

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

JUNE 24, 2009

ATTENDANCE:

Trustees Roger Bartley, Martin Chapman, Denise Freeland, Ruth Ann Rinto (arrived at 6:56), 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:

Martin Chapman moved and Pamela Swallen seconded to approve the minutes of the May 27, 2009 regular meeting. The resolution passed unanimously.

OLD BUSINESS:

Cargo Clerk position:

The Library advertised the open position in the News Leader and Mr. Thrifty, and received 152 applications. Director Dillie and Adult Services Manager Starling interviewed eight applicants and made a first and second choice of applicants to whom to offer the job. However, the threatened reductions to the library's PLF distribution in the second half of this year and in 2010 have put the hiring on hold.

FISCAL OFFICER'S REPORT:

Financial Reports:

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

Supplemental Appropriations:

Per Resolution 09-01-10 and as authorized by law and upon the Director's request, I made the following transfers within the General Fund during May:

- * \$3,500.00 from 1000-100-411-1000 Adult Dept. Books to 1000-100-413-1006 Adult Department Audiovisual
- * \$21.00 from 1000-100-451-0007 Office & Program Supplies to 1000-100-454-0000 Supplies Purchased for Resale

FISCAL OFFICER'S REPORT

(continued):

Online Bill Payment:

With the restructuring of our checking account at Chase Bank, free online bill payment is now available. This process is approved by the State Auditor as it reduces the number of people who view our checks and could gain access to our banking account number and information. Each payment made online saves 70 cents for the cost of the check, envelope and postage stamp. Approximately 50 checks have been written per month. Almost all of these payments can be made online, resulting in a savings of \$35.00 per month. Paying a bill online takes about the same amount of time as writing and mailing a check. We have been using the online banking feature to check balances and transfer funds between accounts for some time and have not experienced any security problems. Online bill payment is simply an additional feature within the same encrypted system.

FYI:

Unique Management's invoice for the month of May was \$71.60 for 8 placements.

Public Library Fund:

While year-to-date PLF receipts improved slightly from May to June, the Ohio Library Council is now estimating that a 20% decrease in PLF funds from 2008 to 2009 is probable. The Office of Budget and Management's estimates of the General Revenue Fund would result in a 19% decrease from 2008 to 2009, a 2% decrease from 2009 to 2010, and a 1% increase from 2010 to 2011. No new certified estimates have been received from the County Auditors' offices.

On June 19, the Governor released a proposal for balancing the State's budget in the next biennium. Included in the proposal are drastic cuts to the PLF beginning in July this year with the start of the State's new budget. Fiscal Officer Boggs calculates that the proposed reduction in transfers to the PLF would result in a 31% reduction in the Library's PLF money for 2009 and a 46% reduction in PLF money in 2010. The proposed reduction is being discussed in the legislature's Conference Committee. The deadline for the State's budget to be passed is June 30; however, it now appears that the existing budget may be extended into July while the Committee continues to work on the budget. If the Governor's additional cuts are approved, the Director and Fiscal Officer will draft plans for managing the Library with severely reduced funding in 2010, and will meet with the Personnel and Finance and Audit Committees to review the plans.

NEW BUSINESS:

2009 Budget Revision:

Director Dillie and Fiscal Officer Boggs have met several times to discuss ways of reducing library expenditures this year in light of the GRF and PLF estimates received the week of June 12. We have already reduced the materials budget by another \$20,000, for a total savings of \$40,000 this year, and do not recommend transferring out \$15,000 in the Capital Projects Fund as budgeted. These changes have created a total savings of \$55,000 so far this year. The Governor's proposal to withhold money from transfers to the PLF beginning in July would result in a 31% reduction in funds for MPL this year. Sheets showing the revised summary budget using the June 12 OLC estimates and the Governor's proposed cuts are included in the board packet.

The Library can manage its budget this year in the face of either a 20% or 31% reduction, although the latter will cut deeply into the carryover at the end of the year. In the event of a 31% reduction in PLF, the library will zero out the remaining materials budget for 2009 and rely on the money received from the book sale and the donation jar to fund any new materials. The remaining money in the budget for substitutes will be reduced substantially.

Regardless of the size of the PLF reduction, either the expected 20% or the feared 31%, Director Dillie and Fiscal Officer Boggs agree that staffing costs need to be reduced in all positions this year. The Board agreed that the least damaging way to do so is to cut staff hours worked each week beginning with the July 13 pay period. Reducing staff hours by 5%, 2 hours per week for full-time employees and 1 hour per week for part-time employees, for this time period will save an equivalent of six days of staff time. Closing the library on two additional weekdays (November 27 and December 23) will result in a cost savings of \$14,169, the equivalent of eight days' pay.

The Board members also asked about closing on Saturdays. This does not save much money except in substitute hours, but may be reconsidered later depending on the level of funding for 2010.

Resolution 09-06-01:

Martin Chapman moved and Pamela Swallen seconded to reduce the hours worked by all staff in 2009 in order to save the library the equivalent of six full days' worth of staffing costs. This reduction will occur over the last 12 pay periods of this year, beginning on July 13 and ending on December 27, 2009. This reduction in hours worked will be regular across all pay periods. Part-time staff will work 38 hours in each two-week pay period, and full-time staff will work 76 hours in each two-week pay period. The resolution passed unanimously.

NEW BUSINESS: (continued)

Resolution 09-06-02:

Martin Chapman moved and Pamela Swallen seconded to close the library on Friday, November 27, Saturday, November 28 and Wednesday, December 23, 2009. These closed days will be a day of leave without pay for all staff. Staff may not use benefit time on these days. The resolution passed unanimously.

Resolution 09-06-03:

Richard Rutledge moved and Denise Freeland seconded to amend the contract between the Board of Trustees of the Minerva Public Library and Thomas W. Dillie, Director. The Director's annual compensation for 2009 will be reduced to \$59,028.48. In order to accomplish the reduction, beginning on July 13 and ending on December 27, 2009 the Director will be paid \$2,186.24 for each two-week pay period. The resolution passed unanimously.

Resolution 09-06-04:

To amend the contract between the Board of Trustees of the Minerva Public Library and Kelly J. Boggs, Fiscal Officer. The Fiscal Officer's annual compensation for 2009 will be reduced to \$39,392.64. In order to accomplish the reduction, beginning on July 13 and ending on December 27, 2009 the Fiscal Officer will be paid \$1,458.99 for each two-week pay period.

Committee Meeting – Director Dillie would like the Personnel Committee to meet before the July Board meeting to review the revised job descriptions for all hourly positions.

TRAVEL IN MAY:

- * OPLIN Web Page Training – May 22, 2009 – Jennifer Bates –Columbus – mileage.
- * Ohio Employee Benefits Consortium Insurance Meeting – May 28, 2009 – Kelly Boggs – Warren – mileage.

DIRECTOR'S REPORT:

Pamela Swallen moved and Susan Smith seconded to accept monthly reports from the Director 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

None in May

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$15.00	05/01/2009
Fines/Fees/Contributions	\$12.00	05/04/2009
Fines/Fees/Contributions	\$ 9.00	05/06/2009
Fines/Fees/Contributions	\$10.00	05/08/2009
Fines/Fees/Contributions	\$13.00	05/12/2009
Fines/Fees/Contributions	\$ 7.00	05/13/2009
Donation for Disposed Books	\$37.34	05/15/2009
Fines/Fees/Contributions	\$ 9.00	05/20/2009
Fines/Fees/Contributions	\$45.70	05/22/2009
Fines/Fees/Contributions	\$ 7.00	05/29/2009
Total	\$165.04	

In-kind Gifts

No in-kind gifts in May.

Susan Smith moved and RuthAnn Rinto 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 July 22, 2009 at 6:30 pm in the Minerva Public Library Board Room.