

**MINERVA PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
April 25, 2012**

**Attendance:**

Trustees Roger Bartley, Louanne Kiko, Rebecca Miller, Diane Ruff, Richard Rutledge and Phil Zbasnik; Director Tom Dillie; Fiscal Officer Kelly Boggs.

**Call to Order:**

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

**Adjustments to Agenda:**

None.

**Public Participation:**

None.

**Minutes:**

Richard Rutledge moved and Rebecca Miller seconded to approve minutes of the March 28, 2012 Board Meeting. The resolution passed unanimously.

**Old Business:**

**Reading Counts update:**

A way was found to get a partial list through the school library website. Some other information may be available on the Scholastic website. Mrs. Ruff and the library staff will continue to work on a way to make this process easier for teachers, parents and students.

**Volunteer help with landscaping:**

Emily Coldwell from Minerva HS called to offer the services of seniors during their service day scheduled for May 11. Director Dillie asked to have a crew spread mulch over the various landscaped beds, and Ms. Coldwell said that was a fine idea. We could use some extra wheelbarrows for that project.

**Fiscal Officer's Report:**

**Financial Reports:**

Richard Rutledge moved and Rebecca Miller seconded to accept the monthly financial reports for March 2012. The resolution passed unanimously.

**PLF Distribution:**

The March distribution was down 6.2%, and the year-to-date down 6.2% from last year, as expected.

**Fiscal Officer's Report:** (continued)

**Unique Management:**

Unique Management's invoice for the month of March was \$71.60 for 8 placements.

**Tax Budget:**

In June, the library must file a tax budget for the coming year with the County Auditor. The budget is essentially a placeholder indicating that the library will need its allocated revenue in the next year and has a plan for spending it. A Finance & Audit Committee meeting will be held at 6:15 p.m. prior to the May Board meeting on May 23 to review the proposed 2013 Tax Budget.

**Audit:**

The State Auditor's office has sent out a draft copy of the agreed upon procedures report for the years 2010 and 2011. There are no exceptions or reportable matters. The Board therefore has the opportunity to waive a post audit conference, which will further reduce the cost of the audit.

***Resolution 12-04-01:***

Rebecca Miller moved and Phil Zbasnik seconded to waive the post-audit conference for the agreed upon procedures report for the years 2010 and 2011. The resolution passed unanimously.

**New Business:**

**Fiscal Officer Search:**

Fiscal Officer Boggs has tendered her resignation with her last day of work at MPL scheduled for June 14, 2012. A copy of her letter is included in the Board Packet. She has been hired as the Fiscal Officer of the North Canton Public Library. Director Dillie and Fiscal Officer Boggs have reviewed the job description for the position and drafted a job announcement, copies of which are included in the Board packet, as is a suggested timeline for the job search. The Board appointed Trustees Kiko, Rutledge, Miller and Bartley to an ad hoc search committee to review applications and interview selected candidates. Director Dillie reviewed to proposed timeline, and a tentative meeting of the search committee was set for Wednesday, May 9 at 6:30 p.m. to review the resumes and decide which candidates to interview.

***Resolution 12-04-02:***

Rebecca Miller moved and Richard Rutledge seconded to post the job advertisement for the Fiscal Officer position at 32 hours a week, full-time, with a base salary of \$17.50 an hour. The resolution passed unanimously.

## **New Business:**

### **Symphony Migration Information:**

As mentioned at the last meeting, the SEO library consortium is migrating to a new library automation system called Symphony. This system is from the same vendor, Sirsi/Dynix, that provides our current system, Horizon. However, Symphony is not an upgrade of Horizon but rather an entirely new product requiring an entirely new installation and the transfer of the patron and library materials databases onto new servers. Director Dillie shared information about how the final switch from one system to another will work.

### **Ohio Benefit Bank:**

Volunteer tax preparers with the Ohio Benefit Bank had 55 tax appointments here at the library this year.

### **Correspondence:**

The library received a letter thanking staff for participating in the "adopt a family" program at Christmas.

### **Travel:**

March 19 – Symphony Training – Kathy Heller – mileage to Caldwell.

March 22-23, OLC CPIM Fiscal Officer Conference – Kelly Boggs – registration, hotel, partial mileage to Columbus (carpooled).

March 29 – OEBC Transitional Board Meeting – Kelly Boggs – mileage to Warren.

*Note: In March, April, and May, all public service library staff will travel to Puskarich Public Library in Cadiz, or the SEO training facility in Caldwell, to attend training on the new library automation software.*

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

Louanne Kiko moved and Phil Zbasnik 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 checkouts in March were down 6.9% from last year, and dropped us to just over .34% ahead year-to-date. In-house renewals continue to run substantially behind last year, but online renewals continue to increase; overall, renewals are down 13.4% year-to-date. Total in-house circulation is now down 3.5% year-to-date from 2011. SEO loans continue to run ahead of last year, and ahead of any previous year, but can't overcome the drop in local circ, leaving us down 1.6% year-to-date. However, door counts were up 17% over March, 2011, and we are now running almost 15% ahead of last year in patron traffic so far. Likewise, question counts at the service desks are up an astounding 68% over March, 2011. So, patrons are using the library quite a bit.

**Gifts Accepted in March:**

**Restricted Individual Contributions to the General Fund**

None

**Unrestricted Individual Contributions to the General Fund**

Fines/Fees/Contributions	\$ 20.00	03/05/2012
Fines/Fees/Contributions	\$ 16.00	03/07/2012
Minerva Red Hats	\$ 10.00	03/13/2012
Fines/Fees/Contributions	\$ 26.64	03/14/2012
Youth Services Bank	\$ 75.85	03/15/2012
Fines/Fees/Contributions	\$ 7.00	03/19/2012
Fines/Fees/Contributions	\$ 8.00	03/28/2012
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Total Restricted and Unrestricted	\$ 163.89	

**In-kind Gifts**

Anonymous

48 hardcovers; 20 trade paperbacks; 1 mass market paperbacks; 16 DVDs; 18 CDs; 1 new stuffed animal

Carol Thompson

4 Hardcover; 1 trade paperback; 1 audiobook

**Adjournment:**

The meeting was adjourned at 7:38 p.m.

The next Regular Board Meeting will be held on May 23, 2012 at 6:30 pm in the Minerva Public Library Board Room.