

**MINERVA PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
September 28, 2011**

**Attendance:**

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

**Call to Order:**

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

**Adjustments to Agenda:**

None.

**Public Participation:**

None.

**Minutes:**

Louanne Kiko moved and Richard Rutledge seconded to approve minutes of the August 24, 2011 Board Meeting. The resolution passed unanimously.

**Old Business:**

**Administrative Policies:**

At the August meeting the Board approved a new set of Administrative but asked that there be some additional check or review practice added to the Electronic Banking Policy.

**Resolution 11-09-01:**

Louanne Kiko moved and Denise Freeland seconded to add to AP 6 Electronic Banking Policy the sentence: The monthly bank statement, including a list of transactions posted, will be reviewed, signed, and dated by the Director. The resolution passed unanimously.

**Fiscal Officer's Report:**

**Financial Reports:**

Virginia Birks moved and Richard Rutledge seconded to accept the monthly financial reports for August 2011. The resolution passed unanimously.

**PLF Distribution:**

The September distribution was down 6.3% from last year, while year-to date receipts are up 9.2%.

**Fiscal Officer's Report: (continued)**

**Unique Management:**

Unique Management's invoice for the month of August was \$89.50 for 10 placements.

**Supplemental Appropriations:**

Per Resolution #11-01-08, the following transfers were made within the general fund during August:

\$65.00 from 1000-100-372-000 UAN Fees to 1000-100-334-0000 Trash Removal

\$600.00 from 1000-100-390-0000 Other Contracts & Purchased Services to 100-100-324-0000 Printing

\$150.00 from 1000-100-411-1000 Adult Dept. Books to 1000-100-414-0000 Computer Services & Information

**Resolution 11-09-02:**

Virginia Birks moved and Richard Rutledge seconded to make the following transfer within the General Fund:

\$200.00 from 1000-100-390-0000 Other Contracts & Purchased Services to 1000-100-411-1000 Adult Dept. Books. The resolution passed unanimously.

**Health Insurance Update:**

The Ohio Employee Benefits Consortium Board has been reviewing its choices for providing health insurance to the member libraries. One of the options is to dissolve the consortium and join with the Ohio Plan, a larger insurance pool. More information will be provided at next month's meeting.

**New Business:**

**Staffing Update:**

Barbara Braden has given notice of her intention to retire this year, and her last day of work will be November 30. Director Dillie and Mrs. Heller have discussed a plan for filling the vacancy in Youth Services with a 20-hour part-time position. The position will be advertised and hopefully filled by December 5.

**Trustee Terms Expiring:**

The terms of Trustees Freeland and Swallen end on December 31, 2011. Denise Freeland said that she does not wish to serve another term. Pamela Swallen was absent from the meeting and has not yet indicated her intentions. A new trustee search committee was formed, consisting of Denise Freeland, Roger Bartley, and Louanne Kiko. Louanne Kiko suggested contacting someone at Minerva Local Schools to ask for recommendations of a teacher or other school personnel to serve on the Board.

**New Business: (continued)**

**Changes in Ohio Library Council Institutional Dues:**

Since 1985, the OLC has set its institutional dues rate for member libraries at 0.27% of a library's previous year's PLF receipts, and not assessed any dues against other library revenue, such as a local levy. The decline in PLF revenue has reduced the amount received in institutional dues by the OLC. An OLC task force, on which Director Dillie served, has met for the past year or so to discuss changing both the individual and institutional dues structure. That task force made recommendations to the OLC Board of Trustees for changes to both rate tables. The Board accepted those changes and the OLC has sent letters to all library Directors and Boards explaining the new structure. A copy is included in the Board packet. This change will not affect Minerva Public Library at this time.

**2012 Appropriation:**

Since the current PLF distribution formula provides the exact amount of each month's revenue for the coming year, Director Dillie and Fiscal Officer Boggs suggest that the Board approve a permanent appropriation for 2012 this fall. The Finance and Audit Committee will arrange a meeting before the October Board meeting to review the draft appropriation.

**Library Directors and Fiscal Officers Meeting:** Director Dillie and Fiscal Officer Boggs attended a fourth meeting of all the Directors and Fiscal Officers of libraries in Stark County on 09/01 at the Massillon Public Library; Jon Oates from the County Auditor's office also attended. At this meeting the Directors and Fiscal Officers discussed and agreed upon the specific data that would or would not be counted in the new funding factors, especially with regard to technology expenditures. There was general agreement on what each library would count toward the total expenditure. The Fiscal Officers met on 09/28 to draw up a detailed list of what will be counted as technology expenditure. It appeared that our work was done; however, since that meeting information technology staff at some of the libraries has raised questions about how web site visits will be tallied. IT staff will meet soon to work out to measure web site visits and will make recommendation to the Directors. This further discussion should does not change the general agreement. Each library's Board will need to review the changes and either accept or reject them. An updated summary of the new formula is included in the Board packet.

**Correspondence**

The library received a letter for the Minerva Unit of the Salvation Army asking if the library would participate in its programs to assist area families at the holidays. As they have in the past, library staff will "adopt a family." The library will also set up its Christmas tree as an "angel tree." The Youth Services Dept. will put up its "hat and mitten" tree as it has for several years past.

**Travel**

Ohio Employee Benefits Consortium meeting, Kelly Boggs, August 2, Warren, Ohio, mileage.

**Director's Report:**

Denise Freeland moved and Rebecca Miller seconded to accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet.

**Monthly Library Statistics:**

In-house circulation was up 10.3% in August over 2010, and is now up just over 2.1% year-to-date. When SEO loans are added in, total circulation is up just over 4% year-to-date, and the number of items we are loaning to other libraries continues to be higher than ever before. The July and August were a little down from last year. Year-to-date, door counts are now running about 1.4% behind 2010.

**Acknowledge Gifts**

**Restricted Individual Contributions to the General Fund**

Linda E. Canestraro and Family In memory of John Wadsworth	\$30.00	08/03/2011
Linda E. Canestraro and Family In memory of Mary Ellen Hank	\$30.00	08/03/2011
Minerva Public Library Staff In memory of Ed Haught	\$60.00	08/08/2011

**Unrestricted Individual Contributions to the General Fund**

Contributions/Donations	\$10.00	08/01/2011
Contributions/Donations	\$ 7.00	08/08/2011
Contributions/Donations	\$15.00	08/09/2011
Contributions/Donations	\$ 26.55	08/10/2011
Youth Services Donations	\$ 24.00	08/11/2011
Contributions/Donations	\$ 9.00	08/15/2011
Contributions/Donations	\$14.00	08/17/2011
Contributions/Donations	\$18.00	08/22/2011
Contributions/Donations	\$12.00	08/24/2011
Contributions/Donations	\$28.50	08/30/2011
Total Restricted and Unrestricted	\$284.05	

**Acknowledge Gifts**      **(continued)**

**In-kind Gifts**

Anonymous	22 hardcovers; 12 trade paperbacks; 8 mass market paperbacks; 6 DVDs;
Delilah Arnold	1 mass market paperback
Valjean Fechko	1 trade paperback
Richard Myers	1 CD
Jean Miller	10 hardcovers; 14 trade paperbacks
Mary Szmahlo	1 hardcover

**Other Discussion:**

The next book sale will be held from Saturday, October 8 through Saturday, October 15.

The Visions of the Universe exhibit is scheduled to arrive on Tuesday, November 22.

**Adjournment:**

The meeting was adjourned at 7:46 p.m.

The next Regular Board Meeting will be held on October 26, 2011 at 6:30 p.m. in the Minerva Public Library Board Room.