

**MINERVA PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES**

**APRIL 22, 2009**

**ATTENDANCE:**

Trustees Roger Bartley, Martin Chapman, Richard Rutledge, Susan Smith, and Pamela Swallen; Director Tom Dillie; Fiscal Officer Kelly Boggs.

**CALL TO ORDER:**

The meeting was called to order at 6:30 p.m.

**ADJUSTMENTS TO AGENDA:** None.

**PUBLIC PARTICIPATION:** None.

**MINUTES:**

Pamela Swallen moved and Susan Smith seconded to approve the minutes of the March 25, 2009 regular meeting. The resolution passed unanimously.

**OLD BUSINESS:**

**John Adams Exhibit:** The exhibit is drawing good attendance as are the programs the Library is offering to support it. The four events held so far had a combined attendance of 192, and three more events are scheduled. The exhibit has been receiving good media coverage.

**Tote bags:** The library tote bags have arrived. They will be sold for \$6.50, tax included. Cost, including the set-up fee, is \$2.76 per bag. Seventy-two bags were purchased, and selling 38 of them will cover the cost of purchase. We are required to collect and report sales tax on sales of any merchandise, and all is in order to do so.

**FISCAL OFFICER'S REPORT:**

**Financial Reports:**

Richard Rutledge moved and Susan Smith seconded to accept the attached monthly financial reports for March 2009. The resolution passed unanimously.

Public Library Fund receipts for April are up from March, and the percentage received year-to-date is at 31% of the certified estimate of funds for 2009.

**FYI:**

Unique Management's invoice for the month of March was \$26.85 for 3 placements.

## **FISCAL OFFICER'S REPORT (continued):**

### **Supplemental Appropriations:**

Several supplemental appropriations were made during March for purposes of tracking the John Adams grant money, redistributing insurance premiums between health, dental and vision, and preparing to sell merchandise and collect sales tax.

- \$200.63 from 1000-100-411-1000(Books & Pamphlets – Adult Department) to 1000-100-390-0200 (Books & Pamphlets –John Adams Exhibit).
- \$836.38 from 1000-100-221-0000 (Medical Insurance) to 1000-100-223-0000 (Dental Insurance)
- \$136.46 from 1000-100-221-0000 (Medical Insurance) to 1000-100-224-0000 (Vision Insurance).
- \$300.00 from 1000-100-451-0007 (General Administrative Supplies – Office & Programming Supplies) to 1000-454-0000 (Supplies Purchased for Resale)
- \$50.00 from 1000-100-510-0000 (Dues & Memberships) to 1000-100-520-0000 (Taxes and Assessments)
- \$25.00 from 1000-100-510-0000 (Dues & Memberships) to 1000-100-590-0000 (Other)

## **NEW BUSINESS:**

### **Schedule Finance and Audit Committee Meeting**

Fiscal Officer Boggs and Director Dillie have drafted a preliminary budget for 2010; this budget must be submitted to the County Auditors' offices by May 31, 2009. The Finance and Audit Committee set a meeting for Wednesday, May 13, at 5:00 p.m. to review the draft budget and thereby make a recommendation to the Board.

### **Board Bylaws**

The Board does not have current bylaws. Director Dillie has drafted a set of bylaws and asked that the President Bartley appoint a temporary Bylaw Committee to review the draft and make a recommendation to the full Board. Trustee Chapman asked Director Dillie if it was really necessary to have bylaws and what purpose they served. Director Dillie replied that this is a decision for the Board to make. Bylaws serve to provide the public with a structure as to how the Board of a public agency operates and makes decisions. The Board members also said that there might be existing bylaws, although these were not referred to in any meeting minutes.

Richard Rutledge, Pamela Swallen, and Roger Bartley agreed to serve on a committee to review the draft and decide whether to recommend adoption of bylaws to the Board.

### **Personnel Committee:**

Director Dillie and Adult Services Manager Starling have explored ways to manage the daily delivery of library materials in a more cost-effective manner and have developed a plan. Director Dillie requested a meeting of the Personnel Committee to discuss it. A meeting time has not yet been scheduled.

## **TRAVEL IN MARCH:**

None.

