

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

FEBRUARY 4, 2009

ATTENDANCE:

Trustees Roger Bartley, Martin Chapman, Ruth Ann Rinto, Susan Smith, and Pamela Swallen; Director Tom Dillie; Fiscal Officer Kelly Boggs. Denise Freeland arrived later.

CALL TO ORDER:

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

ADJUSTMENTS TO AGENDA:

None.

PUBLIC PARTICIPATION:

None.

MINUTES:

Martin Chapman moved and Susan Smith seconded to approve the minutes of the December 17, 2008 Regular Board Meeting. The resolution passed unanimously.

Martin Chapman moved and Susan Smith seconded to approve the minutes of the January 17, 2009 Organizational Meeting. The resolution passed unanimously.

OLD BUSINESS:

Public Service Policies:

Director Dillie distributed a copy of the new Public Service Policies Manual to each Board member.

(Denise Freeland joined the meeting at 6:45.)

FISCAL OFFICER'S REPORT:

Financial Reports:

Pamela Swallen moved and Susan Smith seconded to accept the monthly financial reports for December 2008. The resolution passed unanimously.

Pamela Swallen moved and RuthAnn Rinto seconded to accept the unaudited annual financial reports for the year 2008. The resolution passed unanimously.

Financial and Budget Information for 2008 and 2009

A number of informational sheets were distributed to the Board to clarify the revenues and expenditures budgeted, actually received and expected for 2009, as well as Public

FISCAL OFFICER'S REPORT (continued):

Library Fund distributions. PFL funds received in 2008 were significantly short of the state's budgeted estimate, and will be decreasing in 2009.

The Board members asked several questions regarding the budgeted and actual revenues and appropriations and how these numbers are derived, as well as the format of reports required by the State Auditor, and the future outlook for our library budget. Fiscal Officer Boggs and Director Dillie will carefully monitor revenues and expenditures for 2009, and current data indicates we will have an adequate carryover to begin 2010. The Board will be kept informed as more information regarding the Public Library Fund becomes available and if further cost-saving strategies become necessary. Trustee Susan Smith also requested that financial reports be distributed to the Board members further in advance of the meeting to allow more time for review.

FYI: Unique Management's invoice for the month of December was \$71.60 for 8 placements.

NEW BUSINESS:

Muskingum Watershed Conservancy District Assessment

The Conservancy District has levied a maintenance assessment on property owners within its watershed. Public agencies are not exempt. We will be billed \$43.00 twice this year for the assessment. We did not budget for this payment in the 2009 appropriation because we didn't know it was coming.

Resolution 09-01-13:

Pamela Swallen moved and Denise Freeland seconded to transfer within the General Fund \$96.00 from 1000-100-390-0000 Other Contracts & Purchased Services to 1000-100-520-0000 Taxes and Assessments. The resolution passed unanimously.

Investment Committee

The Library's current investment policy, passed in September, 1996, provides for an Investment Advisory Committee of three members of the Library Board of Trustees to be appointed by the Board President, to set investment policy of the library; the Fiscal Officer is also a member of the Committee. The policy requires that amendment or revision of the policy be made only upon the advice and consent of the Investment Advisory Committee. As the Library seeks to safely maximize its return on investment during this difficult time, it would be helpful for the Committee to review and revise the current policy. Ruth Ann Rinto, Susan Smith and Dick Rutledge were appointed to serve on the Committee.

Board Contact List

A new Trustee phone list is included in the Board packet; it also shows the current committee assignments and the list of Regular Meeting dates for 2009.

NEW BUSINESS (continued):

John Adams Exhibit

In the Board packet is a list of programs the library will host during the John Adams exhibit and a tentative schedule. When all dates are finalized, Director Dillie will work to publicize the exhibit events through the local media, posters, etc.

Website Update

The library is working with OPLIN to create a new library website based on Drupal, an open-source software. The library is one of ten public libraries working with OPLIN on this project. The total design and implementation cost should be under \$1000.00, with an annual maintenance and hosting fee of \$180.00 beginning in 2010.

TruGreen Services for Library Grounds

Some Trustees have suggested the library do without lawn-care services from TruGreen. The service contract is up for renewal. The Board members agreed to dispense with TruGreen’s services for this year and see how it goes, thus saving the library money and avoiding the use of chemicals.

TRAVEL IN DECEMBER:

December 8, 2008 – Louise Rose – Ready to Read program– Wooster – mileage.

December 8 – 9, 2008 – Kelly Boggs – UAN Year End Training – Columbus - hotel, parking, mileage.

December 11, 2008 – Janice Oneacre - Teen Summer Reading – Medina – registration.

DIRECTOR’S REPORT:

Pamela Swallen moved and Susan Smith seconded to accept monthly reports from the Director, Technical Services, Adult Services, and Youth Services, which are included in the packet. The resolution passed unanimously.

Monthly Library Statistics:

Total circulation for 2008 was up about 6% over 2007, thanks in part to a very busy December.

ACCEPT GIFTS:

Restricted Individual Contributions to the General Fund

Received from MPL staff	\$78 in memory of Robert George Moser	12/09/2008
Received from Malinda Phillips	\$100 for youth services	12/19/2008
Received from Nori and William Pilati	\$50 in honor of Ruth and Bill Pilati	12/23/2008
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Total	\$228.00	

ACCEPT GIFTS (continued):

Unrestricted Individual Contributions to the General Fund

Circulation/Donation Can/Copier Jar Receipts	\$ 9.00	12/03/2008
Donation Jar—Youth Services	\$171.00	12/05/2008
Circulation/Donation Can/Copier Jar Receipts	\$ 7.00	12/05/2008
Circulation/Donation Can/Copier Jar Receipts	\$ 18.00	12/10/2008
Circulation/Donation Can/Copier Jar Receipts	\$ 10.00	12/12/2008
Circulation/Donation Can/Copier Jar Receipts	\$ 15.00	12/15/2008
Circulation/Donation Can/Copier Jar Receipts	\$ 13.00	12/17/2008
Circulation/Donation Can/Copier Jar Receipts	\$ 23.00	12/19/2008
Book Prospector	\$ 37.59	12/23/2008
Circulation/Donation Can/Copier Jar Receipts	\$ 8.00	12/29/2008
Circulation/Donation Can/Copier Jar Receipts	\$ 13.50	12/30/2008
Total	\$325.09	

No in-kind Gifts were received in December.

Martin Chapman moved and Denise Freeland seconded to accept the gifts. The resolution passed unanimously.

OTHER DISCUSSION:

A few additional items were discussed:

- Director Dillie said that the library catalog will be down all day on Monday, February 9, for maintenance.
- Circulation of the framed art collection has increased slightly since it has been advertised on the web site.
- The Board members mentioned getting a quote on reupholstering chairs that are starting to look worn and the possibility of obtaining additional mats for the front entrance, which becomes slippery when wet.
- The new logo has been slightly refined and was presented to the Board members.

ADJOURNMENT:

Denise Freeland moved to adjourn at 7:55 p.m.

The next Regular Board Meeting will be held on February 25, 2009 at 6:30 pm in the Minerva Public Library Board Room