

**MINERVA PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
February 26, 2014**

**Attendance:**

Trustees Virginia Birks, Louanne Kiko, Diane Ruff, Richard Rutledge, and Phil Zbasnik; Director Tom Dillie; Fiscal Officer Mary Jane Smith.

**Call to Order:**

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

**Adjustments to Agenda:**

None

**Public Participation:**

None

**Old Business**

**Sewer Backup Repair Update:** The carpeting project was completed in a day and a half as expected over 01/27-01/28. Workers have begun tiling the restrooms and all the repair work from the January 6 backup should be completed by the end of this week. Beflor, which did the mitigation work and has done the repairs other than carpeting, will submit its bills to the Claims Agent and will be paid directly by the insurance company. The library paid the carpeting bills from the appropriated amount in the Capital Projects Fund. The library then received an insurance payment, less the \$1000 deductible, to cover the cost of the carpeting project. The Board will need to amend the 2014 appropriation at its March meeting in order to make the insurance payment available to replenish the money spent from Capital Projects.

**Sewer Maintenance Update:** Director Dillie spoke with Dave Harp on 02/11 asking that Dave arrange a meeting between himself, the Mayor, Mr. Bartley, and Director Dillie. Dave said he would do so, but has yet to get back to us. Director Dillie has the names of the plumbing contractors used by Rodman Public Library and Minerva Local Schools, and will contact at least one of them to get another opinion about what the library can do to control backflow in the sewer line.

**Regular Meeting Business**

**Minutes:** Virginia Birks moved and Phil Zbasnik seconded to approve the minutes of the January 22, 2014 Board Meeting. The motion passed unanimously.

## **Fiscal Officer's Report**

**Monthly Financial Report:** Louanne Kiko moved and Dianne Ruff seconded to accept the monthly financial reports for January, 2014. The motion passed unanimously.

**Unaudited Annual Financial Report:** Fiscal Officer distributed the unaudited Annual Financial Report to the Trustees via e-mail and a hardcopy was available at the meeting for review.

**Resolution 14-02-01:** Virginia Birks moved and Diane Ruff seconded to accept the Unaudited Annual Financial Report for Fiscal Year 2013 as presented. The motion passed unanimously.

**PLF Distribution:** The February distribution was \$66,439.73, up 2.6% from last February, and up 0.4% year to date.

**Safe Deposit Boxes:** Consumers National Bank will not provide safe deposit boxes in its new building. The library stores the archival copies of the local newspaper microfilm and back-up data files for the Fiscal Officer's books in safe deposit boxes. Consumers has not yet announced publicly that it will eliminate that service. Fiscal Officer Smith contacted other local banks and found that safe deposit boxes are few and far between. She did find three boxes available now at PNC Bank and has signed the lease for them. The Board needs to approve choosing PNC for this service and the Board President and Secretary will need to sign the agreement at the bank, as will the Fiscal Officer and Director. Trustees inquired further about the library stored in the boxes and whether there were other storage choices for the microfilm reels. Director Dillie will look into other ways to secure the microfilm master reels off site.

**Resolution 14-02-02:** Phil Zbasnik moved and Virginia Birks seconded to enter into an agreement for the rental of three safe deposit boxes at PNC Bank at an annual rate of \$80 each. And that access to the box may be held by and the surrender of the box may be made by the Fiscal Officer, Library Director, Library Board President, or Library Board Secretary. And that any of the Library Employees or Board Officers listed above may designate successors to act on behalf of the library. The motion passed unanimously.

**Reallocated Appropriations:** Reallocated \$105.60 from 1000-230-390-0000 Other – Purchased and Contracted Services to 1000-230-351-0000 Rents and Leases to open 3 safe deposit boxes at PNC Bank.

**Audit Update:** The Auditor of State's office has narrowed the number of firms to 3: Alger & Associates, Julian & Grube, and Charles E. Harris & Associates. We

have awarded our 3 Preference Points to Alger & Associates, as they are the closest, being located in North Canton. The AOS will inform us in early March of the firm selected.

**Information:** Fiscal Officer Smith worked 6.75 additional hours in pay period ending 2/16/14.

### **New Business**

**Heating Problems=Frozen Pipes:** The library lost heat to the main floor sometime Sunday, 02/16. Custodian Rich Brown discovered the problem and reported it to Director Dillie who met a technician from American Heattek at the library that evening. The bearing assembly for the blower on Air Handler #1 had failed and the other air handler was unable to push heat up to the main floor. The technician did what he could to increase the amount of heat available. The temperature at the back door was 31 degrees at 8:45, Monday morning. The technician returned mid-morning with a bearing assembly and had the heat back on by mid-afternoon. Unfortunately the sprinkler pipe running along the front edge of the roof apparently froze overnight. Two sprinkler heads began leaking in the early afternoon, and between the time Director Dillie called Simplex and arranged for service and the arrival of the Simplex technician, two sprinkler heads blew out drenching the area behind the Adult Services Desk and draining water through the floor into portion of the Youth Services Dept. Rapid Response Restoration dried out the carpets and the Simplex tech replaced four sprinkler heads. The library's insurance should cover the entire cost of clean-up and repair as well as the replacement of damaged library materials.

**Ohio and the Civil War Exhibit:** The traveling exhibit is set up in the library's new main floor exhibit space. The opening reception and programs went well with attendance of 40 at the first program and 28 at the second. The Minerva Area Historical Society provided refreshments and the library booked live music which was much appreciated.

**Book Sale:** The spring book sale will be held in the Fireside Reading Room from March 22-29.

### **Correspondence**

None

### **Travel**

Kathy Heller – NEO-RLS – Summer Reading Program - \$30.00 fee

### **Director's Report**

Louanne Kiko moved and Phil Zbasnik seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

**Monthly Library Statistics:** Door count and circulation were down dramatically in January when compared with January 2013, and in-house and total circulation is well below any January since at least 2005.

### **Acknowledge Gifts**

#### **Restricted Individual Contributions to the General Fund**

Herbert Eglie	\$ 500.00	01/09/2014
Mary Ellen and Calvin Cole	\$ 50.00	01/27/2014

#### **Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 45.00	01/13/2014
Fines/Fees/Contributions	\$ 25.50	01/14/2014
Fines/Fees/Contributions	\$ 10.00	01/15/2014
Fines/Fees/Contributions	\$ .50	01/21/2014
Fines/Fees/Contributions	<u>\$ 28.00</u>	12/23/2013
Total Restricted and Unrestricted	\$ 659.00	

#### **In-kind Gifts**

anonymous 9 hardcovers; 5 trade paperbacks; 17 DVD

Richard Myers	5 CDs
Diane Woodford	1 DVD
Jacob Reed	1 Hardcover

#### **Adjournment**

The meeting adjourned at 7:38 p.m.

The next Regular Board Meeting will be held on March 26, 2014 at 6:30 pm in the Minerva Public Library Board Room. A meeting of the library's Records Commission will be held at 6:20, immediately prior to the Board meeting.