

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

March 24, 2010

Attendance:

Trustees Roger Bartley, Virginia Birks, Martin Chapman (arrived at 6:52 p.m.), Denise Freeland, Rebecca Miller, Richard Rutledge, and Pamela Swallen; Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

The meeting was called to order at 6:39 p.m.

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Richard Rutledge moved and Denise Freeland seconded to approve minutes of the February 24, 2010 Board Meeting and to accept the minutes of the February 24, 2010 Finance and Audit Committee Meeting. The resolution passed unanimously.

Old Business:

Strategic Plan:

A final draft of the Minerva Public Library Strategic Plan is included in the Board Packet. Trustees received a draft copy of the goals and objectives for review at the February meeting. This final draft includes the explanatory material and acknowledgements. Director Dillie will provide a timeline for discussion at the next meeting.

Resolution 10-03-01:

Pamela Swallen moved and Rebecca Miller seconded to adopt the Minerva Public Library Strategic Plan as presented. The resolution passed unanimously.

Youth Services Manager Search Update:

Director Dillie posted the position announcement on the library's website; on three online library job websites, and e-mailed it to two library e-mail discussion lists. At the suggestion of Youth Services Manager Rose, he also e-mailed it to Dr. Brodie at Kent State, who is nationally known for her work on library services to youth and teaches courses on that topic at Kent. So far seven applications have been received. As discussed at the February Board meeting, Director Dillie would like the Board to set the range within which he may negotiate a wage for this position; at that meeting, the Trustees approved a base of \$15.00 for the wage range of this position.

Old Business: (continued)

Resolution 10-03-02:

Virginia Birks moved and Pamela Swallen seconded to authorize Director Dillie to negotiate a wage of between \$15.00 and \$18.00 an hour with candidate he selects for the Youth Services Manager position. The resolution passed unanimously.

Fiscal Officer's Report:

Financial Reports:

Pamela Swallen moved and Denise Freeland seconded to accept the monthly financial reports for February 2010. The resolution passed unanimously.

Supplemental Appropriations:

During February, the Fiscal Officer made the following transfer within the General Fund:

- From 1000-100-414-0000 Computer Services & Information to 1000-100-412-0000 Periodicals, \$300.00

More funds were temporarily needed to pay for renewals of periodicals until Permanent Appropriations could be approved.

Property/Liability Insurance:

This year's premium renewal reflects a decrease of \$134 from last year. This is partly due to the Ohio Plan Advantage Credit, for which we qualified by being in the plan for three years and having no claims. There is also a guarantee of no rate increase until at least 2012.

Resolution 10-03-03:

Martin Chapman moved and Rebecca Miller seconded to renew the Ohio Plan property/liability insurance provided through Whitaker-Myers Insurance Group for the year beginning April 1, 2010 and ending April 1, 2011 at a cost of \$6,179.00.

PLF Distribution:

The March 2010 PLF distribution is 14.5% below that of March 2009, and the year-to-date receipts are 18.2% below those of 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. Although the trend for the first three months of this year shows a much steeper decline than 7%, it is important to remember that the big declines in funding in 2009 began in July, and so there is naturally a larger spread when comparing the first months of this year to the first months of last year. Another spreadsheet included in the packet shows the 2010 monthly distribution compared to the monthly estimates prepared by the Ohio Department of Taxation. This spreadsheet shows a difference of only 0.8% between the year-to-date receipts and the Department's estimate for the year, which gives us confidence that so far we are on track to stay within the library budget.

Fiscal Officer's Report: (continued)

Unique Management:

Unique Management's invoice for the month of February was \$98.45 for 11 placements.

Audit Update:

There has been no update as yet from the Auditors. However, they indicated that there were two other audits in line to be reviewed before ours. Fiscal Officer Boggs will check with them if she has not received any update by the end of March.

New Business:

None.

Correspondence:

None.

Travel:

February 25, 2010 – OEBC Board Meeting, Warren, Ohio – Kelly Boggs – mileage.

Director's Report:

Pamela Swallen moved and Richard Rutledge seconded to accept monthly reports from the Director and the Youth Services Manager, which are included in the packet. The resolution passed unanimously.

Director Dillie announced events to celebrate National Library Week, April 11 through 17, including children's programs, a book sale, and a "food for fines" campaign.

The library will also be receiving an additional T1 line from OPLIN.

Monthly Library Statistics:

In-house library circulation was down 22% from February, 2009 and is down almost 20% year-to-date. Door counts were also down considerably from last year. Word on the library street has it that many libraries saw substantial drops in circulation the first two months of the year. The bad weather certainly contributed to the poor numbers, as did our closing for two days in February—one furlough day and one bad weather day. Circulation for March so far shows a trend ahead of March 2009.

Accept Gifts:

Denise Freeland moved and Rebecca Miller seconded to accept the gifts for February. The resolution passed unanimously.

Restricted Individual Contributions to the General Fund

None in February

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 18.21	02/02/2010
Fines/Fees/Contributions	\$ 6.60	02/04/2010
Fines/Fees/Contributions	\$.80	02/08/2010
Fines/Fees/Contributions	\$ 25.80	02/11/2010
Book Prospector Donation for Discards	\$240.00	02/16/2010
Fines/Fees/Contributions	\$ 25.48	02/17/2010
Fines/Fees/Contributions	\$ 25.00	02/18/2010
Fines/Fees/Contributions	\$ 70.15	02/22/2010
Fines/Fees/Contributions	\$ 100.00	02/23/2010
Fines/Fees/Contributions	\$ 14.00	02/24/2010
Fines/Fees/Contributions	\$ 100.00	02/26/2010
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Total Restricted and Unrestricted	\$ 626.04	

In-kind Gifts

Anonymous	21 hardcovers; 9 trade paperbacks; 16 mass market paperbacks; 1 DVD;
Jennifer Bates	6 DVDs
Mindy Dunham	2 hardcovers; 2 trade paperbacks
Richard A. Robinson	1 hardcover
William Simms	1 subscription to English Garden
Deb Wylam	6 DVDs

Adjournment:

The meeting was adjourned at 7:39 p.m.

The next Regular Board Meeting will be held on April 28, 2010 at 6:30 p.m. in the Minerva Public Library Board Room.