

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

August 26, 2009

ATTENDANCE:

Trustees Roger Bartley, Martin Chapman, Ruth Ann Rinto (arrived at 6:43 p.m.), Richard Rutledge, Susan Smith and Pamela Swallen; Director Tom Dillie; Fiscal Officer Kelly Boggs.

CALL TO ORDER:

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

ADJUSTMENTS TO AGENDA:

Two items were added for discussion regarding parking and a donation.

PUBLIC PARTICIPATION:

None.

MINUTES:

Richard Rutledge moved and Martin Chapman seconded to approve the minutes of the July 22, 2009 regular meeting. The resolution passed unanimously.

OLD BUSINESS:

Strategic Planning:

The Board's ad hoc strategic planning committee met on Monday to discuss a planning timeline and a list of names of community members who will be invited to participate in two community information gathering meetings. A draft timeline and summary of the planning process is included in the Board packet. Proposed dates for the two community meetings are September 21 and 28. Community members to be invited will be from the library district area, including the townships surrounding Minerva, and will represent various community groups. The first meeting will be a general discussion of community needs. The second will focus on services responses the community would like the library to provide. After the two meetings, the library staff and Board will develop a 3-year strategic plan. The draft should be ready for the Board's approval in early 2010.

Library Website:

The new library website should go live on Friday, September 4.

FISCAL OFFICER'S REPORT:

Financial Reports:

RuthAnn Rinto moved and Susan Smith seconded to accept the attached monthly financial reports for July 2009. The resolution passed unanimously.

FISCAL OFFICER'S REPORT: (continued)

Public Library Fund:

The latest official revised estimate for 2009 is \$684,526.68. As of August, we have received 71% of this total, and year-to-date receipts are down 17% from last year. August receipts were down 22% from those of August 2008. The current estimate for 2010 is \$622,473.82.

2009 Appropriation:

Although the certified estimate of PLF funds was lowered again in July, the amendment to appropriations approved by the Board in July was sufficient to bring the amount appropriated to less than the amount of revenues plus carryover. Therefore, planned spending is still less than the amended appropriations and there is no need to amend the appropriations and file them with the county auditors again at this time.

FYI:

Unique Management's invoice for the month of July was \$116.35 for 13 placements. This is the largest number of placements in many months.

NEW BUSINESS:

Revised Job Descriptions:

The Personnel Committee met on Tuesday to review the revised job descriptions for all hourly staff positions, i.e. all positions except those of Director and Fiscal Officer. Most of the job descriptions at the library are 8-10 years old and well past time for revision. Over the past several months Director Dillie has worked with the two department managers and library staff to review all current job descriptions, gather the information needed to update them, and draft new descriptions in the same format for all positions. A summary of the changes and a sample of both the current job description are included in the Board packet. The Personnel Committee has reviewed all the descriptions and discussed them with the Director.

Resolution 09-08-01:

Richard Rutledge moved and Pamela Swallen seconded to approve the revised job descriptions for all hourly library staff. Effective 08/27/2009 these job descriptions will replace the job descriptions now in force for each position. The resolution passed unanimously. The Board expressed their expression for Mr. Dillie's work on the job descriptions.

NEW BUSINESS: (continued)

Public Service Policies Revisions:

Director Dillie requests a change to Public Service Policy 3.21 regarding the confidentiality of patron records and the release of patron information. Current policy requires the written permission or consent of a library patron to release library records or information to anyone other than the patron himself. That requirement is more restrictive than Ohio law and might be interpreted to preclude our current practice of allowing patrons to use the library card of someone else to pick up holds and check out materials.

Resolution 09-08-02:

Martin Chapman moved and Susan Smith seconded to amend the Public Service Policies of the library as described below.

Under Ohio law, a patron's library records or information shall not be made available to any agency of federal, state, or local government, or to any spouse or other individual other than the individual who is the subject of the record or information, except as pursuant to the following:

- For the records or patron information pertaining to minor children when requested by parents, guardians, or custodians.
- In accordance with a subpoena, search warrant, or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances.
- Upon the ~~written~~ request or with the ~~written~~ consent of the individual who is the subject of the record or information.

For library administrative purposes as defined by Ohio Revised Code 149.432

Correspondence:

Director Dillie drafted letters to Representative Okey and Senator Schiavoni thanking them for their work in the budget this summer and reminding them of the effect of the new state budget on library funding. Director Dillie also sent a letter to the News Leader for publication this week welcoming students back from their vacation and reminding them of the library's services and policy regarding patron conduct. Copies are included in the Board packet.

Travel:

Travel in July—none.

DIRECTOR’S REPORT:

Pamela Swallen moved and Susan Smith seconded to accept monthly reports from the Director and Youth Services, which are included in the packet. The resolution passed unanimously.

Monthly Library Statistics:

Statistics were included in the packet.

ADDITIONS TO THE AGENDA:

Director Dillie asked Trustee Susan Smith about a \$500 donation that she made in 2006. The items for which it was originally intended were not purchased. Director Dillie wanted to know if it was agreeable to Mrs. Smith and to the Board to use this donation along with another \$500 donation received last year to put up decorative fencing in additional areas of the landscape. The fencing that has already been installed looks nice and is serving its intended purpose of preventing shortcuts through the flower beds. Mrs. Smith and the Board agreed.

Director Dillie also received a request from Grace Chapel to allow parking in our lot when they hold Sunday services next door. The Board approved granting permission pending receipt of a certificate of insurance. This has been cleared with the library’s insurance company.

ACCEPT GIFTS:

Restricted Individual Contributions to the General Fund

Donation by Barbara Brown in memory of Richard Burdick	\$50.00	07/20/09
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Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$339.00	07/01/2009
Fines/Fees/Contributions	\$188.95	07/02/2009
Fines/Fees/Contributions	\$272.25	07/06/2009
Fines/Fees/Contributions	\$ 85.50	07/08/2009
Donation for Disposed Books	\$ 37.75	07/09/2009
Fines/Fees/Contributions	\$ 63.00	07/10/2009
Fines/Fees/Contributions	\$ 36.00	07/13/2009
Fines/Fees/Contributions	\$ 20.00	07/15/2009
Fines/Fees/Contributions	\$ 53.00	07/17/2009
Fines/Fees/Contributions	\$ 28.57	07/21/2009
Fines/Fees/Contributions	\$ 6.00	07/23/2009
Fines/Fees/Contributions	\$ 13.00	07/27/2009
Fines/Fees/Contributions	\$ 14.50	07/29/2009
Fines/Fees/Contributions (Youth Dept. Bank)	\$ 152.73	07/30/2009
Fines/Fees/Contributions	\$ 5.00	07/30/2009
Total	\$1315.25	

ACCEPT GIFTS (continued):

In-kind Gifts

No in-kind gifts in July. However, several volunteers have worked on weeding the landscaped areas around the library. Director Dillie has sent thank you notes to all the volunteers.

OTHER DISCUSSION:

Other items discussed during the course of the meeting included effects of reduced library hours and spending on patrons, how many copies are ordered of bestselling and popular items, fund-raising ideas such as a giving tree for new library materials, and the use of volunteers for shelving or other tasks. These ideas can be discussed at future meetings in more detail.

ADJOURNMENT:

The meeting was adjourned at 7:52 p.m.

The next Regular Board Meeting will be held on September 23, 2009 at 6:30 pm in the Minerva Public Library Board Room.