

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

June 22, 2011

Attendance:

Trustees 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 6:34 p.m. by Vice President Richard Rutledge.

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Virginia Birks moved and Denise Freeland seconded to approve minutes of the May 25, 2011 Board Meeting. The resolution passed unanimously.

Old Business:

Board Bylaws:

The Board's ad hoc Bylaws Committee met on May 4 to review and discuss the draft updated bylaws. The Committee recommends that the Trustees approve the new bylaws.

Resolution 11-06-01:

Denise Freeland moved and Pamela Swallen seconded to accept the draft bylaws as the Bylaws of the Minerva Public Library Board of Trustees, replacing all preceding bylaws, to take effect June 23, 2011. The resolution passed unanimously.

Administrative Policies:

At the May Board meeting, Director Dillie discussed with the Board how the Trustees would like to review a set of Administrative Policies for the library. Since the new policies are mostly previously-passed policies made more uniform in style, the Trustees agreed that the policies would be considered by the Board as a whole without prior review by the Policy Committee. The draft set of policies is not ready for this month's meeting but will be discussed at the July meeting.

Fiscal Officer's Report:

Financial Reports:

Virginia Birks moved and Louanne Kiko seconded to accept the monthly financial reports for May 2011. The resolution passed unanimously.

PLF Distribution:

The June distribution was up 12% from last year, and year-to-date receipts are up 11.8%. Year-to-date receipts are also up 4.8% from the current estimate. This will improve the amounts we will receive during the next biennium budget.

Unique Management:

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

Ohio Biennial Budget 2012-13:

The budget bill is now in conference committee, and there have been no changes in the legislature to the Governor's proposed freeze and 5% reduction in the PLF distribution for the next biennium. We are not sure what the status is of the proposal to change the OPERS contribution rate for employers and employees. Language remains in the budget bill proposing a further reduction in the percentage of the General Revenue Fund used for the PLF in the next biennium, 2013-2015.

New Business:

Exhibit Grant Award:

In 2008, Director Dillie applied to the American Library Association for the library to host the travelling *Visions of the Universe* exhibit which celebrates the 400th anniversary of Galileo's telescopes. The library was not awarded the exhibit then. However, it seems additional exhibit stops are now available and the library has been offered the exhibit for six weeks either this fall or in the first half of 2012; the dates are not yet set. The exhibit comes with a \$450 grant to help pay for associated programs.

Resolution 11-06-02:

Louanne Kiko moved and Denise Freeland seconded to accept the *Visions of the Universe* exhibit and associated grant under the terms of the exhibit agreement. The resolution passed unanimously.

New Business: (continued)

Wage Adjustment:

At the beginning of fiscal year 2009, all library staff received a 1.5% raise in their hourly wages. The effect of that raise was negated by the 15% reduction in hours worked for all staff beginning in August, 2009. In 2010, library staff worked 10% fewer hours than their regular rates, and this year, 2011, staff members are working 5% fewer hours than their regular rates. There have been no changes to hourly wage rates since January, 2009, and staff members have also taken four required days of leave without pay in 2010 and 2011. The savings resulting from these cuts in hours worked, as well as savings on all other library expenditures have allowed the library to maintain its cash reserve over the past three years. Beginning last fall, PLF receipts have run well ahead of the certified estimate, and the PLF funding proposal for next biennium provides a precise projection of revenue for the next 24 months. Director Dillie and Fiscal Officer Boggs believe the library can safely provide some increase in wages to all library staff this year.

Pamela Swallen moved and Virginia Birks seconded to approve Resolutions 11-06-03 through 11-06-05. The resolutions passed unanimously.

Resolution 11-06-03:

To increase the wage rate of each hourly library employee by 1% beginning with July 11, 2011 pay period.

Resolution 11-06-04:

To increase the salary of Fiscal Officer Kelly Boggs by 1% beginning with the July 11, 2011 pay period. Her new annual salary for 2011 will be \$36,119.30, with \$1,382.83 paid biweekly from December 27, 2010 through July 10, 2011 and \$1,396.64 paid biweekly from July 11, 2011 through December 25, 2011.

Resolution 11-06-05:

To increase the salary of Library Director Tom Dillie by 1% beginning with the July 11, 2011 pay period. His new annual salary for 2011 will be \$57,182.67, with \$2,189.24 paid biweekly from December 27, 2010 through July 10, 2011 and \$2,211.11 paid biweekly from July 11, 2011 through December 25, 2011.

Wages will be reviewed again before the beginning of 2012.

Library Directors and Fiscal Officers Meeting:

Director Dillie and Fiscal Officer Boggs attended a second meeting of all the Directors and Fiscal Officers of libraries in Stark County on 06/13. Additional factors which could be added to the distribution formula were discussed, such as technology, door counts and number programs. No consensus was reached, and another meeting will be scheduled in July.

Correspondence

The library received a copy of the Stark County District Library strategic plan.

Travel

Ohio Employee Benefits Consortium meeting, Kelly Boggs, May 26, Warren, Ohio, mileage.

Director's Report:

Pamela Swallen moved and Virginia Birks 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 circulation was up just over 2% from May, 2010, and is up a bit over 1% year-to-date. When SEO loans are added in, circ is up 4.7 % over May, 2010 and 4% year-to-date, and the number of items we are loaning to other libraries continues to be higher than ever before. The May door count was also up over 9.5% from May of last year. Year-to-date, door counts are running a little behind 2010.

The landscaping work was discussed. Mulch and additional plants will be forthcoming.

Accept Gifts:

Per Resolutions #11-01-04 and #11-01-05, all monetary gifts and all in-kind gifts recommended for addition to the library's collection are accepted by the Director and reported to the Board at its next regular meeting.

Following are the gifts received during the month of May 2011:

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

| | | |
|-----------------------------------|---------|------------|
| Contributions/Donations | \$11.00 | 05/04/2011 |
| Contributions/Donations | \$20.17 | 05/11/2011 |
| Contributions/Donations | \$17.00 | 05/19/2011 |
| Contributions/Donations | \$ 9.00 | 05/23/2011 |
| Contributions/Donations | \$ 5.00 | 05/24/2011 |
| Contributions/Donations | \$ 5.00 | 05/25/2011 |
| <hr/> | | |
| Total Restricted and Unrestricted | \$67.17 | |

Accept Gifts: **(continued)**

In-kind Gifts

Anonymous

65 hard covers; 24 trade
paperbacks; 5 mass market
paperbacks; 1 Playaway;
1 DVD; 2 puzzles
17 hard covers

Tom Campbell

Adjournment:

The meeting was adjourned at 7:42 p.m.

The next Regular Board Meeting will be held on July 27, 2011 at 6:30 p.m. in the Minerva Public Library Board Room.