

MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

MAY 27, 2009

ATTENDANCE:

Trustees Roger Bartley, Martin Chapman, Ruth Ann Rinto, and Richard Rutledge;
Director Tom Dillie; Fiscal Officer Kelly Boggs.

CALL TO ORDER:

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

ADJUSTMENTS TO AGENDA: None.

PUBLIC PARTICIPATION: None.

MINUTES:

RuthAnn Rinto moved and Martin Chapman seconded to approve the minutes of the April 22, 2009 regular meeting, and to accept the minutes of the May 4 Personnel Committee meeting and the May 13 Finance Committee meeting. The resolution passed unanimously.

OLD BUSINESS:

John Adams Exhibit:

The exhibit ended on May 6 and was picked up for transport to Nashville Public Library on May 9. During the six and a half weeks the exhibit was on display at the library, at least 526 members of the public visited, and 876 students in 47 classes, including two groups of homeschoolers. The library hosted seven public programs with a total attendance of 304. Patrons enjoyed the exhibit, and the library got a little boost in attendance on May 5 and 6 following the broadcast of a story about the exhibit on WKSU.

Tote bags: The library tote bags are on sale and as of May 24, we've sold 33 out of 72.

FISCAL OFFICER'S REPORT:

Financial Reports:

Martin Chapman moved and RuthAnn Rinto seconded to accept the attached monthly financial reports for April 2009. The resolution passed unanimously.

FYI:

Unique Management's invoice for the month of April was \$44.75 for 5 placements.

NEW BUSINESS:

2010 Tax Budget:

The Finance & Audit Committee met on May 13 to review the proposed summary Budget Report which the library is required to file with the County Auditors by May 31. This summary Budget Report is included in the packet along with a more detailed budget worksheet and other explanatory information.

As the level of PLF funding for the remainder of 2009 is uncertain, and no information is yet available for 2010, spending on library materials for the remainder of 2009 will be cut by \$20,000. At the end of the year, if additional money is needed to carryover into 2010, the planned transfer of \$15,000 from the General Fund to the Capital Projects Fund need not be made. However, the coming months will provide much more information on revenues and the Board can decide near the end of 2009 whether to make this transfer and whether the appropriations for 2010 need to reflect reduced spending. Mr. Chapman said that he would like to have this transfer made if at all possible in order to build up the Capital Projects Fund for future needs.

Mrs. Rinto asked about economic stimulus money. Unfortunately, so far the library has no qualifying projects.

Resolution 09-05-01:

Richard Rutledge moved and Martin Chapman seconded to adopt the 2010 Budget presented in summary form.
The resolution passed unanimously.

Cargo Clerk Position: The Personnel Committee met with Director Dillie on May 4 to discuss his proposal to create a new staff position to handle the packing and unpacking of library materials and additional clerical tasks. This position would not work directly with the public and would take over a daily task that requires increasing amounts of staff time. This position is budget neutral within the current staff budget. A memo summarizing the case for creating this classification and position is included in the Board packet, along with the Cargo Clerk job description.

Resolution 09-05-02:

Richard Rutledge moved and RuthAnn Rinto seconded to create the job classification Library Clerk I with a base pay of \$7.70 an hour, and succeeding steps of \$7.89, \$8.09, \$8.29, \$8.50. The resolution passed unanimously.

Resolution 09-05-03:

RuthAnn Rinto moved and Richard Rutledge seconded to create a new job position with the title of Cargo Clerk and the classification of Library Clerk 1.
The resolution passed unanimously.

NEW BUSINESS: (continued)

MPL Annual Report:

Director Dillie has drafted an annual report for 2008. Many libraries issue some sort of summary of the preceding year's activities, and some libraries spend a fair amount of money designing and printing four-color documents to distribute far and wide. The draft document included in the Board packet is two pages long, and will be posted on the library's website and sent out as a press release to local newspapers. It may also be given out to library patrons if they are interested.

Martin Chapman moved and RuthAnn Rinto seconded to accept the 2008 Minerva Public Library Annual Report. The resolution passed unanimously.

Strategic Planning:

The Board has expressed an interest in developing a strategic plan. Director Dillie has talked to Jan Haines, of the State Library of Ohio, who has facilitated the planning process for public libraries in Ohio for several years now. Her services are free and she is available this fall at the end of the September and the beginning of October to facilitate the community information meetings that would begin the planning process. Community involvement in the planning process usually involves a meeting or meetings with a focus group composed of members of various community groups.

The Board members would like to go ahead with this process. More information and sample plans will be available at the June meeting.

TRAVEL IN APRIL:

April 2 – 3, 2009 - Ohio Library Council Center for Public Investment Management/Fiscal Officers' Workshop – Columbus – Kelly Boggs – registration, mileage, hotel.

April 17, 2009 – Fiscal Officers Learning Group – Wooster – Kelly Boggs – mileage.

April 21, 2009 – NEO-RLS Membership Meeting – Tom Dillie – registration.

DIRECTOR'S REPORT:

Martin Chapman moved and RuthAnn Rinto seconded to accept monthly reports from the Director, Youth Services, and Adult Services, which are included in the packet. The resolution passed unanimously.

Monthly Library Statistics:

Statistics were included in the packet.

ACCEPT GIFTS:

Restricted Individual Contributions to the General Fund

None in April

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Donations	\$38.00	04/01/2009
Fines/Fees/Donations	\$22.00	04/06/2009
Donation for Disposed Books	\$17.01	04/06/2009
Fines/Fees/Donations	\$30.00	04/10/2009
Fines/Fees/Donations	\$44.03	04/13/2009
Fines/Fees/Donations	\$19.42	04/15/2009
Fines/Fees/Donations	\$16.00	04/16/2009
Donation for Disposed Books	\$23.29	04/20/2009
Fines/Fees/Donations	\$ 6.00	04/20/2009
Fines/Fees/Donations	\$20.00	04/22/2009
Fines/Fees/Donations	\$ 9.00	04/24/2009
Fines/Fees/Donations	\$19.00	04/29/2009
Total	\$263.75	

In-kind Gifts

Kenneth L. Simmons

1 paperback book

RuthAnn Rinto moved and Martin Chapman seconded to accept the gifts. The resolution passed unanimously.

ADJOURNMENT:

The meeting was adjourned at 7:35 p.m.

The next Regular Board Meeting will be held on June 24, 2009 at 6:30 pm in the Minerva Public Library Board Room.