

LOUISVILLE PUBLIC LIBRARY

Board of Trustees
Monday, December 20, 2010

Minutes

Board of Trustees members present: Greg Anderson, Jay Barton, Ron Derry,
Bob Hallier, John Schumacher

Board of Trustees members absent: Cindy Petitti

Staff member present: Michael G. Snyder, Director
Marsha Elkins, Interim Fiscal Officer

1. Meeting called to order by Vice President Anderson at 4:30 p.m.

R112-10 Mr. Anderson moved/Mr. Schumacher seconded a motion to excuse Ms. Petitti from this meeting.

Motion carried with all voting in the affirmative.

2. Report by Larry Corbus on the Interior Design Project – Mr. Corbus discussed a wide variety of options for board consideration, the main goal being to create a more effective use of public space and work space. The board will discuss these options and ask the Property Committee to determine a budget and a list of prioritizations.

3. Additions and/or corrections to the agenda -

#5. c. Donation of \$100.00 from library patron Pam Clymore

#7. c. Land swap progress report message from Tom Ault

#8. b. Appointments of new library staff

4. The board met with Ms. Candee Bishop and Ms. Raeann Guiley as candidates for the vacant Board Member seat for the period January, 2011 through December, 2013.

Cindy Petitti arrived at 5:43 p.m.

5. Motion to approve the items on the consent agenda:

R113-10 Mr. Schumacher moved/Mr. Derry seconded a motion to approve the items on the consent agenda.

Motion carried with all voting in the affirmative.

- a. Approval of the minutes of the regular meeting on November 15, 2010.
- b. Acceptance of the monthly statistical report by Darla Evans.
- c. Acceptance of the following gifts, honoraria, reimbursements, and claims to be used for the purposes for which they are intended

\$500.00 from Christine & Lanse Leach for the Summer Reading Program in 2011

\$100.00 from library patron Pan Clymore (undesignated)

\$267.42 from "Everything ½ Off" for Early Literacy Fund in 2011

- d. Approval to delete the following from the furniture and equipment inventory.

#00361 Small metal cabinet

#00209 Swivel chair

#00567 Swivel chair

- e. Acceptance of the Continuing Education report.

Marsha Elkins attended a UAN Year End Update in Columbus on Friday, November 19.

6. Report of the Interim Fiscal Officer

- a. Bills paid – Bills paid for November, 2010, were reviewed and are on file with the Interim Fiscal Officer.
- b. Financial report – Financial report for November, 2010, was reviewed and is on file with the Interim Fiscal Officer.
- c. Budget transfer – AEP invoice

R114-10 Mr. Derry moved/Mr. Petitti seconded a motion to transfer \$42.00 from the Contingency Fund to the Utilities account to pay the final invoice of the year.

Motion carried with all voting in the affirmative.

d. Salary transfer

R115-10 Mr. Hallier moved/Mr. Schumacher seconded a motion to transfer \$2,000 each from Salaries–Administrative and Salaries–Technicians to Salaries–Clerical

Motion carried with all voting in the affirmative.

e. Budget transfers

R116-10 Mr. Hallier moved/Ms. Petitti seconded a motion to authorize the Interim Fiscal Officer to transfer funds among budget accounts for the remainder of 2010 and not to exceed the allocated budget.

Motion carried with all voting in the affirmative.

7. Old business

a. Appointment to the board of trustees

R117-10 Mr. Hallier moved/Mr. Derry seconded a motion to nominate to the Louisville City Schools the name of Ms. Candace Bishop to complete the remaining three years of Linda Berg’s term on the Board of Trustees of the Louisville Public Library, January 1, 2011 – December 31, 2013.

Motion carried with all voting in the affirmative.

b. Approval of the 2011 temporary operating budget – Mr. Hallier stated that we should revisit the 2011 operating budget after the governor signs the new biennial budget on June 30.

R118-10 Mr. Hallier moved/Mr. Anderson seconded a motion to approve the 2011 preliminary budget, reflecting a 20% reduction in the Public Library Fund, as recommended by the Finance Committee.

Motion carried with all voting in the affirmative.

c. Land Swap Progress Report – Director Snyder reported the following:

- 1) By Tuesday, November 23, all three parties have signed the Land Swap Agreement.
- 2) Hall of Fame Title Agency, Inc. is handling the transfer of titles among the three parties.
- 3) Whitaker-Myers Insurance Agency, Inc. is standing by to begin property and liability insurance on the old Post Office and our newly acquired property (as well as dropping coverage on the South Chapel Street property).
- 4) Attorney Bill Williams reports that the “Phase One Environmental Site Assessment Report of the former Louisville Middle School Property... was performed by Environmental Support Network, Inc., Bill Racine, President... The report’s conclusion states that there is no evidence of recognized (adverse) environmental conditions. The history of the site

and the proximity of potential other environmental conditions also bear out the fact that the property is clean.”

- 5) Two press releases have already appeared and a reporter from the Repository will be here at 10:30 a.m. on Tuesday, December 21.

December 2 “The Herald”

December 7 “Alliance Review”

The consensus of the Board of Trustees is for Bob Hallier to meet with Mrs. Doyle Schmucker, the owner of a house on South Church Street that is adjacent to the old middle school property, to discuss the future of the house. Mrs. Schmucker’s house is currently for sale and the City of Louisville has met with her to begin negotiations to “acquire the north half of the alley property before conveying it to the library.”

- d. Strategic Plan Report – The consensus of the board is to conduct another work session on Saturday, January 8 to conclude our discussions on the new Strategic Plan.
- e. Library consolidation issue – The consensus of the board is to have a presence at the discussions in the event that the consolidation of public libraries in Stark County is ever introduced in the future.

Cindy Petitti departed at 6:30 p.m.

8. New business

- a. Vacation leave credit

R119-10 Mr. Schumacher moved/Mr. Derry seconded a motion to revise #13 (Vacations) in the Personnel Manual as follows:

The Library will exempt the “three-month probationary period” requirement for employees to become eligible for full vacation credit if the employee has worked at the Library at least 10 hours per week for a period of at least 36 months (three years).

Motion carried with all voting in the affirmative.

- b. Appointments of new staff – We received 30 applications to fill the two budgeted Library Page positions @ 30 hours each. Six candidates were interviewed and the two finalists and have been investigated for clean work record and criminal records.

R120-10 Mr. Hallier moved/Mr. Derry seconded a motion to hire Tiffany Lindner and Nicole Parrish as a new Circulation Pages @ a salary of \$7.50 per hour for 30 hours per week, effective January 1, 2011.

R121-10 Mr. Derry moved/Mr. Hallier seconded a motion to increase Amy Terry Keister’s hours from 8 to 22 @ a salary of \$7.50 per hour, effective January 1, 2011.

Motion carried with all voting in the affirmative.

9. Report of the Library Director

- a. Original watercolor donated to the library – "HOPE" was presented (donated) by Artist Carole Mottice Mickley, a member of the Louisville High School Class of 1955, to the LHS Class of 1955 Reunion Committee (2010) as a fundraiser. The work was auctioned at our 55th class reunion on Oct. 2, 2010, and the winner, Dr. Samuel Sabo, a retired Family Practice Physician from Oregon City, OR, and a member of the LHS Class of 1955, generously donated the painting back to the Reunion Committee "...to be viewed and enjoyed by the entire LHS Class of 1955 as well as the community of Louisville, OH." The 2010 Reunion Committee of the LHS Class of 1955 hereby donates this original work of art to the Louisville Public Library for display as the library deems appropriate, with the proviso that the LHS Class of 1955 may borrow said work of art for display at LHS Class of 1955 functions in the future.
- b. eCommerce now available – Effective earlier this month, the SLIC system (powered by Innovative Interfaces, Inc. software) instituted eCommerce, which gives library patrons the ability to "pay fees and fines—even make donations—just like they would on popular commercial sites on the web." We plan to issue a press release to the local media in the very near future.
- c. Volunteers' Dinner – We hope to see you at the Volunteers Recognition Dinner at this library at 5:30 p.m. on Friday, January 7. We will be asking for an RSVP later this month.
- d. Board of Trustees committee reports: No additional reports at this time.
- e. Scheduled programs, events, and activities

January 7	Volunteer Dinner @ the Library at 5:30 p.m.
January 8	Movie Night @ the Library: "Twilight Saga: Eclipse" @ 6:00 p.m.
January 20	"60 Minutes with your American Red Cross" @ 7:00 p.m.

10. Meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Mr. Jay Barton, President
Louisville Public Library Board of Trustees

Mr. Bob Hallier, Secretary
Louisville Public Library Board of Trustees