

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

October 27, 2010

Attendance:

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

Call to Order:

The meeting was called to order at 6:30 p.m.

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Martin Chapman moved and Richard Rutledge seconded to approve minutes of the September 22, 2010 Board Meeting. The resolution passed unanimously.

Old Business:

Trustee Term Expiring:

Martin Chapman's term on the Board expires this December. Mr. Chapman stated that he has enjoyed his twenty years on the board but has decided not to seek another term. Roger Bartley, Denise Freeland, and Martin Chapman volunteered to serve on a search committee for a new trustee.

Back to School Special Update:

During the month of September, 2009, young patrons, those classed as MINY, checked out or renewed 4706 times. In September, 2010 MINY patrons checked out or renewed 5099 times—an increase of 8.3%. How much of this increase is due to the library's waiving of fines on MINY cards is hard to measure. In-house circulation overall for September 2009 and 2010 is almost exactly the same, which suggests that an increase of this size in one patron type indicates more patrons using the cards. On the other hand, the library hosted noticeably more kids for class visits in September this year than last, which means more MINY patrons appeared in the library in this year and were encouraged to check things out. We'll continue to track MINY patron activity over the next few months and see if the increase over last year continues. Unfortunately, statistics are not available for years before 2009.

Fiscal Officer's Report:

Financial Reports:

Martin Chapman moved and Denise Freeland seconded to accept the monthly financial reports for September 2010. The resolution passed unanimously.

PLF Distribution:

The October distribution was up 8.1% from last October, while year-to-date distributions are now down 7.8% from last year, and up 1.6% from the Ohio Department of Taxation's revised estimate for this year.

Unique Management:

Unique Management's invoice for the month of September was \$26.85 for 3 placements.

New Business:

Temporary Appropriation:

The Board will pass a temporary appropriation at its November meeting with which to begin 2011, and then pass a permanent appropriation for the year at the February Board meeting. The Auditor of State's Office has said that a temporary appropriation should only cover the first quarter of the new fiscal year rather than the entire twelve months. In light of that limitation, Director Dillie and Fiscal Officer Boggs suggest that they will draft the temporary appropriation and present it for Board approval at next month's meeting. At the January Board meeting, the Finance Committee will set a date to meet to review the permanent appropriation prior to the February Board meeting. The Board agreed to this.

Employee Health Insurance: The library will have new health insurance rates on October 28. An increase in the neighborhood of 9% over the current rate is expected. The library's open enrollment period is the month of November and eligible employees need to select their insurance plan or make any changes in their coverage then. Director Dillie and Fiscal Officer Boggs would like to increase the amount of the subsidy the library provides to employees for their health insurance in order to lessen the impact of the rate increase. A detailed explanation of the cost is included with the file copy of the Board packet.

Resolution 10-10-01:

Richard Rutledge moved and Virginia Birks seconded to increase the library's health insurance subsidy for single coverage from \$450 a month to \$500; and to increase the library's health insurance subsidy for more than single coverage from \$810 a month to \$900. The resolution passed unanimously.

New Business: (continued)

Director and Fiscal Officer Performance Evaluations

The Board will conduct performance evaluations this year for the library's two contract positions. Director Dillie will provide evaluation documents to the Personnel Committee and he and Fiscal Officer Boggs will complete self-evaluations and forward those to the Personnel Committee. The proposed schedule is then as follows:

- The Personnel Committee will meet prior to the November Board meeting.
- November Board Meeting—Personnel Committee reports to the full Board in Executive Session; Board Members discuss job performance of the Director and Fiscal Officer.
- December Board Meeting—The Board, if it chooses to do so, passes in open session resolutions to re-appoint the Director and Fiscal Officer. Contracts for the Director and Fiscal Officer available for signatures.

Correspondence

A draft of a letter to the winners of the elections for Ohio House District 61 and Ohio Senate District 33 congratulating them on their election and reminding them of the importance of Ohio libraries is included in the Board packet. OLC has asked libraries to contact their Ohio legislators after the election remind them of how libraries are managing in these difficult economic times.

A letter from Debbie Bowman suggesting that the library consider hiring her to restore and maintain the landscaping is included in the Board packet. Director Dillie will contact Ms. Bowman and ask for a detailed quote for 2011.

Travel:

- September 23, 2010 – OEBC Board Meeting - Warren, Ohio – Kelly Boggs – mileage.
- September 30, 2010 – UAN New Software Preview Training – Hudson, Ohio – Kelly Boggs and Kathy Eddy - mileage.

Director's Report:

Virginia Birks moved and Martin Chapman seconded to accept monthly reports from the Director and the Youth Services Manager, which are included in the packet.

Director's Report: (continued)

Monthly Library Statistics:

In-house library circulation was up .05% from September, 2009, the first month-to-month increase over the previous in the past the twelve months. Year-to-date we are still down 14.5% but we are closing the gap slowly. We are slowly climbing back to last year's total and may be pretty close by the end of the year. Total circulation, including SEO loans, is also up, 0.83%, over September, 2009, and the year-to-date difference is now 13.4%, the smallest gap so far this year. Door counts were down in September again, after the big jump in August.

Accept Gifts:

Denise Freeland moved and Richard Rutledge seconded to accept the following gifts. The resolution passed unanimously.

Restricted Contributions

None.

Unrestricted Individual Contributions to the General Fund

Contributions/Donations	\$ 2.00	09/07/2010
Donations—Youth Services Dept.	\$ 140.92	09/13/2010
Contributions/Donations	\$ 5.00	09/13/2010
Book Prospector	\$ 26.64	09/13/2010
Contributions/Donations	\$ 8.00	09/20/2010
Contributions/Donations	\$ 42.57	09/22/2010
Contributions/Donations	\$ 4.00	09/29/2010
<hr/>		
Total Restricted and Unrestricted	\$ 229.13	

In-kind Gifts

Anonymous	13 hardcovers; 26 trade paperbacks; 14 mass market paperbacks
Freda Corp	49 DVDs
Lynette Fry	16 Trade paperbacks
Karen Taff	2 hardcovers
ReeAnn Whitacre	12 mass market paperback

Adjournment:

The meeting was adjourned at 7:45 p.m.

The next Regular Board Meeting will be held on November 17, 2010 at 6:30 p.m. in the Minerva Public Library Board Room.