

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

December 16, 2009

ATTENDANCE:

Trustees Roger Bartley, Martin Chapman (arrived at 6:42 p.m.), Denise Freeland, Ruth Ann Rinto (arrived at 6:52 p.m.), Richard Rutledge, Pamela Swallen, and Susan Smith; 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:

Susan Smith moved and Richard Rutledge seconded to approve the minutes of the November 18, 2009 regular meeting. The resolution passed unanimously.

OLD BUSINESS:

Trustee Search:

The Board's ad hoc search committee met before last month's Board meeting to discuss the search for possible candidates to replace RuthAnn Rinto and Susan Smith, whose terms expire on December 31, 2009, and who have asked to not be reappointed. The Board then met in executive session during the November Board meeting and agreed upon which candidates to invite to join the Board. Both candidates have accepted the position.

Resolution 09-12-01:

Pamela Swallen moved and Denise Freeland seconded to request the Board of Education of the Minerva Local Schools to appoint Virginia Birks as a Minerva Public Library Board of Trustee for seven years with a term beginning at the first regular Board meeting of 2010 and ending on December 31, 2016. The resolution passed unanimously.

Resolution 09-12-02:

Richard Rutledge moved and Denise Freeland seconded to request the Board of Education of the Minerva Local Schools to appoint Becky Miller as a Minerva Public Library Board of Trustee for seven years with a term beginning at the first regular Board meeting of 2010 and ending on December 31, 2016. The resolution passed unanimously.

OLD BUSINESS: (continued)

Director Dillie has informed School Superintendent Doug Marrah that the Trustees will submit two names for appointment by the Board of Education at its January meeting. Director Dillie will send a letter requesting the appointment to Superintendent Marrah.

Strategic Plan:

Library staff has drafted a set of goals for each of the four service responses. That draft is included in the Board packet. The staff is working now on writing objectives and activities to support those goals.

FISCAL OFFICER'S REPORT:

Denise Freeland moved and Pamela Swallen seconded to accept the monthly financial reports for November 2009. The resolution passed unanimously.

PLF Distribution:

December's distribution is only 11% below that of December, 2008, leaving us 17.4% below 2008 for the year.

Unique Management:

Unique Management's invoice for the month of November was \$89.50 for 10 placements.

NEW BUSINESS:

Staffing changes:

Youth Services Manager Louise Rose has informed Director Dillie that she plans to retire June 30, 2010. Her position will be filled, and Director Dillie will discuss the job search process with the Board early next year. Sharon Morgenstern has informed Director Dillie that she will resign from her position as substitute at the end of December.

Director and Fiscal Officer Contracts:

The Board met in executive session at its last meeting to review the job performance of the Fiscal Officer and Director.

Resolution 09-12-03:

Martin Chapman moved and Pamela Swallen seconded to hire Tom Dillie as Director of the Minerva Public Library from December 28, 2009 through to the 2011 Organization Meeting of the Library Board of Trustees at an annual salary of \$53,875.20 and benefits as described in the contract. The resolution passed unanimously.

NEW BUSINESS: (continued)

Resolution 09-12-04:

Pamela Swallen moved and Martin Chapman seconded to appoint Kelly Boggs as Fiscal Officer of the Minerva Public Library from December 28, 2009 through to the 2011 Organization Meeting of the Library Board of Trustees at an annual salary of \$35,963.60 and benefits as described in the contract. The resolution passed unanimously.

In expectation of a further reduction in 2010 in the amount the library receives from the Public Library Fund, the annual salaries of both the Director and Fiscal Officer have been reduced below the salaries approved in their January, 2009 contracts by 10% and an additional amount equal to four days of pay to account for the 2010 furlough days approved by the Board at its November 18, 2009 meeting. Their paid leave accrual rate has also been reduced proportionally for the 2010 contract. However, as salaried employees, the Director and Fiscal Officer will work the amount of hours needed to complete their job duties.

Reduction in Staff Hours Worked:

In expectation of a further reduction in 2010 in the amount the library receives from the Public Library Fund, staff hours worked will be reduced for the entire year. Paid leave benefits accrue per hours worked, so that leave will automatically accrue at a lower rate. Regular hours worked are the total hours worked assigned in the job description for each position.

Resolution 09-12-05:

Richard Rutledge moved and Susan Smith seconded to reduce by 10% the regular hours worked for all Library Associate I and Library Custodian positions that have regular hours worked set at 20 hours per week and 40 hours per pay period. The hours worked for these positions in fiscal year 2010 beginning December 28, 2009 will be 18 hours per week and 36 hours per pay period. The resolution passed unanimously.

Resolution 09-12-06:

Denise Freeland moved and Pamela Swallen seconded to reduce by 10% the regular hours worked for all Library Associate II and Manager positions that have regular hours worked set at 40 hours per week and 80 hours per pay period. The hours worked for these positions in fiscal year 2010 beginning December 28, 2009 will be 36 hours per week and 72 hours per pay period. The resolution passed unanimously.

Explanation of Holiday Pay:

The Employee Handbook does not specifically explain how holiday pay is calculated. It's not a mystery, but additional information should be added to make things clear.

NEW BUSINESS: (continued)

Resolution 09-12-07:

Denise Freeland moved and Pamela Swallen seconded to make the following addition to the Section 702 of the Employee Handbook effective 12/28/2009:

The value of a day's paid leave is calculated by dividing the employee's regular hours worked per pay period by ten in order to determine the average value of one regular day's work, e.g. an employee whose regular hours of work per pay period is 80 will receive 8 hours of pay for each day of paid holiday leave.

The resolution passed unanimously.

Allowing Additional Vacation Carry Over:

Director Dillie has a considerable amount of unused vacation left this year and requests that the Board allow him to carry over 40 hours into 2010 rather than the 20 specified in his contract.

Resolution 09-12-08:

Martin Chapman moved and Pamela Swallen seconded to authorize Director Dillie to carry over up to 51 hours of earned vacation time for 2009 to 2010. The resolution passed unanimously.

Resolutions of Thanks and Appreciation:

The Board wishes to acknowledge the hard work and sacrifices made by the staff this year during the budget crisis.

Resolution 09-12-09:

Susan Smith moved and RuthAnn Rinto seconded the following motion:

WHEREAS the Minerva Public Library is a vital part of community, and is being visited by patrons in greater numbers than ever before, and

WHEREAS, a dedicated, attentive, and innovative staff is essential to providing excellent library service, and

WHEREAS, the Minerva Public Library has been confronted with a severe reduction in funding that required immediate cuts in library spending, including spending on staff wages, and

WHEREAS, the library staff worked together to continue to provide effective, efficient, and useful service to the patrons of the library,

NOW, THEREFORE BE IT RESOLVED on this sixteenth day of December, Two Thousand and Nine, the Minerva Public Library Board of Trustees commends the library staff for their industry and creativity, and their commitment to the meeting the needs of the library and its patrons, and expresses heartfelt appreciation and thanks for their hard work and sacrifice to maintain and improve the Library.

The resolution passed unanimously.

NEW BUSINESS: (continued)

The Board wishes to acknowledge the retirement of two long-serving trustees.

Resolution 09-12-10:

Martin Chapman moved and Richard Rutledge seconded the following motion:

Resolution of Appreciation and Thanks

WHEREAS the Minerva Public Library is a vital part of the community, and
WHEREAS, the Minerva Public Library Board of Trustees has undertaken to provide excellent library service to the community over the years, including the financing and construction of two new libraries, and

WHEREAS, the diligence, experience, and community involvement of each Trustee is essential to the effective and efficient work of the Library Board, and

WHEREAS RuthAnn Rinto has served the Library Board, the Library staff, and the patrons of the Library, as a Trustee since March, 1975.

NOW, THEREFORE BE IT RESOLVED on this sixteenth day of December, Two Thousand and Nine, the Minerva Public Library Board of Trustees commends RuthAnn Rinto for her valuable, faithful, and consistent service to the Minerva Public Library and its patrons over the past 34 years, and expresses heartfelt appreciation and thanks for her work to maintain and improve the Library.

The resolution passed unanimously.

Resolution 09-12-11:

Martin Chapman moved and Richard Rutledge seconded the following motion:

Resolution of Appreciation and Thanks

WHEREAS the Minerva Public Library is a vital part of the community, and
WHEREAS, the Minerva Public Library Board of Trustees has undertaken to provide excellent library service to the community, including the recent financing and construction of a new library, and

WHEREAS, the diligence, experience, and community involvement of each Trustee is essential to the effective and efficient work of the Library Board, and

WHEREAS Susan Smith has served the Library Board, the Library staff, and the patrons of the Library, as a Trustee since January, 1991.

NOW, THEREFORE BE IT RESOLVED on this nineteenth day of December, Two Thousand and Nine, the Minerva Public Library Board of Trustees commends Susan Smith for her valuable, faithful, and consistent service to the Minerva Public Library and its patrons over the past 18 years, and expresses heartfelt appreciation and thanks for her work to maintain and improve the Library.

The resolution passed unanimously.

Both Mrs. Rinto and Mrs. Smith expressed their appreciation and said that it was an honor to serve on the Board. They also appreciated the teamwork of the other Board members and the staff of the library.

Correspondence:

None.

NEW BUSINESS: (continued)

Travel in November:

UAN Year End Update – Columbus, Ohio – Kelly Boggs – November 20, 2009 – mileage, hotel.

DIRECTOR’S REPORT:

RuthAnn Rinto moved and Denise Freeland seconded to accept monthly reports from the Director and Youth Services, which are included in the packet.

Monthly Library Statistics:

Statistics were included in the packet. Circulation was down again in November, below 2008, and with the additional closed days in December, we will likely see another monthly drop. Nonetheless, total circulation for the year will be up over 2008 by perhaps 5%.

ACCEPT GIFTS:

Pamela Swallen moved and Susan Smith seconded to accept the gifts for November. The resolution passed unanimously.

Restricted Individual Contributions to the General Fund

No restricted contributions in November

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 72.00	11/02/2009
Fines/Fees/Contributions	\$ 50.00	11/04/2009
Fines/Fees/Contributions	\$ 12.00	11/05/2009
Fines/Fees/Contributions	\$ 20.00	11/09/2009
Fines/Fees/Contributions	\$ 4.00	11/10/2009
Book Prospector Donations for Discards	\$ 32.47	11/16/2009
Fines/Fees/Contributions	\$ 18.00	11/16/2009
Fines/Fees/Contributions	\$ 9.00	11/17/2009
Fines/Fees/Contributions	\$ 15.00	11/18/2009
Fines/Fees/Contributions	\$ 29.85	11/19/2009
Fines/Fees/Contributions	\$ 10.00	11/23/2009
Fines/Fees/Contributions	\$ 5.00	11/23/2009
Fines/Fees/Contributions	\$ 9.00	11/25/2009
Total	\$ 286.32	

In-kind Gifts

Kala Eddy 1 hardback book

ADJOURNMENT:

The meeting was adjourned at 7:27 p.m.

The next Regular Board Meeting will be held on January 27, 2010 at 6:30 pm in the Minerva Public Library Board Room and will include the business of the annual organization meeting.