

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
September 26, 2012**

Attendance:

Trustees 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 6:40 p.m.

Adjustments to Agenda:

Notification that Workers' Compensation audit of 2011 will be scheduled soon.

Public Participation:

None

Minutes:

Louanne Kiko moved and Phil Zbasnik seconded to approve minutes of the August 22, 2012 Board Meeting. The resolution passed unanimously.

Old Business:

Carpeting Update: The carpet installation is scheduled to begin Monday, October 8, and will finish up that Friday. The lower level will be closed to the public that week, and will open back up to the public on Saturday, October 13.

Plumbing update: Catlett Plumbing installed the backflow preventer on 08/27 and finished the work in one day. They also tested the moisture alarm and it worked properly.

Library Associate I, Youth Services: Mrs. Heller has selected Terri Kempthorne as the new LA I and she started work on 09/03.

Resolution 12-09-01: Louanne Kiko moved and Phil Zbasnik seconded to hire Terri Kempthorne as a part-time Library Associate I in Youth Services at a wage of \$8.65 an hour effective September 3, 2012. The motion passed unanimously.

Stark County PLF Distribution Formula: The Directors and Fiscal Officers of the seven public libraries in Stark county met at North Canton PL on 09/05 and reached a consensus on changes to the formula. The sticking point was using service area population as a new factor. The Directors agreed to compromise and add number of registered borrowers to service area population to make one new factor. The libraries will report statistics under this new formula in 2013;

and the formula first will be applied to the distribution in 2014. Directors also agreed to revisit or review the formula in five years. A revised summary of the formula revision is included in the Board Packet.

Fiscal Officer's Report:

Financial Report:

Virginia Birks moved and Louanne Kiko seconded to accept the monthly financial reports for August, 2012.

PLF Distribution: The September distribution was down 1.5%, and the year-to-date down 7.1% from last year, as expected.

Unique Management: Still no invoicing from Unique Management due to migration to new catalog system, however processing of outstanding balances has begun and will encompass June through current. Reports will be sent for our review, and if all looks good we should be invoiced in October.

Supplemental Appropriations: Transferred \$15.00 from 1000-100-390-0000 Other – Purchased and Contracted Services to 1000-100-343-0000 Fidelity Bond Premiums.

Deputy Fiscal Officer: A criminal background check was done for Nicole Weber, with no results. Additional hours are currently being worked by Deputy Fiscal Officer Weber for training, which is going well.

Workers' Compensation Audit: An auditor from the Bureau of Workers' Compensation will be scheduling an audit of the library's 2011 payroll-related reports.

New Business:

Stark County PL Distribution for 2013: The Stark County Auditor's Office has sent out the distribution chart for 2013 and a copy is included in the Board packet. Minerva, Massillon, and Canal Fulton Public Libraries all saw a drop in their multipliers, while the other four libraries saw an increase. Minerva's drop is very small, -0.005, and is similar to other occasional year-to-year drops we have seen since 1988; the general trend for Minerva has always been upward and we are not concerned about such a small one year drop. We also have received the 2013 distribution amounts from the Carroll and Columbiana County Auditors. Note that the dollar amounts calculated for 2013 are very much an estimate because we do not know what percentage of the General Revenue Fund will

be allocated to the PLF in the next biennium budget beginning in July, 2013. A copy of a letter from the Ohio Department of Taxation is included in the Board Packet. Note that the Department will not provide a updated certified estimate for 2013 to calculate the change in distribution in the second half of the year.

Staff In-Service Morning: During the week of the carpet installation there will be an in-service morning on Thursday 10/11 in order for staff to meet together as a whole for some training. The library will open at noon on that Thursday.

Resolution 12-09-02: Louanne Kiko moved and Virginia Birks seconded to close the library for a staff in-service morning and then open the library to the public at noon on Thursday, October 11. The motion passed unanimously.

Meeting of Personnel Committee: Director Dillie would like to schedule a meeting of the personnel committee consisting of Virginia Birks, Richard Rutledge, and Louanne Kiko, to review proposed changes to the wage schedule. The exact date and time of the meeting, which will take place before the next Board meeting, will be decided later.

Information: Jim Bowser resigned from the position of Library Clerk I effective 09/14/2012.

Correspondence:

None

Travel:

Mary Jane Smith - OLC Fiscal Officer Conference –Columbus, OH –\$311.62

Director's Report:

Richard Rutledge moved and Virginia Birk seconded to accept monthly reports from the Director, and the Youth Services Manager.

Monthly Library Statistics: August in-house circulation was down 5% from this time last year, and SEO loans were also down dramatically which put total circulation at 10.5% below that of August, 2011. However, at the end of the month we solved the problem of the drop in SEO loans. Because the consortium software is now distributing the loan requests to the various differently than it used to, we need to run a list of holds several times a day. Staff began doing so the last week of August, and we saw an immediate increase of the number of items Minerva loans to other libraries. We appear now to be back on our usual upward trend in SEO loans which in turn bolsters our over all circulation numbers. Door counts were up 6% over August, 2011, and are now ahead just over 5% year-to-date.

Gifts Accepted in August:

Restricted Donation

YMCA of Stark County	\$ 50.00	08/13/2012
----------------------	----------	------------

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 33.00	08/01/2012
--------------------------	----------	------------

Denise Laubacher	\$ 20.00	08/01/2012
------------------	----------	------------

Fines/Fees/Contributions	\$ 35.00	08/06/2012
--------------------------	----------	------------

Fines/Fees/Contributions	\$ 23.00	08/08/2012
--------------------------	----------	------------

Fines/Fees/Contributions	\$ 40.00	08/21/2012
--------------------------	----------	------------

Fines/Fees/Contributions	\$ 20.00	08/27/2012
--------------------------	----------	------------

Total Restricted and Unrestricted	\$221.00	
-----------------------------------	----------	--

In-kind Gifts

Anonymous	27 hardcovers; 5 mass market paperbacks; 17 DVDs; 5 CD; 3 pieces of framed art
-----------	--

Adjournment:

The meeting was adjourned at 7:37 p.m.

The next Regular Board Meeting will be held on October 24, 2012 at 6:30 pm in the Minerva Public Library Board Room.