

**MINERVA PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
April 24, 2013**

**Attendance:**

Trustees Roger Bartley, 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 6:33 p.m.

**Adjustments to Agenda:**

None

**Public Participation:**

None

**Minutes:** Virginia Birks moved and Phil Zbasnik seconded to approve the minutes of both the March 27, 2013 Board Meeting and Records Commission Meeting. The motion passed unanimously.

**Old Business:**

**Upholstery Repair:** The library was contacted by Fritz Upholstery here in Minerva about repairing the chairs. The quote from Fritz was substantially less than that from Laubacher, and the library will have the work done by Fritz.

**Service Desk Carpet Replacement:** At the suggestion of Trustees, Director Dillie contacted Dave Gotschall and asked if he was interested in taking a look at the project. While he did express interest, he has yet to come by the library.

**Fiscal Officer's Report:**

**Monthly Financial Report:** Louanne Kiko motioned and Diane Ruff seconded to accept the monthly financial reports for March, 2013. The motion passed unanimously.

**PLF Distribution:** The April distribution was \$49,444.99, \$27.22 more than last April. The distribution through July, 2013 should be pretty the same month for month as the first half of 2012.

**Unique Management:** Unique Management's April invoice was \$53.70 for 6 placements.

**Reallocated Appropriations:** \$183.00 was taken from 1000-230-390-0000 Other – Purchased and Contracted Services and added to 1000-230-341-0000 Property Insurance Premiums to cover payment to Whitaker-Myers for property insurance.

**Internal Controls:** Procedures to improve cash management will begin May 1, 2013. It is important that we manage cash with as many checks and balances as possible to assure the protection of the library's assets. Procedural changes include voiding transaction errors over \$2.00, completing a Patron Services Transaction Error Report on errors of \$5.00 or over, and having Adult Services staff balance the Youth Services register daily, while Youth Services counts the Adult Services registers.

**Deputy Fiscal Officer:** Deputy Fiscal Officer Nicole Weber is resigning as of April 29, 2013.

**New Business**

None

**Correspondence**

No correspondence this month.

**Travel and Meetings**

Kathy Heller - NEO-RLS webinar – \$10.00

Tom Dillie – NEO-RLS workshop--Cleveland Public Library - \$35.00

Mary Jane Smith – County Treasurer's Educational Fund – CPIM certification fee - \$100.00

**Director's Report:**

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

**Monthly Library Statistics:** March in-house circ and SEO loans were both down this month from last year. So far, circulation is running well behind 2012. Door counts were also down quite a bit from last year. Downloadable content circ continues to run well-ahead of 2012.

**Gifts Accepted in March:**

**Restricted Individual Contributions to the General Fund:**

Summit Glove, Inc. \$ 50.00 03/26/2013

Minerva Dairy Queen	\$ 100.00	03/26/2013
YMCA of Central Stark County	\$ 50.00	03/26/2013
Catlett Quality Plumbing	\$ 50.00	03/26/2013

All contributions are for the Youth Services Summer Reading Program.

**Unrestricted Individual Contributions to the General Fund:**

Contributions	\$ 40.00	03/04/2013
Contributions	\$ 1.50	03/07/2013
Contributions	\$ 360.45	03/11/2013
Contributions	\$ 109.85	03/12/2013
Contributions	\$ 67.65	03/13/2013
Contributions	\$ 254.86	03/18/2013
Contributions	\$ 40.60	03/19/2013
Contributions	\$ 52.75	03/22/2013
Contributions	\$ 2.00	03/25/2013
Contributions	\$ 20.39	03/28/2013
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Total Restricted and Unrestricted	\$1200.05	

**In-kind Gifts:**

Anonymous 5 hardcovers; 2 trade paperbacks; 3 mass market paperbacks; 4 DVDs;

**Adjournment:**

The meeting was adjourned at 7:29 p.m.

The next Regular Board Meeting will be held on May 22, 2013 at 6:30 pm in the Minerva Public Library Board Room.