

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
November 16, 2011**

Attendance:

Trustees Roger Bartley, Denise Freeland, Louanne Kiko, and Richard Rutledge;
Director Tom Dillie; Fiscal Officer Kelly Boggs.

Call to Order:

The meeting was called to order at 6:33 p.m.

Adjustments to Agenda:

Add resolution of thanks.

Public Participation:

None.

Minutes:

Louanne Kiko moved and Richard Rutledge seconded to approve minutes of the October 26, 2011 Board Meeting. The resolution passed unanimously.

Old Business:

Trustee Terms Expiring:

The current terms of Trustees Freeland and Swallen expire on December 31, 2011. Trustees Freeland and Swallen have said that they do not wish to serve again right away. At its September meeting, the Board created an ad hoc search committee to compile a list of candidates for the open Trustee position. The Committee suggested several names to the Board, and they agreed to talk to some of the candidates before next meeting.

Designate Trustee Co-Signer for Library Checks:

As mentioned at the previous meeting, the Board should designate a current officer as co-signer for library-issued checks since Trustee Swallen will leave the Board at the end of December.

Resolution 11-11-01:

Denise Freeland moved and Louanne Kiko seconded to designate Trustees Richard Rutledge and Roger Bartley and the Deputy Fiscal Officer as authorized co-signers for all library-issued checks. The signature of Richard Rutledge will be stored electronically and applied as a facsimile to all library-issued checks along with the facsimile signature of the Fiscal Officer in accordance with policy AP 6 *Use of Electronic Signatures*. The resolution passed unanimously.

Fiscal Officer's Report:

Financial Reports:

Louanne Kiko moved and Denise Freeland seconded to accept the monthly financial reports for October 2011. The resolution passed unanimously.

PLF Distribution:

The November distribution was down 6.1% from last year, while year-to date receipts are up 6.3% over 2010.

Unique Management:

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

Supplemental Appropriations:

Per Resolution #11-01-08, the following transfers were made within the general fund during October:

\$2500.00 from 1000-100-411-1000 Adult Dept. Books to 1000-100-413-1006 Adult Dept. A/V.

\$1000.00 from 1000-100-413-2006 Youth Dept. A/V to 1000-100-411-2000 Youth Dept. Books

New Business:

Snow Removal:

Jeff Knoch has offered to plow and salt the parking lot this winter at the same rate he has charged for the past three seasons. Director Dillie has signed an agreement with him to do so.

New Hire in Youth Services:

Following several interviews, Mrs. Heller and Director Dillie selected a candidate for the part-time Library Associate I position in Youth Services.

Richard Rutledge moved and Denise Freeland seconded Resolutions 11-11-02 and 11-11-03. The resolutions passed unanimously.

Resolution 11-11-02:

To approve hiring Karla J. Dennis as a part-time Library Associate I, Youth Services at the rate of \$8.65 an hour to begin work the week of December 5, 2011.

Resolution 11-11-03:

To approve hiring Karla J. Dennis as a Library Substitute at the rate of \$8.65 an hour to be available for work beginning the week of December 5, 2011.

New Business: (continued)

Job Performance Evaluations:

The Personnel Committee completed performance evaluations of both the Director and Fiscal Officer. Mr. Rutlege distributed the evaluations and expressed appreciation for the work the Director and Fiscal Officer are doing.

Correspondence

A letter was received from the Ohio Library Council asking the library to support membership for its employees.

Travel

- Ohio Employee Benefits Consortium meetings, Kelly Boggs, October 13, Newton Falls & Oct. 20, Warren, Ohio, mileage.
- Ohio Library Fiscal Officers Association fall conference, Kelly Boggs, October 14, Walnut Creek, registration and mileage.

Director's Report:

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

Director Dillie said that the Visions of the Universe exhibit has arrived and he is arranging for several programs.

Monthly Library Statistics:

In-house circulation was down 4.84% in October when compared to 2010, and is now up just .7% year-to-date. In-house renewals continued to run much lower than last year. When SEO loans are added in, total circulation was still down for the month by 2.4%, and is up 2.8% year-to-date. The September door count was up 7.8% over last year, and we are now running just over 1% ahead of 2012 year-to-date.

Acknowledge Gifts

Restricted Individual Contributions to the General Fund

J.C. Laubach	\$50.00	10/05/2011
In memory of Charles "Bob" McCloskey		

Acknowledge Gifts (continued)

Unrestricted Individual Contributions to the General Fund

Contributions/Donations	\$19.00	10/05/2011
Contributions/Donations	\$280.20	10/11/2011
Contributions/Donations	\$110.95	10/12/2011
Contributions/Donations Youth Services Bank	\$134.40	10/12/2011

Contributions/Donations—Book Prospector	\$ 14.96	10/17/2011
Contributions/Donations	\$293.75	10/17/2011
Contributions/Donations	\$ 30.50	10/18/2011
Contributions/Donations	\$ 4.00	10/19/2011
Contributions/Donations	\$ 15.00	10/25/2011
Contributions/Donations	\$ 6.00	10/31/2011

Total Restricted and Unrestricted \$958.76

In-kind Gifts

Anonymous	2 hardcovers; 5 trade paperbacks; 5 mass market paperbacks; 15 DVDs
Nancy Wyatt	4 hardcovers; 2 trade paperbacks

Resolution of Appreciation and Thanks

Resolution 11-11-04:

Richard Rutledge moved and Louanne Kiko seconded:
 WHEREAS the Minerva Public Library is a vital part of the community, and
 WHEREAS, a dedicated, attentive, and resourceful staff is essential to providing excellent library service, and
 WHEREAS, the Minerva Public Library staff have provided excellent library service to the community over the years, during a major building project, and at times in the face of financial hardship and limited resources, and
 WHEREAS, library service to young patrons and the adults who care for them is the foundation of the public library's value to the community, and
 WHEREAS Barbara J. Braden has worked for the Minerva Public Library as a Library Associate in the Youth Services Department since June 23, 2001.
 NOW, THEREFORE BE IT RESOLVED on this sixteenth day of November, Two Thousand and Eleven, the Minerva Public Library Board of Trustees commends Barbara J. Braden for her valuable, faithful, and cheerful service to the Minerva Public Library and its patrons over the past ten and one half years, and expresses heartfelt appreciation and thanks for her work to maintain and improve the Library.

The resolution passed unanimously.

Adjournment:

The meeting was adjourned at 7:23 p.m.

The next Regular Board Meeting will be held on December 21, 2011 at 6:30 p.m. in the Minerva Public Library Board Room.