

**Minerva Public Library  
Board of Trustees  
Organizational Meeting  
January 17, 2009**

Meeting called to order at 8:15AM at the Classic 57 Restaurant

Members Present: Roger Bartley, Martin Chapman, Susan Smith,  
Pamela Swallen

Martin Chapman moved and Susan Smith seconded the following  
slate of officers for 2009:

President: Roger Bartley  
Vice President: Martin Chapman  
Recording Secretary: Pamela Swallen  
Corresponding Secretary: Denise Freeland

The motion passed unanimously.

Pamela Swallen moved and Martin Chapman seconded the appointment  
of Library Committee Members for 2009 as follows:

Building & Grounds: Martin Chapman, Denise Freeland, Pamela  
Swallen  
Finance & Audit: Roger Bartley, Dick Rutledge, Susan Smith  
Personnel: RuthAnn Rinto, Dick Rutledge  
Policy Committee: Denise Freeland, Susan Smith  
Development Chair: No Need

The motion passed unanimously.

Pamela Swallen moved and Susan Smith seconded to establish the  
meeting date for Records Commission to be Wednesday, February  
25, 2009 at 6:00PM.

The motion passed unanimously.

Martin Chapman moved and Susan Smith seconded to establish the  
Board monthly regular meeting calendar for 2009. Meetings will  
be held at 6:30PM on the 4<sup>th</sup> Wednesday of each month, except for  
the months of November and December when meetings will be held  
the 3<sup>rd</sup> Wednesday of these months, or otherwise as may later be  
scheduled by the Board. The 2009 regular meeting schedule is:

Page 2

January 28	May 27	September 23
February 25	June 24	October 28
March 25	July 22	November 18
April 22	August 26	December 16

The motion passed unanimously.

**Resolution 09-01-01** Pamela Swallen moved and Susan Smith seconded to renew the contract with Tom Dillie, Director for the Fiscal Year 2009 through the Library Board's Organizational Meeting in January 2010, with the annual salary to be effective retroactive to the pay period beginning December 29, 2008.

The resolution passed unanimously.

**Resolution 09-01-02** Martin Chapman moved and Pamela Swallen seconded that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services for the period continuing until the Organizational meeting in 2010 and within the annual appropriated amounts per fund.

The resolution passed unanimously.

**Resolution 09-01-03** Pamela Swallen moved and Martin Chapman seconded that the Library Director be authorized to spend up to \$1,500.00 in consumables from the General Fund, for staff and library programs throughout the fiscal year 2009, as long as said expenditures fall within the 2009 Appropriation Resolution(s) adopted by the Board of Trustees.

The resolution passed unanimously.

**Resolution 09-01-04** Pamela Swallen moved and Martin Chapman seconded that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2009, as long as said expenditures fall within the 2009 Appropriation Resolution(s) adopted by the Board of Trustees.

The resolution passed unanimously.

**Resolution 09-01-05** Susan Smith moved and Martin Chapman seconded to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2009 and continuing through to the January 2010 Organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at the next monthly regular meeting.

The resolution passed unanimously.

**Resolution 09-01-06** Martin Chapman moved and Pamela Swallen seconded that the Library Director be authorized to accept all "in-kind" gifts as described in Section 1.7 of the *Minerva Public Library Services Policy Manual* throughout the fiscal year 2009 and continuing through to the January 2010 Organization Meeting. All individual "in-kind" gifts that the Director recommends for addition to the Library's collection will be reported to the Board of Trustees at their next monthly regular meeting. Only those items that the Director determines are to be added to the Library's collection will be reported to the Board for gift acceptance.

The resolution passed unanimously.

**Resolution 09-01-07** Pamela Swallen moved and Martin Chapman seconded to renew the contract with Kelly Boggs, Fiscal Officer, for the Fiscal Year 2009 through to the Library Board's Organization Meeting in January 2010, with the annual salary to be effective retroactive to the pay period beginning December 29, 2008.

The resolution passed unanimously.

**Resolution 09-01-08** Martin Chapman moved and Susan Smith seconded to renew the Public Official Bond in the amount of \$35,000 for Kelly Boggs, Fiscal Officer, for the period of one year upon the expiration of the current bond in 2009.

The resolution passed unanimously.

**Resolution 09-01-09** Martin Chapman moved and Susan Smith seconded that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2009 and continuing until the 2010 organizational meeting, as long as said bills fall within the 2009 Appropriation Resolution(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library's Investment Policy and Depository contracts awarded for periods inclusive of January 1, 2009 and continuing through the organizational meeting of 2010 as approved by the Board.

The resolution passed unanimously.

**Resolution 09-01-10** Martin Chapman moved and Pamela Swallen seconded that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at the next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds will require prior authorization by the Library Board of Trustees.

The resolution passed unanimously.

**Resolution 09-01-11** Martin Chapman moved and Pamela Swallen seconded to reappoint Katy Eddy as Deputy Fiscal Officer for the Fiscal Year 2009 through the Library Board's Organizational Meeting in January 2010.

The resolution passed unanimously.

Page 5

**Resolution 09-01-12** Pamela Swallen moved and Martin Chapman seconded to renew the Public Official Bond in the amount of \$35,000 for Kathy Eddy, Deputy Fiscal Officer, for the period of one year upon expiration of the current bond in 2009.

The resolution passed unanimously.

Susan Smith moved and Martin Chapman seconded to adjourn.

The meeting adjourned at 8:35AM

The next Regular Monthly meeting will be held January 28, 2009 at 6:30PM at the Library.

Respectfully submitted by:

Pamela Swallen

Recording Secretary

Roger Bartley

President