

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

September 23, 2009

ATTENDANCE:

Trustees Roger Bartley, Martin Chapman, Denise Freeland, Richard Rutledge, and Susan Smith; Director Tom Dillie; Fiscal Officer Kelly Boggs.

CALL TO ORDER:

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

ADJUSTMENTS TO AGENDA:

None.

PUBLIC PARTICIPATION:

None.

MINUTES:

Richard Rutledge moved and Susan Smith seconded to approve the minutes of the August 26, 2009 regular meeting. The resolution passed unanimously.

OLD BUSINESS:

Strategic Planning:

The first community information gathering meeting was held on Monday, September 21. President Bartley reported that he, Director Dillie and ten community members attended the meeting. Strengths, weaknesses, opportunities and threats facing the community were discussed. The attendees were asked to choose the top five service areas needed for the community, to be discussed at the second meeting next week.

The library will also be working in partnership with the Ohio Benefits Bank. This organization helps residents of rural areas determine what state services they may qualify for and how to apply. The library can assist by providing computers and meeting rooms.

Library Website:

The new library website went live on Friday, September 4, and is working well. The new website will be easier to update.

Landscaping Improvements:

The additional fencing which was discussed at the last meeting was not installed, as it turns out that it is not very durable and is prone to rust. Adult Services Manager Starling is looking into ground cover for the traffic island next to the drive through lane, and to fill in the window well area outside of the Youth Services department. These improvements will be paid for using some of the money donated by Julie Egan.

FISCAL OFFICER'S REPORT:

Financial Reports:

Denise Freeland moved and Susan Smith seconded to accept the attached monthly financial reports for August 2009. The resolution passed unanimously.

Public Library Fund, Stark County Distribution– Our percentage of Stark County's PLF distribution will increase slightly from 4.16391208 in 2009 to 4.19120199 in 2010, reflecting our increased circulation during 2008. The current certified estimate of 2010 PLF funds Minerva Public Library is to receive from Stark County is \$459,424.43. This total does not include the funds to be received from Carroll and Columbiana Counties.

Transfers within the General Fund—The library needs to add money to its supply funds to cover expenses for the rest of the year. We have spent more on florescent tubes and light ballasts than anticipated in the Maintenance/Repair line. And the purchase of extra printer toner for the new Youth Services color laser printer, and the purchase of the library tote bags for resale, stretched the Office and Program Supply line more than expected.

Resolution 09-09-01:

Martin Chapman moved and Richard Rutledge seconded to transfer money between operating expenses fund accounts as specified below:

- * \$1,400.00 from 1000-100-411-2000 Youth Department- Books to 1000-100-452-0000 Property Maintenance/Repair Supplies & Parts.
- * \$1,400.00 from 1000-100-411-2000 Youth Department- Books to 1000-100-451-0007 General Administrative Supplies – Office and Program Supplies

FYI:

Unique Management's invoice for the month of August was \$98.45 for 11 placements.

NEW BUSINESS:

Library Trustees Terms Expiring:

RuthAnn Rinto and Susan Smith's terms on the Board expire in December.

Susan Smith said that she would like a little time to consider whether or not she wishes to serve for another term.

RuthAnn Rinto was not present at the meeting.

Correspondence:

Representative Okey's office replied to the letter Director Dillie and President Bartley sent last month about library funding.

Travel:

Travel in August —none.

DIRECTOR’S REPORT:

Susan Smith moved and Denise Freeland 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.

ACCEPT GIFTS:

Restricted Individual Contributions to the General Fund

No restricted contributions in August.

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 29.50	08/03/2009
Fines/Fees/Contributions	\$ 79.50	08/04/2009
Donation for discarded books	\$ 54.03	08/04/2009
Fines/Fees/Contributions	\$ 16.00	08/10/2009
Fines/Fees/Contributions	\$ 25.87	08/11/2009
Fines/Fees/Contributions	\$ 78.09	08/12/2009
Fines/Fees/Contributions	\$ 20.00	08/13/2009
Fines/Fees/Contributions	\$ 6.00	08/17/2009
Fines/Fees/Contributions	\$ 20.00	08/19/2009
Fines/Fees/Contributions	\$ 18.10	08/24/2009
Fines/Fees/Contributions	\$ 33.00	08/27/2009
Total	\$ 380.09	

In-kind Gifts

Jill Walters Four J hardbacks; eight J paperbacks; and
One pop-up J book.

Mike Simms	Subscription to English Garden Magazine
Kenneth Simmons	One paperback adult book
Sharon Morgenstern	One paperback J book
Katie Smith	One J hardback
Susan Smith	One J hardback

ADJOURNMENT:

The meeting was adjourned at 7:02 p.m.

The next Regular Board Meeting will be held on October 28, 2009 at 6:30 pm in the Minerva Public Library Board Room.