

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
October 26, 2011**

Attendance:

Trustees Roger Bartley, Virginia Birks, Denise Freeland, Louanne Kiko, Rebecca Miller, and Pamela Swallen (arrived at 6:40 p.m.); Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

The meeting was called to order at 6:37 p.m.

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Virginia Birks moved and Louanne Kiko seconded to approve minutes of the September 28, 2011 Board Meeting. The resolution passed unanimously.

Old Business:

Trustee Terms Expiring:

The current terms of Trustees Freeland and Swallen expire on December 31, 2011. Both have said that they do not wish to serve for another term. At its September meeting, the Board created an ad hoc search committee to compile a list of candidates for the open Trustee positions. The Committee will continue its discussions. Fiscal Officer Boggs reminded the Board that a new signatory for the checking account will need to be chosen before year-end.

Stark County PLF Distribution Formula:

The Fiscal Officers of six of the seven public libraries in Stark County met on 09/28 to review the proposed changes in the funding formula. Information Technology staff met in October, but did not reach a recommendation for how to count website visits. IT staff are testing some different ways of counting and should report back soon. As of this date, the Boards of three libraries have voted to approve the new formula: Louisville Public Library; Massillon Public Library, and Stark County District Library. The Board of Canal Fulton Public Library has voted not to approve the new formula. The Boards of the North Canton and Rodman Public Libraries have taken no action.

Old Business: (continued)

Director Dillie and Fiscal Officer Boggs have provided regular updates of the discussion among the Directors and Fiscal Officers, and over the past several meetings the Minerva Trustees have discussed the proposed changes to the Stark County PLF distribution formula. Although the details of how to count website visits have yet to be agreed upon, what method is selected is unlikely to make much difference to the count reported by the Minerva Public Library. Therefore, Director Dillie recommends the Board vote to affirm its support for the changes to the distribution formula.

Resolution 11-10-01:

Virginia Birks moved and Rebecca Miller seconded the following resolution: The Minerva Public Library Board of Trustees affirms its support of the proposed new Stark County PLF distribution formula as described below. It acknowledges that the Stark County Budget Commission has the sole authority to approve and implement the suggested changes. The new funding formula will be calculated using six factors, weighted equally: population of the public library's service area; annual circulation of library materials; full-time-equivalent employees; the combined dollar amount spent annually on library materials and technology; the combined total of library door counts and initial website visits; and the square footage of library buildings. The definitions of each of these factors have been agreed upon in discussions among the Directors and Fiscal Officers of the several libraries. This new formula would be averaged with the current formula for the 2012 reporting year and then used alone beginning with the 2013 reporting year; in calculating the distribution percentage for each library the factors will continue to be averaged over several years as they are under the current formula. The resolution passed unanimously.

Fiscal Officer's Report:

Financial Reports:

Pamela Swallen moved and Denise Freeland seconded to accept the monthly financial reports for September 2011. The resolution passed unanimously.

PLF Distribution:

The October distribution was down 6% from last year, while year-to-date receipts are up 7.6%.

Unique Management:

Unique Management's invoice for the month of September was \$62.65 for 7 placements.

Fiscal Officer's Report: (continued)

Supplemental Appropriations:

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

\$50.00 from 1000-100-411-1000 Adult Dept. Books to 1000-100-414-0000 Computer Services & Information

\$450.00 from 1000-100-390-0000 Other Purchased & Contracted Services to 1000-100-390-0201 Other Purchased & Contracted Services (Visions of the Universe Exhibit)

2012 Wages and Hours:

The 2012 Pay Year beginning on December 26, 2011 will return all Custodians, Library Associates, the Youth Services Manger and the Library Director to full hours of work, i.e. 20 hours a week/40 hours a pay period for part-time staff; 40 hours a week/80 hours a pay period for full-time staff. Fiscal Officer Boggs has requested to remain at 36 hours a week/72 hours a pay period. After thorough review Director Dillie and Fiscal Officer Boggs recommend that all staff receive a 2% raise for Pay Year 2012; this raise is calculated based on 2% a staff member's current hourly pay.

Resolution 11-10-02:

Pamela Swallen moved and Denise Freeland seconded to raise the rate of pay for each staff member by 2% of that staff member's current hourly rate starting with the pay period that begins December 26, 2011. The resolution passed unanimously.

2012 Appropriations

The Finance and Audit Committee of the Board of Trustees met on October 19 with Director Dillie and Fiscal Officer Boggs to review the permanent appropriation for 2012. The Committee recommends that the Board approve the proposed Minerva Public Library 2012 Permanent Appropriations as presented on the attached page in summary format. A sheet listing highlights of the 2012 budget is included in the Board packet.

Resolution 11-10-03:

Denise Freeland moved and Virginia Birks seconded to approve the permanent appropriations of the Minerva Public library for 2012 as presented. The resolution passed unanimously.

New Business:

Terminating the Ohio Employee Benefits Consortium:

The Board of the OEBC has recommended the consortium dissolve itself and the member libraries join the Ohio Plan as group in order to obtain health insurance coverage for library employees. Fiscal Officer Boggs is a member of the OEBC Board and has provided periodic updates to the Minerva Public Library Trustees on efforts by the OEBC to obtain low-cost health insurance for its member libraries. A summary of the proposed termination of the consortium and joining the Ohio Plan is included with the Board packet. The Board of each OEBC member library must vote to terminate the consortium and the suggested language for the Board Resolution is provided below.

Resolution 11-10-04:

Virginia Birks moved and Rebecca Miller seconded the following resolution: WHEREAS, the Board is a member of the Ohio Employee Benefits Consortium ("the Consortium") and a party to the Consortium Agreement ("the Agreement"); and

WHEREAS, pursuant to Section 17 of the Agreement, a majority of the governing boards of the Consortium Members may, by duly adopted resolutions, determine that the Agreement and the Consortium shall be terminated;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Minerva Public Library, Stark County, Ohio, that:

Section 1: This Board hereby determines that the Agreement and the Consortium shall be terminated in accordance with and pursuant to Section 17. of the Agreement.

Section 2: The Fiscal Officer of the Board is hereby authorized and directed to immediately provide a certified copy of this Resolution to the Consortium Insurance Board as provided in Section 17 of the Agreement.

Section 3: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all applicable legal requirements.

The resolution passed unanimously.

Resolution 11-10-05:

Louanne Kiko moved and Denise Freeland seconded to approve joining the Ohio Plan Healthcare Consortium effective January 1, 2012 with membership to continue until such time as the library chooses to terminate the agreement. The resolution passed unanimously.

New Business: (continued)

Additional Days Closed in 2012:

Staffing costs in the 2012 appropriation include the savings from four days of leave without pay for all library staff. These furlough days were imposed in 2010 and 2011 on Federal holidays that the library was usually was open for business and the Friday and Saturday after Thanksgiving. Employees gain some time off but at a savings for the library.

Resolution 11-10-06:

Louanne Kiko moved and Rebecca Miller seconded to close the library on January 16, February 20, October 8, and November 23 and 24. These are days of mandatory unpaid leave for all regular library staff. The resolution passed unanimously.

Performance Evaluations of Director and Fiscal Officer:

The Personnel Committee will meet to evaluate the performance of the Director and Fiscal Officer. Director Dillie will provide blank copies of the evaluation forms to the Committee members.

Correspondence

No correspondence in September.

Travel

- Ohio Employee Benefits Consortium meeting, Kelly Boggs, September 8 & 16, Warren, Ohio, mileage.
- Ohio Library Council, Library Accounting Division meeting, Kelly Boggs, September 9, Delaware, Ohio, mileage.

Director's Report:

Virginia Birks moved and Rebecca Miller seconded to accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. The resolution passed unanimously.

The program on Women in the Civil War was attended by 17 people. Mrs. Freeland suggested that future program information also be sent to the Carroll County Convention and Visitors Bureau.

Eighty-four applications have been received for the part-time Youth Services position. Director Dillie still hopes to have a new employee start on December 5.

Director's Report: (continued)

Monthly Library Statistics:

In-house circulation was down 3.9% in September when compared to 2010, and is now up 1.4% year-to-date. Renewals were much lower this September than last. When SEO loans are added in, total circulation was still down for the month by 1.3%, and is up 3.4% year-to-date, and the number of items we are loaning to other libraries continues to be higher than ever before. The September door count was up 13.5% over last year, and we are now running just ahead of 2012 year-to-date.

Acknowledge Gifts

Restricted Individual Contributions to the General Fund

Minerva H.S. Class of 1968 In memory of Hazel Clapper	\$25.00	09/12/2011
Harriet A. Jones In memory of Anna F. Davis	\$200.00	09/19/2011
Mary Ann Hayes For purchase of mysteries on CD	\$150.00	09/29/2011

Unrestricted Individual Contributions to the General Fund

Contributions/Donations	\$10.00	09/07/2011
Contributions/Donations	\$ 9.00	09/14/2011
Contributions/Donations	\$ 2.00	09/21/2011
Contributions/Donations	\$ 28.33	09/22/2011
Contributions/Donations	\$ 7.00	09/28/2011
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Total Restricted and Unrestricted	\$431.33	

In-kind Gifts

Anonymous	9 hardcovers; 1 trade paperbacks; 4 mass market paperbacks; 4 audio books
Bernadine Bowser	1 hardcover; 2 trade pb
Mary Lee Rumburg	11 MHS Yearbooks
Roxane Sickles	11 hardcovers; 76 paperbacks

Adjournment:

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

The next Regular Board Meeting will be held on November 16, 2011 at 6:30 p.m. in the Minerva Public Library Board Room.