

**MINERVA PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
August 24, 2011**

Attendance:

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

Call to Order:

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

Adjustments to Agenda:

None.

Public Participation:

None.

Minutes:

Richard Rutledge moved and Virginia Birks seconded to approve minutes of the June 22, 2011 Board Meeting. The resolution passed unanimously.

The July 27 meeting was cancelled due to lack of a quorum.

Old Business:

Administrative Policies:

At the May Board meeting, Director Dillie discussed with the Board how the Trustees would like to review a set of Administrative Policies for the library. Since the new policies are mostly previously-passed policies made more uniform in style, the Trustees agreed that the policies would be considered by the Board as a whole without prior review by the Policy Committee. Each Trustee has received a copy of the Administrative Policies for review.

Resolution 11-08-01:

Pamela Swallen moved and Denise Freeland seconded to approve the new or revised administrative policies regarding purchasing; price quotes; contracts; use of library credit cards; use of electronic signatures; and electronic banking. The resolution passed unanimously.

Discussion: there were some questions regarding how the electronic signatures and electronic payments are used. An amendment to the electronic banking policy will be presented at the next meeting to improve controls over payments.

Old Business: (continued)

Replacing Computers:

On Tuesday, 07/12, Steve Robinson from Alliance Computer Exchange picked up the old PCs and monitors for recycling. He also donated to the library 12 CRT monitors to replace the very old Gates Grant monitors in the Youth Services department as well provide us with some spares.

Visions of the Universe Grant Update:

The library will host the Visions of the Universe exhibit from 11/23/2011 until 02/17/2012. Director Dillie is rounding up speakers to present programs at the library during the run of the exhibit.

Fiscal Officer's Report:

Financial Reports:

Virginia Birks moved and Pamela Swallen seconded to accept the monthly financial reports for June and July 2011. The resolution passed unanimously.

PLF Distribution:

The July distribution was up 20.2% from last year, and year-to date receipts are up 13.1%. Year-to-date receipts were also up 4.9% from the current estimate. July's distribution was based on the 2.22% of general revenue funds which was still stated in permanent law. The new method of distribution began in August. The August distribution was down 6.4% from last year, while year-to date receipts are up 11%. The Dept. of Taxation has provided a revised receipt estimate for this year which results in PLF revenue for Minerva of \$681,814. The estimate for 2012 is \$643,216 which is very close to the 2010 actual receipts, and about what we expected for the next year.

Unique Management:

Unique Management's invoices for the months of June and July were each \$44.75 for 5 placements.

Health Insurance Premium Holiday:

Ohio Employee Benefits Consortium has announced a premium holiday for the month of November 2011. This will save the library nearly \$4,800 and the employees over \$1,000.

Fiscal Officer's Report: (continued)

Supplemental Appropriations:

We have spent more on processing supplies this year than budgeted and need to move funds from one supply account to another. Director Dillie has intended to increase the materials budget in the second half of this year once we received a new estimate of PLF receipts. Since the library will save money on health insurance in November, we will make that money available to purchase additional library materials this year.

Resolution 11-08-02:

Richard Rutledge moved and Virginia Birks seconded to make the following transfers within the general fund:

\$1,500.00 from 1000-100-451-0007 Office & Program Supplies to 1000-100-416-0000 Library Materials Repairs & Restoration.

\$3,000.00 from 100-100-221-0000 Medical Insurance to 1000-100-411-1000 Books – Adult Dept.

\$1,500.00 from 100-100-221-0000 Medical Insurance to 1000-100-411-2000 Books – Youth Dept.

The resolution passed unanimously.

New Business:

Delivery Contract Renewal:

In March of this year, the State Library Ohio and OhioLINK issued a joint request for proposal for statewide delivery service. Five vendors responded and US Cargo, the long-time delivery service provider, was selected to provide service again for the next fiscal year. The rates in this new contract are about 10% lower than in the last, and the library will save \$522 over the next twelve months to receive five-day-a-week delivery and pick-up.

Resolution 11-08-03:

Virginia Birks moved and Pamela Swallen seconded to accept the contract with the State Library of Ohio for Monday through Friday delivery service from July 2011 through June 2012. The library will be billed \$4730.00 to be paid in two installments: July, 2011 and January, 2012. The resolution passed unanimously.

SEO Contract Renewal:

The SEO library consortium is coming up for renewal. SEO sets a library's fee based on the number of automation system licenses assigned to that library. Minerva has 17 licenses. SEO has raised the rate from \$950 per license to \$1000 per license for this coming year. Minerva's renewal cost therefore will increase by \$850 from \$16,150 to \$17,000.

New Business: (continued)

Resolution 11-08-04:

Virginia Birks moved and Denise Freeland seconded to renew the agreement between Minerva Public Library and the SEO Library Consortium from July, 2011 through June, 2012. The library will be billed \$17,000 to be paid in four quarterly installments: August, 2011; October, 2011; January, 2012; April, 2012. The resolution passed unanimously.

Library Directors and Fiscal Officers Meeting:

Director Dillie attended a third meeting of all the Directors and Fiscal Officers of libraries in Stark County on 07/14; Doug Thorn and Jon Oates from the County Auditor's office also attended. After much discussion the assembled representatives of the libraries reached an agreement on changes to the PLF distribution formula. A final meeting of this group is scheduled for September 1, to agree on what data will be compiled for two of the new formula factors. A summary of the proposal and the timeline for implementation is in the Board packet.

Information:

SEO conducted the annual purge of inactive patron records and deleted 1179 Minerva PL patrons who had no activity on their library cards in the last three years, and who did not owe the library any money. The library began the year with 9625 registered borrowers and has added 431 new borrowers so far this year. After the purge the total number of registered borrowers is now 8798.

Correspondence

The library received a letter from the Stark County Prosecuting Attorney explaining the changes in Ohio Public Records Law brought about by the decision of the Ohio Supreme Court in the case of *Rhodes v. City of New Philadelphia* and the changes to the records law included in the new budget bill. The library also received a copy of a letter sent by Stark County District Library regarding the tentatively agreed to funding formula. A copy of the letter from the other six public library Directors in Stark County sent in response to the SCDL letter is also included in the Board packet.

Travel

Ohio Employee Benefits Consortium meetings, Kelly Boggs, June 30 and July 14, Warren, Ohio, mileage.

Director's Report:

Virginia Birks moved and Louanne Kiko seconded to accept monthly reports from the Director, and the Youth Services Manager, which are included in the packet.

Monthly Library Statistics:

In-house circulation was up in June over 2010 and down a bit in July, and is now up just over 1.1% year-to-date. When SEO loans are added in, total circulation is up 3.1% year-to-date, and the number of items we are loaning to other libraries continues to be higher than ever before. The June door count was also up, and July count a little down from last year. Year-to-date, door counts are now running about 1% behind 2010.

Acknowledge Gifts

Restricted Individual Contributions to the General Fund

None

Unrestricted Individual Contributions to the General Fund

Contributions/Donations	\$10.00	06/02/2011
Contributions/Donations	\$175.60	06/20/2011
Contributions/Donations	\$26.50	06/21/2011
Contributions/Donations	\$ 9.75	06/22/2011
Contributions/Donations	\$ 5.25	06/23/2011
Contributions/Donations	\$65.75	07/05/2011
Contributions/Donations	\$14.00	07/05/2011
Contributions/Donations	\$22.49	07/07/2011
Contributions/Donations	\$14.00	07/12/2011
Contributions/Donations—Book Prospector	\$ 6.69	07/12/2011
Contributions/Donations	\$17.00	07/19/2011
Contributions/Donations	\$ 9.00	07/27/2011
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Total Restricted and Unrestricted	\$376.03	

Acknowledge Gifts **(continued)**

In-kind Gifts

Anonymous	28 hardcovers; 45 trade paperbacks; 29 mass market paperbacks; 2 DVDs; 1 CD
Rich Barrick	1 mass market paperback
Richard Clark	6 hardcovers; 2 trade paperbacks
Valjean Fechko	1 hardcover; 9 mass market paperbacks
Paula Green	2 CDs
Lurena Kimble	2 mass market paperbacks
Russell Myers	2 hardcovers

Adjournment:

The meeting was adjourned at 7:56 p.m.

The next Regular Board Meeting will be held on September 28, 2011 at 6:30 p.m. in the Minerva Public Library Board Room.