

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

**Attendance:**

Trustees Roger Bartley, Rebecca Miller (arrived 6:45 p.m.), 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 6:35 p.m.

**Adjustments to Agenda:**

None

**Public Participation:**

None

**Minutes:** Phil Zbasnik moved and Diane Ruff seconded to approve the minutes of the September 25, 2013 Board Meeting. The motion passed unanimously.

**Old Business:**

**Upholstery Repair:** Tim and Christine Fritz stopped by the library on 10/13 to pick up the chair cushions and backs. They returned on 10/15 to put the chairs back together. The reupholstered chairs look good.

**Service Desk Carpet Replacement:** Carpet installers from Gotschall came in on Sunday, 10/6, removed the old carpet, scraped the glue residue from the floor and installed the new carpeting behind the Adult Services Desk. They were an efficient crew and the work looks good.

**Fiscal Officer's Report:**

**Monthly Financial Report:** Richard Rutledge moved and Phil Zbasnik seconded to accept the monthly financial reports for September, 2013. The motion passed unanimously.

**PLF Distribution:** The October distribution was \$54,844.85, down 1.2% from last October, and up 1.2% year to date. PLF distribution was frozen at various levels for the past several years which allowed us to predict monthly receipts. Monthly receipts will now vary with the state's monthly cash flows.

**Unique Management:** Unique Management's October invoice was \$35.80 for 4 placements.

**Reallocated Appropriations:** Reallocated \$100.00 from 1000-110-291-0000 Unemployment Benefits and into 1000-110-222-0000 Life Insurance to distribute SEBO payment to proper accounts. Also, \$175.00 was moved from 1000-210-363-0000 Natural Gas and into 1000-210-314-0000 Trash Removal.

**Payroll:** Louanne Kiko observed payroll processing on September 30, 2013 so that she can fill in if necessary. She questioned why separate checks are cut for the same person if they work part-time and as a substitute for a given pay period. It is because the part-time hours earn leave and the substitute hours do not. Paychex said that nothing could be done about it, but they offered the library an updated, less expensive contract. For example, a payroll of 22 checks was costing \$135.26 and will now cost \$113.50. The amount will fluctuate by \$2.25 per check. Also, the new bundle of services provides employees access to check stubs and W-2's online.

**New Business:**

**Transfer Out:** At the September meeting the Board approved Resolution 13-09-01 modifying the 2013 appropriation, increasing the transfer to the Capital Projects Fund to \$45,000. The Board must pass a resolution to make the transfer.

**Resolution 13-10-01:** Diane Ruff moved and Richard Rutledge seconded to transfer \$45,000 from the General Fund to the Capital Projects Fund as appropriated. The motion passed unanimously.

**Set Meeting for Finance Committee:** The Personnel Committee will meet Monday, 11/04 to discuss health insurance and wages for 2014. Director Dillie would like to meet with the Finance Committee in the week after that to discuss the 2014 library budget.

**Director and Fiscal Officer Performance Evaluations:** The Personnel Committee will begin work on the performance evaluations for the two exempt employees and report to the Board at the November meeting.

**Correspondence:**

The Library received a letter from Pam Hoffmeyer at the Dalat International School in Tanjung Bungah, Malaysia, thanking staff for cleaning the school's DVDs that Pam brought with her when she visited Minerva this summer. The library also received a letter from Auditor Alan Harold thanking the library for providing the Auditor's staff with space to hold a meeting on the homestead exemption law.

**Travel and Meetings:**

Tom Dillie – Webinar – Is Community Assessment a High Hurdle - \$28.00  
Tom Dillie – OLC Preconference and Convention Registration - \$225.00  
Tom Dillie – OLC Convention lodging advance - \$124.00

**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:** In-house circulation continues to slide, down 10% from last September and over 6% year-to-date. SEO loan numbers are also down. Door count was nicely up, over 6.5% from last September, and now just head year-to-date. Question counts were even with 2012.

**Acknowledge Gifts:**

**Restricted Individual Contributions to the General Fund**

Great Trail Chapter DAR	\$ 35.00	09/17/2013
In memory of Pauline Angeloni		

**Unrestricted Individual Contributions to the General Fund**

Contributions	\$ 17.50	09/05/2013
Book Prospector	\$ 65.02	09/10/2013
Contributions	\$ 13.00	09/12/2013
Contributions	\$ 20.50	09/18/2013
Contributions	\$ 13.25	09/25/2013
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Total Restricted and Unrestricted	\$ 164.27	

**In-kind Gifts**

Peggy Christy	2 pieces of framed art
Anonymous	3 hardcovers; 3 trade paperback; 1 mass market paperback; 6 DVDs; 1 CD; 1 audiobook

**Adjournment:**

The meeting adjourned at 7:06 p.m. The next Regular Board Meeting will be held on November 20, 2013 at 6:30 pm in the Minerva Public Library Board Room.