

MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

April 20, 2011

Attendance:

Trustees Roger Bartley, Virginia Birks, Denise Freeland, Richard Rutledge, and Pamela Swallen (arrived at 6:40 p.m.); Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

The meeting was called to order at 6:32 p.m.

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Denise Freeland moved and Richard Rutledge seconded to approve minutes of the March 23, 2011 Board Meeting. The resolution passed unanimously.

Old Business:

Replacing Computers:

Director Dillie ordered 21 off-lease, refurbished, Dell Optiplex 755 computers on 04/13; they should arrive soon. Installation will then be scheduled with the tech support from NEO.

Board Bylaws:

At its March meeting, the Board appointed an ad-hoc committee to review a draft of a new set of bylaws. The committee will meet in early May.

Liquor Permit:

The library received a notice of a request by Rocky's III for a change to its liquor permit. The Board discussed the permit at its March meeting, and did not object, but wondered what the specific change was. Director Dillie called the permit enforcement phone number and was told that Rocky's is changing its ownership structure, and change requires the permit to be modified.

Old Business: (continued)

Depository Contracts:

At its March meeting the Board approved depository contracts with several area banks. Huntington Bank, which employs Trustee Dick Rutledge, was not included in that resolution because of the question of whether, in this instance, the library would be permitted to do business with a Trustee's employer. Director Dillie contacted OLC to find out if there was a legal opinion on this matter by OLC's Counsel. There is an opinion and a copy was included in the Board packet for the Trustees' review. Per this opinion, the Board requested that a motion be prepared to approve a depository contract with Huntington Bank at the next meeting. Mr. Rutledge will abstain from any discussion or voting on this matter.

Fiscal Officer's Report:

Financial Reports:

Richard Rutledge moved and Pamela Swallen seconded to accept the monthly financial reports for March 2011. The resolution passed unanimously.

PLF Distribution:

The April distribution was up 14.7% from last year, and year-to date receipts are up 10.3%. Year-to-date receipts are also up 4.8% from the current estimate. We hope this sharp upward trend continues so that we can boost our receipts for the proposed freeze and reduction in the next biennium.

Unique Management:

Unique Management's invoice for the month of February was \$62.65 for 7 placements.

2012 Tax Budget:

A meeting of Finance & Audit Committee will be scheduled to review the 2012 tax budget some time before the May board meeting. The budget must be approved by the Board and sent to the County Auditors and Minerva Local Schools by May 31.

Ohio Executive Budget Proposal 2012-13:

There have been no changes in legislature to the Governor's proposed freeze and 5% reduction in the PLF distribution for the next biennium. The proposed budget is still being worked on in the various committees.

New Business:

Budget Commission Meeting:

Director Dillie and Fiscal Officer Boggs attended a meeting of the Stark County Budget Commission on April 19 along with the Directors and Fiscal Officers from the other public libraries in Stark County. Representatives of all seven library districts spoke regarding the possibility of a change to the existing distribution formula of Public Library Fund money in Stark County. The Budget Commission requested that the libraries continue to meet with the goal of suggesting an update to the formula that will be agreeable to all. Director Dillie intends to compose a letter as a follow-up to the meeting.

Correspondence:

Several of the public libraries in Stark County have responded to the letter sent in March by Stark County District Library Director Kent Oliver to the County Auditor. Copies of the responses from Canal Fulton, Louisville, Massillon, and North Canton, and Rodman are enclosed in the Board packet. Director Dillie drafted a response, shared it with the Board via e-mail, and discussed it in person with President Bartley. That letter was mailed on April 12 and a copy is included in the Board packet.

Travel:

- March 10, 2011 – OEBC Insurance Board meeting, Kelly Boggs, mileage to Warren, Ohio.
- March 24-25, 2011 – Ohio Library Council/Center for Public Investment Management Fiscal Officers Conference (required annual investment training), Kelly Boggs, registration, mileage to Columbus, parking, hotel.

Director's Report:

Virginia Birks moved and Denise Freeland seconded to accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet. The resolution passed unanimously.

Monthly Library Statistics:

In-house circulation was down slightly from March, 2010, but still up almost 2% year-to-date. When SEO loans are added in, circ is up over 3% year-to-date.

Accept Gifts:

Per Resolutions #11-01-04 and #11-01-05, all monetary gifts and all in-kind gifts recommended for addition to the library's collection are accepted by the Director and reported to the Board at its next regular meeting. Following are the gifts received during the month of March 2011:

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

None

Donation—Youth Services	\$18.00	03/08/2011
Contributions/Donations	\$34.54	03/09/2011
Contributions/Donations	\$42.00	03/22/2011
Contributions/Donations	\$12.00	03/29/2011
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Total Restricted and Unrestricted	\$106.54	

In-kind Gifts

Anonymous	46 hardcovers; 26 trade paperbacks; 38 mass market paperbacks; 12 DVDs
Virginia Birks	8 DVD sets
Tom Dillie	1 hardcover; 9 trade paperbacks; 1 DVD
Ohio Employee Ownership Center	1 trade paperback

Adjournment:

The meeting was adjourned at 7:36 p.m.

The next Regular Board Meeting will be held on May 25, 2011 at 6:30 p.m. in the Minerva Public Library Board Room.