

MINERVA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

November 18, 2009

ATTENDANCE:

Trustees Roger Bartley, Martin Chapman, Denise Freeland, Richard Rutledge, and Susan Smith; 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. Pam Hoffmeyer was in attendance at the meeting.

MINUTES:

Martin Chapman moved and Denise Freeland seconded to approve the minutes of the October 28, 2009 regular meeting. The resolution passed unanimously.

OLD BUSINESS:

Library Director and Fiscal Officer Performance Evaluations:

The Personnel Committee has received the self-evaluations from the Director and Fiscal Officer and has made its own evaluation of each employee. The Board will hear the report and recommendation of the Committee in executive session.

Denise Freeland moved and Martin Chapman seconded to enter executive session at 6:34 p.m. for the purpose of discussing the job performance of the Library Director and Fiscal Officer.

Roll call vote: Mr. Rutledge, aye; Mr. Chapman, aye; Mrs. Smith, aye; Mrs. Freeland, aye; Mr. Bartley, aye.

The Board returned to open session at 7:10 p.m.

FISCAL OFFICER'S REPORT:

Susan Smith moved and Richard Rutledge seconded to accept the monthly financial reports for October 2009.

PLF Distribution:

November's distribution is 22% below that of November 2008, leaving us 17.8% below 2008 year to date. It appears that the total for 2009 will end up at about 18% to 19% less than 2008, close to the amount of the latest certified estimate.

2010 Temporary Appropriations:

As was discussed at the last Board meeting, Fiscal Officer Boggs and Director Dillie recommend that the Trustees approve a temporary appropriation for 2010 so that the library may begin spending money as usual in January. The Finance Committee will then meet to discuss 2010 Permanent Appropriations prior to presenting these to the Board for approval at the January or February. This delay in approving a permanent appropriation means that we can get an accurate figure for 2009 PLF revenue and then can calculate precisely the carryover available for the 2010 Permanent Appropriation. A summary copy of the temporary appropriation is included in this month's Board packet.

The Board members asked questions about the temporary appropriations including the estimated PLF distributions and how they relate to the 2008 and 2009 amounts, the amount to be spent on library materials and on employee salaries and benefits, as well as the amount of carryover expected at the end of 2009 and 2010. They also discussed the purchase of new computers, which will hopefully be possible during 2010.

Resolution 09-11-01:

Susan Smith moved and Richard Rutledge seconded to adopt the proposed Minerva Public Library 2010 Temporary Appropriations. The resolution passed unanimously.

Ohio Employee Benefits Consortium:

Fiscal Officer Boggs attended the fall insurance meeting on October 29. Anthem will continue as the carrier for medical insurance in 2010. There were no premium increases. Dental/vision plan premiums were decreased by 8%, and the various medical plan premiums either remained the same or were decreased by 2%, resulting in a small savings for all of our eligible employees.

OEBC has revised the consortium agreement and its bylaws. The changes are to allow the consortium to offer other types of insurance to the members in addition to medical, and to change the word "Committee" to "Board" throughout. A copy of the revised agreement and of the revised bylaws noting all changes is available for review at this Board meeting, and will be filed with the archive copy of the Board packet.

FISCAL OFFICER'S REPORT: (continued)

Resolution 09-11-02:

Richard Rutledge moved and Susan Smith seconded to adopt the revised Ohio Employee Benefits Consortium Agreement, dated October 29, 2009. The resolution passed unanimously.

Fiscal Officer Boggs has been invited to serve on the OEBC Board during 2010 and 2011. Hopefully this will provide her with additional insight into the insurance plans and any upcoming changes.

Unemployment Claim:

A claim for unemployment benefits has been filed by a current substitute employee who was laid off by another employer. Ohio Department of Job & Family Services determined that, as a reimbursing employer, Minerva Public Library is responsible for paying a portion of the benefits awarded. Appeals were filed with ODJFS and further with the Unemployment Compensation Review Commission, but the original determination was upheld on the basis of Ohio Revised Code 4141.24 (D), which prohibits claims against reimbursing employers from being charged to the mutualized account (money collected through unemployment taxes).

As a reimbursing employer, Minerva Public Library pays no contributions to unemployment through payroll tax, but is responsible to pay its portion of claims as they arise. MPL paid \$124.66 in 2007, nothing in 2008 and now has a claim of up to \$901.16 to be paid over a 26-week period in 2009 and 2010. This amount will be reduced based on actual hours worked by the employee. If MPL were a contributory rather than a reimbursing employer, approximately \$5,200 would be paid annually in unemployment payroll taxes.

Unique Management:

Unique Management's invoice for the month of October was \$53.70 for 6 placements.

NEW BUSINESS:

Staffing changes:

Youth Services Manager Louise Rose and Director Dillie interviewed two internal candidates for the part-time Library Associate I, Youth Services position currently held by Mary Ann Hays, who will retire at the end of the year. Mrs. Rose offered the position to Kathy Eddy, who is currently employed as a part-time Library Associate I in Adult Services. Ms. Eddy accepted and will start her new position January 4.

Resolution 11-09-03:

Richard Rutledge moved and Martin Chapman seconded to hire Kathy Eddy as a part-time Library Associate I, Youth Services, to begin work in that position on January 4, 2009, at a wage of \$9.08 an hour. The resolution passed unanimously.

NEW BUSINESS: (continued)

Director Dillie has chosen not to fill the position that will be vacated by Ms. Eddy and has taken the opportunity to hire the Cargo Clerk position as we intended to do this past June. That plan was put on hold by the state's budget crisis, but this open LA I position provides the funds to hire the Cargo Clerk. The Clerk wage is less than an LA I's and the Clerk will do regular, repetitive work that needs to be done every weekday, but that currently takes up more expensive staff time. Director Dillie contacted the candidate originally selected to fill the position in June, and found that the candidate was still interested in the job. The Cargo Clerk position does not include any public contact.

Resolution 11-09-06:

Denise Freeland moved and Martin Chapman seconded to hire James Bowser as a Cargo Clerk, a 20 hour a week position, to begin work on December 7, 2009, at a wage of \$7.70 an hour. The resolution passed unanimously.

Furlough Days:

In order to continue to conserve the library's reduced funds in 2010, Director Dillie would like to close the library four days as furlough days without pay for all regular staff. Three of these days are federal holidays on which the library has not closed: Martin Luther King, Jr. Day, President's Day, and Columbus Day. The Friday and Saturday after Thanksgiving are days on which the library is not as busy as usual, and which the staff would appreciate having off, even if not being paid.

Resolution 11-09-05:

Richard Rutledge moved and Martin Chapman seconded to close the library in 2010 for furlough days without pay for all regular staff on January 18, February 15, October 11, November 26, and November 27. The resolution passed unanimously.

Correspondence:

None.

Travel in October:

OEBC Insurance Meeting – Warren, Ohio – Kelly Boggs – October 29, 2009 – mileage.

DIRECTOR'S REPORT:

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

Book sale:

The book sale resulted in donations of \$1,341.70, including \$187.00 from the bag sale held during the last two weeks. Books not sold are being recycled at no cost to the library.

DIRECTOR'S REPORT: (continued)

Strategic Planning:

The Board members were given the opportunity to review the information gathered at the community meeting and the staff meeting. Mrs. Smith said that she appreciated the comments from the staff. They had some very good ideas and apparently put a lot of thought into them.

Monthly Library Statistics:

Statistics were included in the packet. Although circulation was down for October when compared to October 2008, it is still up over 6% year to date from 2008.

ACCEPT GIFTS:

Denise Freeland moved and Martin Chapman seconded to accept the gifts for October. The resolution passed unanimously.

Restricted Individual Contributions to the General Fund

No restricted contributions in October

Unrestricted Individual Contributions to the General Fund

Fines/Fees/Contributions	\$ 13.00	10/01/2009
Fines/Fees/Contributions	\$ 10.00	10/05/2009
Fines/Fees/Contributions	\$355.25	10/06/2009
Fines/Fees/Contributions	\$202.20	10/07/2009
Fines/Fees/Contributions	\$ 97.50	10/08/2009
Fines/Fees/Contributions	\$ 163.75	10/12/2009
Book Prospector Donations for Discards	\$ 26.82	10/14/2009
Fines/Fees/Contributions	\$ 97.00	10/15/2009
Fines/Fees/Contributions	\$ 96.00	10/19/2009
Donation Paypal	\$ 4.55	10/20/2009
Donation Paypal fee	\$.45	10/20/2009
Fines/Fees/Contributions	\$ 42.00	10/20/2009
Fines/Fees/Contributions	\$ 34.50	10/21/2009
Fines/Fees/Contributions	\$ 25.75	10/22/2009
Fines/Fees/Contributions	\$ 65.25	10/26/2009
Fines/Fees/Contributions	\$ 30.50	10/27/2009
Fines/Fees/Contributions	\$ 12.50	10/28/2009
Fines/Fees/Contributions	\$ 42.08	10/29/2009

Total \$1319.10

In-kind Gifts

Russell Myers 1 hardback book

ADJOURNMENT:

The meeting was adjourned at 7:47 p.m.

The next Regular Board Meeting will be held on December 16, 2009 at 6:30 p.m. in the Minerva Public Library Board Room.