

Delta Township District Library

Board Meeting Minutes

August 8, 2011

Next meeting: Monday, September 12, 2011, 5:00 p.m., Delta Township District Library

I. Call to order at 4:15

II. Roll Call:

Trustees Present- Michael Moore, Ross Wilson (via conference call), Colleen Weinfeld, Carol Walker, Cindy Peruchietti, and Marie Papciak

Trustees Absent- none

Guests Present- Cherry Hamrick- Library Director, Keri Litwiller- Executive Assistant, George Weitzel- Watertown Township Trustee.

III. Agenda Additions and Changes: Chairman Moore stated that an outdoor library sign would not be discussed. Trustees Papciak and Peruchietti will be meeting with Director Hamrick to discuss the information and will present this to the Board at a later meeting.

IV. Adoption of Minutes: from meeting of July 11, 2011. Trustee Papciak moved to approve the minutes, seconded by Trustee Walker. The motion to approve the minutes was voted on and carried.

V. Treasurer's Report:

Approval of Bills: Chairman Moore presented the invoices for July 13, 2011 to July 20, 2011 in the amount of \$33,699.55 and July 20, 2011 to August 3, 2011 in the amount of \$5,787.59. Trustee Papciak inquired about the Barnes and Noble invoice for a Nook in the amount of \$143.37. Director Hamrick explained that the Nook was purchased to allow for staff to become more familiar with the equipment in effort to better assist patrons and expressed that staff is still working through options to permit the circulation of the Nook to patrons. Trustee Weinfeld moved to approve the invoices for payment, supported by Trustee Papciak. The motion to approve the invoices for payment was voted on and carried.

Revenue and Expense Report: Chairman Moore pointed out that penal fines have been received. At approximately 60% of the fiscal year Chairman Moore is very comfortable with where we are at with our net revenues and expenditures.

V. Public Appearances:

Director Hamrick explained that due to the change in time for the Library Board meetings, the Friends of the Delta Township District Library have been unable to find a representative to attend the meetings and speak on behalf of the bookstore. Director Hamrick suggested that she can present the Board members with the bookstore statistics as they desired. The Trustees are appreciative of a verbal report on monthly income, membership statistics, and events. Trustees Papciak and Walker stated that

they would rotate attending the Friends Board meetings in an effort to continue the working relationship between the two Boards.

VI. 2012 Budget Proposal:

The Board discussed the Director's budget request - for the 2012 operations of the Delta Township District Library. In an effort to balance the 2012 budget, Chairman Moore presented the Board with a list of -changes from Director Hamrick's original requests. These appropriations include a decrease in 703 (salary and wages--part time) by \$67,355.00, 715 (F.I.C.A.) by \$5,153.00, 740.002 (operating supplies- books) by \$15,000.00, 740.003 (operating supplies- video) by \$2,000.00, 804 (accounting fees) by \$3,000.00, 960 (meetings and conferences) by \$1,250.00, and 970 (capital outlay) by \$10,000.00 and an increase in 719.001 (OPEB) by \$2,200.00 and 921 (electricity) by \$2,000.00. Director Hamrick expressed concern with reducing the 970 line item by \$10,000.00. She explained the various expenses that come from that line item, including a number of unexpected costs associated with the upgrading and replacement of software and technology equipment and library furniture. Since it was recommended line item 740.002 not be increased for the 2012 budget year, Chairman Moore suggested that the Board give priority to capital campaign requests for collection enhancement. Additionally, Chairman Moore stated that if additional expenses arise from the 970 line item, that the Board members will look at amending the budget request. Chairman Moore instructed the Board that the next step to approve the budget would be to publish an ad in the paper, hold a public hearing at 5:00 p.m. on September 12th to adopt the budget, and then hold the regular September Board meeting following the public hearing. Director Hamrick stated that she will have a proposed 2012 budget available at the adult services desk for staff and patrons.

VII. Staff In-service Day:

Trustee Peruchietti moved to approve the request for closing the Library Monday, October 10, 2011 for a staff in-service, supported by Trustee Weinfeld. The motion to approve the request for training and library closure was voted on and carried.

VIII. Director's Report:

Director Hamrick presented her report highlighting several activities and events. She expressed the strong Summer Reading Program and high attendance numbers for the various programs offered. Director Hamrick stated that the percentage of increase in e-book use is incredible. Chairman Moore stated that this is one of the considerations the Board needs to look at when it comes to strategic planning. Director Hamrick reminded the Board that the Friends Book and Bake sale is August 25th, 26th, and 27th. She announced that Sierra Rose Farms will be at the Library with miniature horses on Saturday, August 27th. Trustee Papciak asked for an update on the Delta-Waverly Rotary golf outing. Director Hamrick stated that despite the rain it was very successful and was informed that they made approximately \$3,000.00. The report was reviewed and filed.

IX. Board Member Comments:

Trustee Walker reminded the Board that she will not be present at the September Board meeting. Trustee Weinfeld announced that she still had a job, but was being transferred from the Library to a secretarial position at Colt. Chairman Moore reminded the Board that the September Board meeting will be at the new time, 5:00 p.m.

X. Adjournment: The meeting adjourned at 5:40.

Minutes respectfully submitted by Colleen Weinfeld.