

**MINERVA PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
January 23, 2013**

**Attendance:**

Trustees Roger Bartley, Virginia Birks, Rebecca Miller (arrived at 6:42), Richard Rutledge, and Phil Zbasnik; Director Tom Dillie; Fiscal Officer Mary Jane Smith.

**Call to Order:**

The meeting was called to order at 6:35 p.m.

**Adjustments to Agenda:**

None

**Public Participation:**

None

**Oath of Office to Fiscal Officer:**

Board Vice-President Richard Rutledge administered the oath of office to Fiscal Officer Mary Jane Smith.

**Annual Organization Meeting Business:**

Phil Zbasnik moved and Virginia Birks seconded to reelect President Roger Bartley, Vice-President Richard Rutledge, and Secretary Virginia Birks to their offices for 2013. The motion passed unanimously.

Richard Rutledge moved and Phil Zbasnik seconded to reappoint the following committees:

- Building and Grounds – Virginia Birks, Diane Ruff, and Phil Zbasnik
- Finance and Audit – Roger Bartley, Louanne Kiko, and Richard Rutledge
- Personnel – Virginia Birks, Louanne Kiko, and Richard Rutledge
- Policy Committee – Rebecca Miller, Diane Ruff, and Phil Zbasnik
- Development Chair – Roger Bartley

The motion passed unanimously.

Richard Rutledge moved and Virginia Birks seconded that March 27, 2013 at 6:20 be established as the meeting date for Records Commission (all 7 members of the Board, the Fiscal Officer, and the Director). The motion passed unanimously.

Rebecca Miller moved and Phil Zbasnik seconded the monthly regular Board meeting calendar for 2013. 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 2013 regular meeting schedule is:

January 23	May 22	September 25
February 27	June 26	October 23
March 27	July 25	November 20
April 24	August 28	December 18

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 2013, resolutions are numbered 13-01-01, 13-01-02, 13-01-03, etc.

Virginia Birks moved and Richard Rutledge seconded resolutions 13-01-01, 02, 03, 04, and 05 which follow:

**Resolution: 13-01-01:** 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 2013 and continuing through to the 2014 organization meeting.

**Resolution: 13-01-02:** that the Library Director be authorized to spend up to \$1,500.00 in consumables from the General Fund, for staff and library programs throughout the fiscal year 2013 and continuing through to the 2014 organization meeting, as long as said expenditures fall within the 2013 Appropriation Resolution(s) adopted by the Board of Trustees.

**Resolution: 13-01-03:** 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 2013 and continuing through to the 2014 organization meeting, as long as said expenditures fall within the 2013 Appropriation Resolution(s) adopted by the Board of Trustees.

**Resolution: 13-01-04:** 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 2013 and continuing through to the 2014 organization Meeting. All monetary gifts of any amount will be reported to the Board of Trustees at their next monthly regular meeting.

**Resolution: 13-01-05:** 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 2013 and continuing through to the 2014 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 13-01-01, 02, 03, 04, and 05 passed unanimously.

Virginia Birks moved and Rebecca Miller seconded resolutions 13-01-06, 07, and 08 which follow:

**Resolution: 13-01-06:** 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 2013.

**Resolution: 13-01-07:** that the Fiscal Officer be authorized to encumber funds and pay invoices as they are due throughout fiscal year 2013 and continuing until the 2014 organizational meeting, as long as said bills fall within the 2013 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 2013 and continuing through to the 2014 organization meeting as approved by the Board.

**Resolution: 13-01-08:** 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 2013 and continues through to the 2014 organization meeting.

The motion to approve Resolutions 13-01-06, 07, and 08 passed unanimously.

Richard Rutledge moved and Rebecca Miller seconded resolutions 13-01-09 and 13-01-10 which follow:

**Resolution: 13-01-09:** to reappoint Nicole Weber as Deputy Fiscal Officer for the Fiscal Year 2013 through to the 2014 organization meeting.

**Resolution: 13-01-10:** to renew the Public Official Bond in the amount of \$35,000 for Nicole Weber, Deputy Fiscal Officer, for the period of one year upon expiration of the current bond in 2013.

The motion to approve Resolutions 13-01-09 and 13-01-10 passed unanimously.

### **Regular Meeting Business**

**Minutes:** Richard Rutledge moved and Virginia Birks seconded to approve the minutes of the December 19, 2012 Board Meeting. The motion passed unanimously.

### **Old Business:**

**Transfer out to Capital Projects fund:** The 2012 appropriation included a \$15,000 transfer from the Operating Fund to the Capital Projects Fund. As is customary here, that transfer was a Resolution for the December meeting and was passed unanimously by the four Trustees in attendance. However, such a transfer requires five affirmative votes rather than a simple majority and so that money could not be transferred at the end of the fiscal year. The Board decided to amend the 2013 appropriation and make the transfer later this year, after the 2013-2014 county budget is available.

### **Fiscal Officer's Report:**

**Monthly Financial Report:** Virginia Birks moved and Rebecca Miller seconded to accept the monthly financial reports for December, 2012. The motion passed unanimously.

**Annual Financial Report:** Rebecca Miller moved and Phil Zbasnik seconded to accept the Unaudited Annual Financial Report for Fiscal Year 2012. The motion passed unanimously.

**2012 Supplemental Appropriations:** In December, \$2,100 was transferred from Maintenance and Repair on Equipment 1000-100-332-0000 and \$1,000 from Other – Purchased and Contracted Services 1000-100-390-0000 to Electricity 1000-100-361-0000 to cover 2012 electricity costs; \$7.50 was transferred from Maintenance and Repair on Equipment 1000-100-332-0000 to Trash Removal 1000-100-334-0000 to pay Waste Management; \$329.17 was transferred from Computer Services & Information 1000-100-414-0000 to Library Materials Repairs & Restoration 1000-100-416-0000 to pay Demco Inc. invoice.

**PLF Distribution:** The January distribution was \$55,355.68, \$22.06 more than last January.

**Unique Management:** Unique Management's January invoice was \$62.65 for 7 placements.

#### **Correspondence**

None

#### **Travel**

None

#### **Director's Report:**

**Director's Report:** Rebecca Miller moved and Phil Zbasnik seconded to accept the monthly reports from the Director, and the Youth Services Manager. The motion passed unanimously.

**Monthly Library Statistics:** December in-house check-outs were down 11.93% from December, 2011, and we finished the year with total in-house check-outs 4.07% below 2011. When we add in Renewals, which is how one calculates total circulation, total in-house circulation was down 8.1% in December and down 4.48% for the year. Renewals have dropped again noticeable as they did from 2010 to 2011, but not as much. SEO circulation dropped slightly, less than 1%, and when we add that to in-house circ, we find a drop in total circ of 3.08%. Obviously we would prefer to see an increase rather than a decrease, and our total circ now is about equal to 2007. Computer sign-ups were down again for the year, but the drop was far less than in previous years. Total door count was 109606, up 1.45% over last year. Reference questions totaled 20,540 which is up 25% over last year following upon a good increase in 2011 over 2110. A

spreadsheet showing monthly circulation statistics for the past several years is included in your packet.

**Gifts Accepted in December:**

**Restricted Individual Contributions to the General Fund**

Herbert and Margaret Eglie	\$500.00	12/18/2012
John Billiter in memory of Susan Kinzie	\$ 40.00	12/19/2012

**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 34.28	12/03/2012
Fines/Fees/Contributions	\$ 6.00	12/06/2012
Minerva Red Hats	\$ 17.39	12/19/2012
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Total Restricted and Unrestricted	\$ 597.67	

**In-kind Gifts**

Anonymous	15 hardcovers; 2DVDs
James McLaughlin	1 hardcover

**Adjournment:**

The meeting was adjourned at 7:34 p.m.

The next Regular Board Meeting will be held on February 27, 2013 at 6:30 pm in the Minerva Public Library Board Room.