

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
May 22, 2013**

Attendance:

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

Call to Order:

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

Adjustments to Agenda:

None

Public Participation:

None

Minutes: Louanne Kiko moved and Phil Zbasnik seconded to approve the minutes of the April 24, 2013 Board Meeting. The motion passed unanimously.

Old Business:

Upholstery Repair: The fabric that had been selected for the chairs is out of production. Fritz Upholstery is getting larger samples of two similar fabrics for the Board to review.

Service Desk Carpet Replacement: Dave Gotschall sent over some carpet sample books last week and those books were available at the Board Meeting.

Fiscal Officer's Report:

Monthly Financial Report: Louanne Kiko motioned and Phil Zbasnik seconded to accept the monthly financial reports for April, 2013. The motion passed unanimously.

PLF Distribution: The May distribution was \$80,948.73, just \$0.39 less than last May. A reminder that the distribution through July, 2013 should be pretty the same month for month and the first half of 2012.

Unique Management: Unique Management's May invoice was \$44.75 for 5 placements.

Tax Budget: The library must file a tax budget for the coming year with the County Auditor. The budget is essentially a placeholder indicating that the

library will need its allocated revenue in the next year and has a plan for spending it. The Finance and Audit Committee met on May 22 just prior to the board meeting to review with Fiscal Officer Smith and Director Dillie the library's draft 2014 tax budget. The budget is approved at the gross, summary level and must be filed by May 31, 2013.

Resolution 13-05-01: Virginia Birks moved and Richard Rutledge seconded to approve as presented the 2014 Tax Budget for submission to the Board of Education of the Minerva Local Schools and the Auditors of Carroll and Columbiana Counties. The motion passed unanimously.

Supplemental Appropriations: None

Other: Fiscal Officer Smith was excused while the Board discussed a rate increase for the Fiscal Officer whose anniversary date is 6/4/13. When rejoining the meeting, Fiscal Officer Smith was asked to provide the Personnel Committee with a comparison of her and her predecessor's salaries and hours. The Board is also discussing providing the Fiscal Officer with additional flexible hours to be used as needed in place of having a Deputy Fiscal Officer.

New Business:

Library Meeting Room Policy: Some time ago Director Dillie discussed with the Board making library meeting rooms available to private groups for fee. The Board at that time was interested in the idea. A draft proposal to revise the library's policy was presented.

Resolution 13-05-02: Louanne Kiko moved and Virginia Birks seconded to revise the library's meeting room policy as presented effective June 1, 2013. The motion passed unanimously.

Correspondence

No correspondence this month.

Travel and Meetings

Kathy Heller - Summer Reading Program, Grants - mileage - \$143.20

Kathy Heller - Proposal Development - mileage - \$36.80

Kathy Heller - OLC Northeast Chapter Conference - \$135.00

Mary Jane Smith - Fiscal Officer Conference - hotel and mileage - \$301.50

Mary Jane Smith - OLFOA Meeting - \$15.00

Janice Oneacre - Summer Reading Program - mileage - \$12.00

Director's Report:

Director's Report: Phil Zbasnik moved and Virginia Birks seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

Monthly Library Statistics: April in-house circ was up just over 4% from March, 2012, and when combined with slightly down SEO loans, total circ was up over 3.7%. The library is still behind year-to-date, but April was a good month. Door counts were up almost 11% over last year and the reference question count was up 20%. Downloadable content circ continues to run over double that of 2012.

Accept Gifts

Restricted Individual Contributions to the General Fund

Shirley and Alvin Catlett	\$ 50.00	04/13/2013
In memory of Chorlis (Moreland)Speelman		
Minerva Library Staff	\$ 30.00	04/30 2013
In memory of Karla Bickel		

Restricted Business Contributions to the General Fund

Loudon Motors	\$ 50.00	04/02/2013
K.W. Hoopes & Assoc.	\$ 100.00	04/02/2013
General Color LLC	\$ 250.00	04/09/2013
Gotschall-Hutchison Funeral Home	\$ 50.00	04/09/2013
Minerva Welding and Fabricating	\$ 100.00	04/09/2013
BJ Gray Realty	\$ 100.00	04/17/2013
Newell Realty and Auctions	\$ 25.00	04/18/2013
Minerva Area Federal Credit Union	\$ 100.00	04/25/2013

--All contributions for the Youth Services Summer Reading Program

Unrestricted Individual Contributions to the General Fund

Contributions	\$ 13.50	04/03/2013
Book Prospector	\$ 21.57	04/08/2013
Contributions	\$ 21.00	04/12/2013
Contributions	\$ 31.23	04/17/2013
Contributions	\$ 14.61	04/25/2013
Total Restricted and Unrestricted	\$ 956.91	

In-kind Gifts

Anonymous 11 hardcovers; 9
trade paperbacks; 16 DVDs; 1
music CD

Adjourn

The next Regular Board Meeting will be held on June 26, 2013 at 6:30 pm in the
Minerva Public Library Board Room.