

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

October 28, 2009

ATTENDANCE:

Trustees Roger Bartley, Martin Chapman (arrived at 6:52 p.m.), Denise Freeland, RuthAnn Rinto, 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:

None.

PUBLIC PARTICIPATION:

None.

MINUTES:

RuthAnn Rinto moved and Denise Freeland seconded to approve the minutes of the September 23, 2009 regular meeting. The resolution passed unanimously.

OLD BUSINESS:

Moved to the end of the meeting.

FISCAL OFFICER'S REPORT:

Financial Reports:

Pamela Swallen moved and Denise Freeland seconded to accept the attached monthly financial reports for September 2009. The resolution passed unanimously.

Spending reductions made so far this year have enabled the library to offset reduced revenues and preserve the carryover which existed at the beginning of 2009. Some of this carryover will be needed in 2010. There are no plans to transfer money from the capital projects fund for operations.

PLF Distribution:

October's distribution was 23% below that of October, 2008, leaving us 17.5% below 2008 year to date. That year to date drop has been steady for three months now.

FISCAL OFFICER'S REPORT: (continued)

2009 Amended Appropriations:

One amendment to 2009 Appropriations was already approved by the Board in July. The spreadsheet in the packet shows this amendment, plus further changes to the certified estimate of Public Library Fund revenues, and proposed further amendments to appropriated expenditures. The proposed further amendments to expenditures reflect items already discussed and approved at earlier Board meetings. Amending appropriations will bring the budget further in line with expected spending for the remainder of 2009.

Approve Resolution 09-10-01:

To amend the 2009 Minerva Public Library appropriation (originally approved on December 17, 2008 in the amount of \$921,395 and amended on July 22, 2009 to the amount of \$852,300) and to submit a revised appropriation of \$809,806 to the County Auditors.

2010 Temporary Appropriations:

Fiscal Officer Boggs and Director Dillie recommend that the Board approve Temporary rather than Permanent Appropriations for the year 2010 at the November 2009 Board Meeting. By deferring approval of Permanent Appropriations until after the start of the new year, budgeted carryover can be adjusted to the actual amount and any changes to estimated PLF received by January can also be reflected in the totals then appropriated for 2010.

As temporary appropriations will be prepared, the Finance and Audit Committee will defer meeting until January and will review 2010 Permanent Appropriations at that time.

FYI:

Unique Management's invoice for the month of September was \$35.80 for 4 placements, a return to our usual rate after several months of more than usual placements.

NEW BUSINESS:

Library Trustee Search:

Trustees RuthAnn Rinto and Susan Smith have informed President Bartley that they do not wish to be reappointed to the Board when their terms expire this December. Both Trustees stated that they have enjoyed their time serving on the Board, but they would like to move on to other challenges.

NEW BUSINESS: (continued)

Denise Freeland, Martin Chapman, Pam Swallen, and Roger Bartley agreed to form an ad hoc committee to compile a list of candidates. A suggested timeline follows.

- November Meeting—Board reviews list of candidates, asks President Bartley to confirm with selected candidates that those two candidates would accept appointment to the Board
- December Meeting—President Bartley reports to the Board which approves a resolution requesting the Board of Education to appoint the two candidates; Director Dillie contacts the Board of Education in writing and requests the appointment of the two candidates at its first January meeting.
- January Meeting—The annual organization meeting is included as part of the regular January meeting; the resolutions passed at the January 2009 Organization meeting are in force until the 2010 Organization meeting.

Director and Fiscal Officer Performance Evaluations:

It is time for the annual performance evaluations for the library's two contract positions. It was noted that some minor changes were needed to the evaluation forms. Director Dillie will make the corrections and send the forms out to the Personnel Committee. The Director and Fiscal Officer will also complete a self-evaluation and forward this to the committee members. The following timeline was suggested for the evaluation process:

- The Personnel Committee will meet prior to the November Board meeting.
- November meeting—Evaluation committee reports to the Board in Executive Session; Board members discuss job performance of Director and Fiscal Officer.
- December Meeting— The Board, if it chooses to do so, passes in open session resolutions to re-appoint Director and Fiscal Officer. Contracts for Director and Fiscal Officer available for signatures.

Staffing Changes:

Mary Ann Hays, Library Associate I, Youth Services, has submitted her notice of resignation with her last day of work set for December 29, 2009. This position needs to be filled, and Director Dillie has posted the job announcement for internal applications. If the position is filled internally, this may open up the Cargo Clerk position, which was created earlier this year but not filled due to the budget reductions.

Adult Services Manager Fairy Ann Starling has submitted her notice of resignation with her last day of work set for January 29, 2010. Director Dillie intends to leave that position open for the rest of 2010.

Correspondence:

None.

Travel:

None.

DIRECTOR’S REPORT:

Denise Freeland moved and RuthAnn Rinto 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 September.

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 24.00	09/02/2009
Fines/Fees/Contributions	\$ 3.00	09/03/2009
Donation for discarded books	\$ 13.00	09/09/2009
Fines/Fees/Contributions	\$ 12.00	09/10/2009
Fines/Fees/Contributions	\$ 19.50	09/14/2009
Fines/Fees/Contributions	\$ 37.56	09/16/2009
Fines/Fees/Contributions	\$ 8.00	09/21/2009
Fines/Fees/Contributions	\$ 5.00	09/23/2009
Fines/Fees/Contributions	\$ 28.50	09/24/2009
Fines/Fees/Contributions	\$ 20.00	09/28/2009
Fines/Fees/Contributions	\$ 20.00	09/30/2009
Total	\$ 190.56	

In-kind Gifts

Lori Davis	1 set of DVDs for adult collection
Mary Ann Hays	1 paperback book

OLD BUSINESS:

Strategic Planning:

Two community information gathering meetings were held last month, on 09/21 and 09/28. The community group did good work and agreed upon a number of library service responses to define the role of the library should fill in the community. A summary of the information is included in the Board packet.

The service responses selected as priorities by the community group included:

- * Connect to the Online World – Public Internet Access
- * Satisfy Curiosity – Lifelong Learning
- * Stimulate Imagination – Reading, Viewing and Listening for Pleasure
- * Nurture Young Readers – Early Literacy and Homework Help

OLD BUSINESS: (continued)

At the next staff meeting, Director Dillie and the staff will have a brainstorming and information gathering session. Next Director Dillie will meet with the managers. Director Dillie asked the Board members at what point they would like to be involved in the process, whether early on or when a proposed document is presented to them for their review. The Board agreed that they would like to have a document prepared and presented to them.

ADJOURNMENT:

The meeting was adjourned at 7:58 p.m.

The next Regular Board Meeting will be held on November 18, 2009 at 6:30 pm in the Minerva Public Library Board Room.