chapman, Denise Freeland, Rebecca Miller, and Richard Rutledge; Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

The meeting was called to order at 6:41 p.m.

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Denise Freeland moved and Richard Rutledge seconded to approve minutes of the January 27, 2010 Board Meeting. The resolution passed unanimously.

Old Business:

Strategic Plan:

A draft copy of the strategic plan goals and objectives is included in this month's Board Packet for discussion. A final draft, including the introductory material and acknowledgements will be presented at the March 2010 Board meeting for approval.

Fiscal Officer's Report:

Financial Reports:

Martin Chapman moved and Virginia Birks seconded to accept the monthly financial reports for January 2010. The resolution passed unanimously.

PLF Distribution:

The February 2010 PLF distribution is 23% below that of February 2009. The most recent certified estimate we have received for 2010 places 2010 annual receipts 24% below 2008 receipts and 7% below those of 2009. In the first two months of this year, the year-to-date total distribution is 19% below that of 2009. This is a worrisome trend if it continues. However, because each month's distribution is made from the previous month's tax receipts, it may take several months of receipts before we see a clear trend for the year. Fiscal Officer Boggs and Director Dillie are keeping watch.

Fiscal Officer's Report: (continued)

Permanent Appropriations:

In December the Board adopted Temporary Appropriations for 2010. The Finance Committee met at 6:00 this evening and recommended that the Board approve 2010 Permanent Appropriations at the gross level shown on the summary page in the Board Packet. A detailed budget worksheet is also included for your information.

The proposed permanent appropriations are very similar to the temporary appropriations, but include an increased amount of PLF revenues to reflect the most recent certified estimate, an increase in expenditures for library materials, and a possible transfer of funds from the General Fund to the Capital Projects Fund at the end of 2010.

Resolution 10-02-01:

Richard Rutledge moved and Martin Chapman seconded to adopt the proposed Minerva Public Library 2010 Permanent Appropriations as recommended by the Finance Committee and as presented on the attached page in summary format. The resolution passed unanimously.

Unique Management:

Unique Management's invoice for the month of January was \$71.70 for 8 placements.

Audit Update:

The auditors have finished their work here at the library and are now reviewing documents at their office. We hope to receive their report before the March Board meeting.

New Business:

Applying for grants:

Upon the advice of the auditor, the Board should pass a resolution authorizing to apply for grants appropriate to the functions of the library. If the library were to obtain a grant, the Board would then pass an additional resolution accepting that grant.

Resolution 10-02-02:

Denise Freeland moved and Rebecca Miller seconded that the Library Director be authorized to apply for grants appropriate to the mission or function of the library throughout fiscal year 2010 and continuing through to the 2011 organization meeting. The resolution passed unanimously.

New Business: (continued)

Annual Report 2009:

A draft copy of the library's Annual Report is included in your packet. It is presented in the same summary format as last year and upon approval will be posted on the library website.

Resolution 10-02-03:

Virginia Birks moved and Rebecca Miller seconded to accept the 2009 Annual Report of the Minerva Public Library. The resolution passed unanimously.

Advertising for a Youth Services Department Manager:

Included in the Board packet is a draft job posting for the position from which Mrs. Rose will retire at the end of June. Director Dillie would like to post the position at the beginning of March, accept resumes until March 27, and then interview candidates during the first half of April.

Several of the Board members expressed their appreciation for Mrs. Rose's hard work and dedication, which have built up an exceptional department and programs for the young people in our community. There was extensive discussion of the qualifications and starting pay rate appropriate for this position, after which the Board approved the following resolutions.

Resolution 10-02-04:

Richard Rutledge moved and Denise Freeland seconded to revise the qualifications in the Youth Services Manager job description as shown below. (Struck through text will be removed. Bold text will be added). The resolution passed unanimously.

Qualifications:

- ~~Graduation from high school or equivalent.~~
- **BA in a related field required. MA and MS in Library and Information Science preferred.**
- ~~Two~~ **Three** years prior library work experience, including one year of supervisory experience.
- Collection development experience.
- Successful experience in library service to children, or a combination of educational programs and experience demonstrating success with groups of children, and knowledge of children's literature and materials.
- Equivalent combination of education, experience and training which provides the required knowledge, skill, and ability.

Resolution 10-02-05:

Martin Chapman moved and Denise Freeland seconded to approve posting the Youth Services Manager position with a salary range starting at \$15.00 an hour. The resolution passed unanimously.

Correspondence:

None.

Travel:

None.

Director's Report:

Virginia Birks moved and Denise Freeland 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 library circulation was down 16% from January, 2009; the bad weather in January and the additional days closed certainly contributed to the drop. The door count was down 7% from January of last year, again suggesting that patrons were not heading out to the library as often as they might if the weather was better. Library loans to other SEO libraries were up 1.8% over last year.

Accept Gifts:

Richard Rutledge moved and Rebecca Miller seconded to accept the gifts for January. The resolution passed unanimously.

Restricted Individual Contributions to the General Fund

Rebecca A. McClish	\$15.00	01/06/2010
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Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 15.00	01/05/2010
Fines/Fees/Contributions	\$ 28.00	01/11/2010
Fines/Fees/Contributions	\$ 17.90	01/13/2010
Fines/Fees/Contributions	\$ 22.63	01/14/2010
Book Prospector Donation for Discards	\$ 23.00	01/19/2010
Fines/Fees/Contributions	\$ 20.00	01/26/2010
Fines/Fees/Contributions	\$ 21.46	01/26/2010
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Total Restricted and Unrestricted	\$ 162.99	

In-kind Gifts

Anonymous	35 hardcovers; 25 trade paperbacks; 25 mass market paperbacks; 1 CD; 4 DVDs
Bob and Polly Givens	3 hardcovers; 1 mass market paperback 1 audiobook
Gary Kouacik	8 hardcovers; 8 trade paperbacks; 1 audiobook
Janice Oneacre	4 DVDs
Richard A. Robinson	3 hardcovers; 1 trade paperback

Accept Gifts: (continued)

A reminder: the Board is asked to formally accept only donated materials that are added to the collection. We are seeing a surge in donated materials during the first two months of this year. While many of these items are not titles we need for the library, we have received a nice assortment of things that have been added to the collection for patrons to enjoy.

Adjournment:

The meeting was adjourned at 7:47 p.m.

The next Regular Board Meeting will be held on March 24, 2010 at 6:30 p.m. in the Minerva Public Library Board Room. A Records Commission meeting will be held at 6:15 p.m. before the regular Board meeting.