

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
March 26, 2014**

Attendance:

Trustees Virginia Birks, Louanne Kiko, Rebecca Miller, Diane Ruff, Richard Rutledge, and Phil Zbasnik; Director Tom Dillie; Fiscal Officer Mary Jane Smith.

Call to Order:

The meeting was called to order at 6:36 p.m.

Adjustments to Agenda:

None

Public Participation:

None

Old Business

Sewer Backup Repair Update: The tile crew finished the restrooms on 03/06, cleaned up, and decamped. That work was last repair related to the sewer back up. We are still waiting for reimbursement for the elevator service call on 01/06; otherwise all the bills from this incident are accounted for. The insurance will pay Belfor's bill of \$30,900 for the mitigation and restoration work. Director Dillie reported that Dave Harp has told Village Council that there is a problem in the sewer line and that he is requesting bids on the work. Harp hasn't contacted the library with this information, and Director Dillie will talk to Harp to find out more. Mrs. Kiko expressed her concern that the library should take what measures it can to prevent any further problems. Director Dillie will find a plumbing contractor to take a look at the sewer line. There has been no follow-up from Catlett.

Burst Sprinkler Update: The clean-up from the burst sprinkler on 02/17 is complete except for replacing the ceiling tile. The custodians and Director Dillie are working on that task, but have discovered that many tiles will need to be trimmed to fit. Director Dillie will look into hiring a handyman to do the job. The drinking fountain upstairs continues to spring new leaks each time Catlett's fixes it and starts it up again. Alvin Catlett suggests replacing the entire unit with one that mounts on the wall.

Ohio and the Civil War Exhibit: The traveling exhibit has been on display since 02/22; Director Dillie will pack it up on 03/27 so that it is ready to be picked up the next day. While there has not been a crowd visiting the exhibit, turn-out for the programs has been pretty good. The library has hosted six speakers so far, with a total attendance of 197.

Secure Storage: Director Dillie has decided to use Allied InfoTech for secure storage of microfilm instead of using three safe deposit boxes as it is more cost effective. The library had signed a year lease for 3 boxes at PNC. If PNC will take two back without penalty, we will move the microfilm to Allied Infotech's storage facility this year; if not, we will move it next year when the lease is up. The library will keep one safety deposit box to store CDs of the Library's financial reports.

Regular Meeting Business

Minutes: Louanne Kiko moved and Virginia Birks seconded to approve the minutes of the February 26, 2014 Board meeting. The motion passed unanimously.

Fiscal Officer's Report

Monthly Financial Report: Virginia Birks moved and Louanne Kiko seconded to accept the monthly financial reports for February, 2014. The motion passed unanimously.

PLF Distribution The March distribution was \$35,816.35, down 4.4% from last March, and down 0.8% year to date.

Reallocated Appropriations: \$939.00 out of account 1000-230-390-0000 Other-Purchased and Contracted Services and into account 1000-230-341-0000 Property Insurance Premiums to pay Whitaker-Myers property insurance premium.

Audit Update: The Auditor of State's office has selected Alger & Associates to audit the library from January 1, 2012 through December 31, 2017 at a cost of \$4,000 per audit. The 2012-2013 audit is scheduled to begin May 1, 2014. Each Trustee completed a Risk of Fraud form required by the auditors. Trustees agreed to waive a pre-engagement meeting with the auditors.

Unique Management: Unique Management's February invoice was \$89.50 for 10 placements.

Health Insurance Payments: Mrs. Kiko asked at the last Board Meeting how it was that the library had in January already paid 13% of the year's projected health insurance expenditures. Fiscal Officer Smith reported that the library pays both the January and February premium in January, and thereafter in the current month pays next month's premium. So the library makes twelve payments in the year, but two in January and none in December.

New Business

Service Contracts: The library has signed an agreement with Down to Earth Landscaping to mow library property and clean up leaves as needed. Down to Earth is a local company and has offered the same price of \$40 per mowing for three years now. The library has also signed an agreement with Vasco Asphalt to seal and stripe the parking lot sometime this spring for \$2,187; Vasco did the same work for the library in 2010. The library has signed a new electric contract with Direct Energy for a rate of 6.5 kWh all inclusive for the next 36 months. Mrs. Kiko and Mrs. Birks asked about maintaining the landscaping this year. There was general discussion and Director Dillie said that he would check with Down to Earth about the cost of spraying and weeding throughout the season.

Louanne Kiko moved and Virginia Birks seconded to accept the contracts with Down to Earth Landscaping, LLC., Vasco Asphalt, and Direct Energy. The motion passed unanimously.

Property and Liability Insurance: We have renewed the library's property and liability insurance with the Ohio Plan. The premium for 2014-2015 is \$7,539 after a \$550 discount. That is an increase of \$1,056 over 2013-2014's discounted premium of \$6,483. The claims the library made for the sewer back-up and burst sprinklers this year have raised the premium substantially for the first time since the library contracted with the Ohio Plan in 2007.

Rebecca Miller moved and Phil Zbasnik seconded to accept the contract with the Ohio Plan for Property and Liability Insurance for 2014-2015. The motion passed unanimously.

Disc Resurfacing Machine: The library has purchased a new RTI Eco-Smart disc resurfacing machine to repair damaged optical discs. The company ran a sale for the PLA Conference with a discount on new machines, a good trade-in credit for the library's nine-year-old machine, and free shipping both ways. Because this new machine is much more efficient and requires much less staff attention than the old one, we now can offer disc resurfacing to the public for a small fee.

IPads: The library has purchased two iPads for use in the Youth Services Department. We have also purchase an adapter for so that the iPads can be used with the library's projector.

Annual Report: The library's 2013 Annual Report is ready to post pending Board approval.

Resolution 14-03-01: Louanne Kiko moved and Diane Ruff seconded to approve the 2013 annual report for release to the public. The motion passed unanimously.

Correspondence

The Ohio Library Council's annual Legislative Day is April 2, libraries are asked to send representatives to Columbus to meet with the legislators who represent the library's service area, or to at least contact their area legislators. Director Dillie has drafted a letter for the Board to send to Representative Hagan and Senator Oelslager.

Travel

Tom Dillie – Public Library Association – Biennial Conference fee- \$425.00.

Director's Report

Louanne Kiko moved and Rebecca Miller seconded to accept monthly reports from the Director and the Youth Services Manager. The motion passed unanimously.

Monthly Library Statistics: The upstairs door count was the highest February count ever seen here, but the downstairs was off because of the many days of bad weather when classes did not come to visit. Circulation also continues its downward slide. An overview of library activity statistics for the past several years is included in the Board packet.

Acknowledge Gifts

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 21.50	02/03/2014
Fines/Fees/Contributions	\$ 19.75	02/12/2014
Fines/Fees/Contributions	\$ 57.15	02/25/2014
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Total Restricted and Unrestricted	\$ 98.40	

In-kind Gifts

anonymous	19 hardcovers; 18 trade paperbacks; 2 DVD
Book Farm, Inc.	45 children's hardcovers

Adjournment

The meeting adjourned at 7:44 p.m.

The next Regular Board Meeting will be held on April 23, 2014 at 6:30 pm in the Minerva Public Library Board Room.