

**Minerva Public Library  
Board of Trustees Meeting Minutes  
January 28, 2015**

**Attendance**

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

**Call to Order**

The meeting was called to order at 6:35 p.m. in the Library Board Room.

**Adjustments to the Agenda**

None

**Public Participation**

None

**Oath of Office to Fiscal Officer:**

Board President Bartley administered the oath of office to Fiscal Officer Mary Jane Smith.

**Annual Organization Meeting Business:**

Rebecca Miller moved and Diane Ruff seconded to reelect President Roger Bartley, Vice-President Richard Rutledge, and Secretary Virginia Birks to their offices for 2015, and to appoint the following committees:

Building & Grounds – Virginia Birks, Diane Ruff, and Phil Zbasnick

Finance and Audit – Roger Bartley, Louanne Kiko, and Richard Rutledge

Personnel – Virginia Birks, Diane Ruff, and Richard Rutledge

Policy Committee – Louanne Kiko, Rebecca Miller, and Phil Zbasnik

Development Chair – Roger Bartley

The motion passed unanimously.

Virginia Birks moved and Diane Ruff seconded that March 25, 2015 at 6:20 be established as the meeting date for Records Commission (all 7 members of the Bard, the Fiscal Officer, and the Director), and the monthly meeting schedule for 2015. The motion passed unanimously. Meetings will be held at 6:30 p.m. on the 4<sup>th</sup> Wednesday of each month, except for the months of November and December when the meeting will be held the 3<sup>rd</sup> Wednesday of the month, or

otherwise as may later be scheduled by the Board. The 2015 regular meeting schedule is:

|             |           |              |
|-------------|-----------|--------------|
| January 28  | May 27    | September 23 |
| February 25 | June 24   | October 28   |
| March 25    | July 22   | November 18  |
| April 22    | August 26 | December 16  |

Note: A complete copy of each month's Board packet will be kept as a permanent file copy.

Note: Resolutions are numbered beginning with the last two digits of the year, followed by a dash and a two-digit number for the month, followed by a dash and a two-digit number for the resolution: in January 2015, resolutions are numbered 15-01-01, 15-01-02, 15-01-03, etc.

Virginia Birks moved and Rebecca Miller seconded resolutions 15-01-01, 02, 03, 04, and 05 which follow:

**Resolution: 15-01-01:** that the Director be appointed and authorized to act as the Board of Trustees' Purchasing Agent for goods and services within the annual appropriated amounts per fund throughout fiscal year 2015 and continuing through to the 2016 organization meeting.

**Resolution: 15-01-02:** that the Library Director be authorized to spend up to \$3,525.00 in consumables from the General Fund, for staff and library programs throughout the fiscal year 2015 and continuing through to the 2016 organization meeting, as long as said expenditures fall within the 2015 or 2016 Appropriation Resolution(s) adopted by the Board of Trustees.

**Resolution: 15-01-03:** that the Library Director be authorized to approve travel expenses in an amount not to exceed \$700.00 per employee per event throughout fiscal year 2015 and continuing through to the 2016 organization meeting, as long as said expenditures fall within the 2015 or 2016 Appropriation Resolution(s) adopted by the Board of Trustees.

**Resolution: 15-01-04:** to authorize the Library Director to accept all monetary gifts and donations as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2015 and continuing through to the 2016 organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

**Resolution: 15-01-05:** that the Library Director be authorized to accept all “in-kind” gifts as described in Section 1.7 of the *Minerva Public Library Public Services Policy Manual* throughout the fiscal year 2015 and continuing through to the 2016 organization Meeting. The Board of Trustees confers upon the Director the responsibility for assessing which gifts are to be added to the Library’s collection or to be disposed of through the “Donation” book cart or otherwise. All individual “in-kind” gifts that the Director adds to the Library’s collection will be reported to the Board of Trustees at their next monthly regular meeting.

The motion to approve Resolutions 15-01-01, 02, 03, 04, and 05 passed unanimously.

Richard Rutledge moved and Rebecca Miller seconded resolutions 15-01-06, 07, and 08 which follow:

**Resolution: 15-01-06:** to renew the Public Official Bond in the amount of \$35,000 for Mary Jane Smith, Fiscal Officer, for the period of one year upon expiration of the current bond in 2015.

**Resolution: 15-01-07:** that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2015 and continuing until the 2016 organizational meeting, as long as said bills fall within the 2015 or 2016 Appropriation Resolutions(s) adopted by the Board of Trustees. All paid bills will be reported to the Board of Trustees at their next monthly regular meeting. The Fiscal Officer is also authorized to invest Library monies as legally permitted and in adherence with and accordance to the Library’s Investment Policy and Depository Contracts awarded for periods inclusive of fiscal year 2015 and continuing through to the 2016 organization meeting as approved by the Board.

**Resolution: 15-01-08:** that the Fiscal Officer, as authorized by law, be permitted to make transfers within the same fund and category of object account number as listed in the Chart of Accounts and those that do not change the total appropriations of each fund (such as from 1000-100-411-0000 to 1000-100-413-0000) and provided that such changes in appropriations be reported to the Board of Trustees at their next monthly regular meeting. Transfers within the same funds, different category of object account number (such as from 1000-100-411-0000 to 1000-100-322-0000), and transfers between different funds still require prior authorization by the Library Board of Trustees. This authority is for fiscal year 2015 and continues through to the 2016 organization meeting.

The motion to approve Resolutions 15-01-06, 07, and 08 passed unanimously.

## **Regular Meeting Business**

**Minutes:** Louanne Kiko moved and Rebecca Miller seconded the motion to approve minutes of the December 17, 2014 Board Meeting as presented. The motion passed unanimously.

## **Fiscal Officer's Report**

**Monthly Financial Reports:** Louanne Kiko moved and Diane Ruff seconded to accept the Monthly financial reports for December, 2014. The motion passed unanimously.

**PLF Distribution:** The January distribution was \$56,551.07, up 4.6% from last January and year to date.

**Unique Management:** Unique Management's December invoice was \$116.35 for 13 placements.

**Reallocated Appropriations:** None

**Bonds:** The Fiscal Officer is bonded annually for \$35,000 at a cost of \$125. The Director, acting in limited capacity as Deputy Fiscal Officer, should also be bonded annually for \$35,000, which costs \$105.

**Resolution: 15-01-09:** Virginia Birks moved and Louanne Kiko seconded to approve a Public Official Bond in the amount of \$35,000 for Library Director Tom Dillie acting in a limited capacity as Deputy Fiscal Officer for the period of one year. The motion passed unanimously.

**Other:** Fiscal Officer Smith worked an additional 5.25 hours in pay period ending 1/4/15.

## **New Business**

**Ohio Chautauqua:** Director Dillie and Board President Bartley both serve on a small committee that is applying to the Ohio Humanities Council to make the Village of Minerva a Chautauqua site in 2016. The library would serve as a program site for the daytime workshops and could also support both the application fee and the pre-event programming. The Trustees discussed Chautauqua at the December Board meeting and ways the library might participate.

**Resolution: 15-01-10:** Richard Rutledge moved and Virginia Birks seconded that In the event the Village of Minerva is selected as a site for the 2016 Ohio

Chautauqua, the library commit up to \$1000 of programming money in support of the application fee, and up to \$750 in programming money in support of musical entertainment prior to the main evening performances. No expenditure is required in fiscal year 2015. The motion passed unanimously.

**New Photocopier:** The library has replaced its public photocopier with a new machine leased from CopyRight, a company with a long-standing relationship with the library. The former copier was purchased used in 2007; while it still works, it has limited functions. The new photocopier is able to print both black and white and color copies on three paper sizes; it can scan documents directly to e-mail, and can scan from the document feed tray; it will be networked to use as the main staff printer, a cheaper alternative to using the laser printers for staff work. The maintenance agreement for this new machine is the same as for the old machine, and the library received a substantial discount on the price by trading in the former machine. The lease does allow for switching to a new machine during the life of the lease. Mrs. Kiko asked about using the copier as a networked public printer as a cheaper alternative to using networked laser printers. Director Dillie said that he had considered that option but could not as yet come up with an easy way to manage payment for patron printing. The supply costs for the laser printers are more than covered by the public printing charges, and moving the staff printing to the photocopier will reduce the library's printing costs overall.

**Resolution: 15-01-11:** Louanne Kiko moved and Rebecca Miller seconded to lease an Okidata ES9465 photocopier from CopyRight at a rate of \$186 a month for 63 months with a maintenance charge of one cent per black and white copy and five cents per color copy. The motion passed unanimously.

### **Correspondence**

None in December

### **Travel and Meetings**

Mary Jane Smith – UAN Year End Procedures Webinar – no cost

### **Director's Report**

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

**Annual Library Statistics:** Door counts were down 5% from 2013; there was a drop both up and downstairs, more so in Youth Services. In-house circulation was down 6.4% from 2013, and is now roughly equivalent to 2003 circ. SEO Loan To numbers were down but are right at the average for the past seven years; SEO Borrowed From numbers were down noticeably and are well below the recent average. Computer sign-ups were almost the same as 2012 and 2013; we seem

to have found the new level for desktop computer use in the library. Downloadable content circ was up 29% over 2013; most of that came from increased use of the Ohio Digital Library, but the additional of Hoopla digital also helped. However, downloadable circ is only 2.2% of overall circulation.

**Accept Gifts**

**Restricted Individual Contributions to the General Fund**

|   |          |            |
|---|----------|------------|
| Terri Blocher for Youth Services Programs | \$500.00 | 12/26/2014 |
| Terri Blocher for Adult Programs          | \$500.00 | 12/26/2014 |
| Herb Eglie for Adult Books                | \$500.00 | 12/18/2014 |
| Jenny Greco for Adult Large Print         | \$ 50.00 | 12/30/2014 |

**Unrestricted Individual Contributions to the General Fund**

|                                   |           |            |
|-----------------------------------|-----------|------------|
| Fines/Fees/Contributions          | \$ 12.35  | 12/03/2014 |
| Book Prospector                   | \$ 26.25  | 12/08/2013 |
| Fines/Fees/Contributions          | \$ 18.00  | 12/10/2014 |
| Fines/Fees/Contributions          | \$ 18.00  | 12/18/2014 |
| Fines/Fees/Contributions          | \$ 13.00  | 12/23/2014 |
| Fines/Fees/Contributions          | \$ 21.07  | 12/30/2014 |
| <hr/>                             |           |            |
| Total Restricted and Unrestricted | \$1658.67 |            |

**In-kind Gifts**

|                 |  |
|-----------------|--|
| anonymous       | 8 hardcovers; 3 trade<br>paperbacks; 1 DVD set; 6<br>Playaways |
| Candice Castle  | 7 DVDs   |
| Polly D. Givens | 8 hardcovers   |

**Adjournment**

The meeting adjourned at 7:30 p.m.

The next Regular Board Meeting will be held on February 25, 2015 at 6:30 pm in the Minerva Public Library Board Room.