

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
July 24, 2013**

Attendance:

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

Call to Order:

The meeting was called to order at 6:33 p.m.

Adjustments to Agenda: None

Public Participation: None

Minutes: Virginia Birks moved and Phil Zbasnik seconded to approve the minutes of the June 26, 2013 Board Meeting. The motion passed unanimously.

Old Business:

Upholstery Repair: As discussed at the last meeting, Fritz Upholstery will purchase one roll of the selects and cover as many chairs as they can. Then we will decide what to do with the rest of the chairs.

Service Desk Carpet Replacement: Director Dillie asked Dave Gotschall to stop by the library with the sample books for commercial carpet lines that he can purchase, to see if anything will suit.

Fiscal Officer's Report:

Monthly Financial Report: Richard Rutledge moved and Phil Zbasnik seconded to accept the monthly financial reports for June 2013. The motion passed unanimously.

PLF Distribution: The July distribution was \$54,249.14, down 3.9% from last July, and down 0.5% year to date. A reminder that Ohio's new biennium budget adjusted the PLF formula: the PLF now distributes 1.66% of the previous month's General Revenue Fund receipts. PLF distribution was frozen at various levels for the past several years which allowed us to predict monthly receipts. Monthly receipts will now vary with the state's monthly cash flows.

Unique Management: Unique Management's July invoice was \$116.35 for 13 placements.

Workers' Compensation: The library received a check for \$675.10 in July as a rebate from the Bureau of Workers' Compensation.

Supplemental Appropriations: Transfer \$604.00 from 1000-120-411-1000 Adult Books to 1000-120-415-0000 Interlibrary Loan Fees/Charges to pay first of two installments of annual delivery service invoice to State Library Board. The state has signed a new contract with Priority Dispatch and the rates have gone up a bit for this fiscal year and will rise again slightly in the next fiscal year. \$3510.89 was paid in July and an equal installment will be paid in January 2014.

Deputy Fiscal Officer: The position was discussed with several library employees, but didn't fit their current needs. The search will continue, widening its scope to non-employees of the library.

New Business

Updated Job Description: When Sue Miller took over the position of Cataloger at the end of 2010 following Deb Wylam's retirement, we merged duties from her previous position with those of the Cataloger position but neglected to update her job description. Sue has reviewed the new job description with Director Dillie and it does accurately encompass her duties.

Resolution 13-07-01: Virginia Birks moved and Richard Rutledge seconded to accept the job description for the position Library Associate II, Technical Services, Adult Services, as presented. The motion passed unanimously.

Hire New Library Custodian: David Duffy, who had worked for the library since 2008, died suddenly on July 8. Because of the amount of work the custodians do here, it was necessary to hire another part-time custodian as soon as possible. Rich Brown, the other part-time custodian, recommended a local gentleman as a possible candidate, and after meeting with him, Director Dillie hired him for the position.

Resolution 13-07-02: Richard Rutledge moved and Phil Zbasnik seconded to hire James Van Horne as part-time Library Custodian effective 07/22/2013. The motion passed unanimously.

Correspondence

No correspondence this month.

Travel and Meetings

Tom Dillie – SEO Biennial User's Group Meeting – lodging- \$81.62
Mary Jane Smith – OLC Conference fee - \$110.00

Kathryn Heller – Grant Programs – mileage - \$19.12

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

Monthly Library Statistics: Circulation was down again this month, about 2% from last year. Loans to SEO libraries were way below last, but since June, 2012, was month the consortium migrated to the new catalog system, the numbers for June are suspect. Door counts were up over 6% and question counts were up by 32%. As we've seen in previous months, our traffic is above or equal to that of previous years.

Acknowledge Gifts:

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Contributions	\$ 19.00	06/06/2013
Book Prospector	\$ 55.54	06/11/2013
Contributions	\$ 14.00	06/13/2013
Contributions	\$ 178.85	06/17/2013
Contributions	\$ 95.04	06/18/2013
Contributions	\$ 69.90	06/18/2013
Contributions	\$ 82.85	06/20/2013
Contributions	\$ 160.55	06/24/2013
Contributions	\$ 40.00	06/25/2013
Contributions	\$ 48.00	06/26/2013
Contributions	\$ 68.36	06/27/2013
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Total Restricted and Unrestricted	\$ 832.09	

In-kind Gifts

Candice Castle	1 hardcover; 1 paperback
Anonymous	14 hardcover; 10 trade paperbacks; 1 mass market Paperbacks; 21 DVDs

Adjournment: The meeting adjourned at 7:15 p.m. The next Regular Board Meeting will be held on August 28, 2013 at 6:30 pm in the Minerva Public Library Board Room.