

**MINERVA PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING MINUTES**

**FEBRUARY 25, 2009**

**ATTENDANCE:**

Trustees Roger Bartley, Martin Chapman, Denise Freeland, Ruth Ann Rinto (arrived at 6:45 p.m.), Richard Rutledge, and Susan Smith; Director Tom Dillie; Fiscal Officer Kelly Boggs.

**CALL TO ORDER:**

The meeting was called to order at 6:32 p.m.

**ADJUSTMENTS TO AGENDA:**

None.

**PUBLIC PARTICIPATION:**

None.

**ADMINISTERING OATH OF OFFICE TO NEW TRUSTEE:**

Fiscal Officer Boggs, in her capacity as notary public, administered the oath to new Trustee Richard O. Rutledge:

Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Minerva Public Library in Stark County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted during your term of office?

Mr. Rutledge replied: "I will" and was welcomed to the Board of Trustees.

**GUEST PRESENTATION:**

Joel Bender from Whitaker-Myers Insurance Group made a short presentation on the Ohio Plan. The Library uses the Ohio Plan for its industrial insurance and that plan is managed by Whitaker Myers. Mr. Bender presented some background information on the Ohio Plan and explained that it is administered through a non-profit organization.

The library's proposed premium for the next year is decreasing, while coverage will be increasing. Next year, when the library has completed three years in the plan, it will be eligible for a five percent discount from the premium, and a ten percent discount thereafter.

There will be further discussion of the Ohio Plan at the next meeting.

**MINUTES:**

RuthAnn Rinto moved and Denise Freeland seconded to approve the minutes of the February 4, 2009 regular meeting. The resolution passed unanimously.

**OLD BUSINESS:**

**Investment Committee:**

At its last meeting, the Board formed an Investment Committee consisting of RuthAnn Rinto, Dick Rutledge, and Susan Smith. The Committee scheduled a meeting for 6:00 p.m. on Monday, March 9, in the board room.

**John Adams Exhibit:**

The John Adams Exhibit will arrive on March 18. The event schedule for the exhibit was presented. Press releases and posters are also being prepared. Our library is the only site in Ohio which will host this exhibit, and that fact should be mentioned. Several classes will be invited to tour the exhibit, which consists of large panels. Director Dillie said that it may take up to thirty minutes to view the exhibit, and that 30 to 40 people could possibly be there at one time. Background music will be played and possibly videos can be played as well.

**FISCAL OFFICER'S REPORT:**

**Financial Reports:**

Martin Chapman moved and Susan Smith seconded to accept the monthly financial reports for January 2009. The resolution passed unanimously.

**Monthly PLF Distribution:**

Fiscal Officer Boggs will continue to maintain a spreadsheet showing the library's PLF monthly receipts from 2007 through the current month. This sheet allows the Trustees to see how the library's revenue changes from month to month and how receipts compare over time. A copy is included in the Board packet.

**FYI:**

Unique Management's invoice for the month of January was \$98.45 for 11 placements.

## **NEW BUSINESS:**

### **Library Star Ranking:**

Library Journal has developed a new assessment tool, the LJ Index of Public Library Service. This index ranks libraries based on four public service output per capita factors: circulation, visits to the library, total program attendance, and public internet terminal use. Libraries are grouped in one of nine categories based on total annual library expenditure. This first set of rankings was compiled using 2006 library data. Minerva Public Library is ranked 13<sup>th</sup> nationally, and a three-star library, within the \$400,000-\$999,999 expenditure group. To read more about it, including a complete explanation of how the rankings are calculated, visit [www.libraryjournal.com/ljindex2009](http://www.libraryjournal.com/ljindex2009). Director Dillie briefly discussed this rating tool and some of the library's more current statistics.

## **COMMUNICATIONS:**

The Library received a letter from the Salvation Army thanking us for our participation in the Angel Tree/Adopt-a-Family program and for our help with the Back to School program.

An additional communication was received from the Ohio Library Council regarding the progress of the proposed state budget and OPLIN funding.

## **TRAVEL IN JANUARY:**

January 12, 2009 – Susan Crawford – Ohio Ready to Read Basic Training – Ravenna, Ohio – mileage.

January 19, 2009 – Louise Rose – Every Child Ready to Read – Columbus, Ohio – mileage.

## **DIRECTOR'S REPORT:**

RuthAnn Rinto moved and Martin Chapman seconded to accept monthly reports from the Director, Technical Services, and Youth Services, which are included in the packet. The resolution passed unanimously.

### **Monthly Library Statistics:**

Statistics were included in the packet.

**ACCEPT GIFTS:**

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

No restricted contributions were received in January.

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

Circulation/Donation Can/Copier Jar Receipts	\$34.00	01/05/2009
Circulation/Donation Can/Copier Jar Receipts	\$38.50	01/07/2009
Circulation/Donation Can/Copier Jar Receipts	\$75.13	01/09/2009
Book Prospector/Discarded Books	\$123.61	01/12/2009
Circulation/Donation Can/Copier Jar Receipts	\$22.00	01/14/2009
Circulation/Donation Can/Copier Jar Receipts	\$40.00	01/16/2009
Circulation/Donation Can/Copier Jar Receipts	\$23.00	01/19/2009
Circulation/Donation Can/Copier Jar Receipts	\$29.75	01/20/2009
Circulation/Donation Can/Copier Jar Receipts	\$45.00	01/22/2009
Circulation/Donation Can/Copier Jar Receipts	\$48.00	01/26/2009
Circulation/Donation Can/Copier Jar Receipts	\$72.00	01/30/2009
Total	\$550.99	

**In-kind Gifts:**

No in-kind gifts were received in January.

RuthAnn Rinto moved and Denise Freeland seconded to accept the gifts. The resolution passed unanimously.

**ADJOURNMENT:**

The meeting was adjourned at 7:45 p.m.

The next Regular Board Meeting will be held on March 25, 2009 at 6:30 pm in the Minerva Public Library Board Room.