

# **MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING**

January 26, 2009

The Medina County District Library Board of Trustees met in regular session on Monday, January 26, 2009 at the recently changed new time of 6:00 pm at the Medina Library. Interim President Scott Snyder called the meeting to order.

**Roll Call** was taken with the following members noted as present: Scott Snyder, Shereen Lakhani and Patricia Boyle. Also present were Library **Staff** members: Carole Kowell, Director; Pauline Chapman, Interim Fiscal Officer; Craig Harwick, Human Resources Manager; Marilyn Plitt, Heather Rollins, Susan Ungham and Elaine Frankowski.

Board member Maria Griffiths arrived at approximately 6:04 pm. We now have a quorum.

Interim President Snyder indicated that after reviewing the Board of Trustees Bylaws it is not necessary to elect a temporary chairman. This item will be removed from the Agenda. Snyder would also like to place the Executive Session after Item X – Director’s Report in order to accommodate our legal council.

A motion was made by Shereen Lakhani and seconded by Patricia Boyle to approve the newly **Revised Agenda**. The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Scott Snyder - aye.

**Recognition of Guests and Comments From the Public** – President Snyder welcomed all staff in attendance including Brian Richter and David Folk from the Prosecutor’s office. Also in attendance was Adrienne Appleby-Bures, who will be installed as our new MCDL Board member.

**Presentation of Slate of Officers for 2009** - Maria Griffiths, on behalf of the Nominating Committee, presented the slate of officers for the 2009 year. They are:

Scott Snyder – President  
Karen Hammon – Vice President  
Shereen Lakhani – Secretary

There were no nominations from the floor. A motion was made by Maria Griffiths and seconded by Patricia Boyle to accept the named officers as presented. The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Scott Snyder - aye.

**Installation of New Board Member** – Pauline Chapman, Interim Fiscal Officer and Notary, then installed our new Board member, Adrienne Appleby-Bures to the MCDL Board. All congratulated and welcomed Ms. Bures.

**Approval of Minutes** - A motion was made Patricia Boyle and seconded by Maria Griffiths to approve the December 15, 2008 Meeting Minutes as distributed. The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Interim Fiscal Officer, Pauline Chapman discussed the distributed December 31, 2008 **Financial Report** and indicated that there were no changes to normal activity. End of year reports were prepared and there were no problems. The Board had no additional questions at this time. A

motion was made by Shereen Lakhani and seconded by Maria Griffiths to accept the December 31, 2008 Financial Report as distributed. The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

**Director's Report** – In addition to the distributed monthly report Kowell announced that MCDL had a record-breaking increase in 2008 for transacting circulation of 3,311,245 (a 25% increase from one year ago and a 50% increase from five years ago.) Door count was 1,129,638 (a 39% increase from 2007). New cards issued increased by 83% from one year ago. Computer use was also up by 76.5%. Four hundred Playaways, the newest way to “read” a book were ordered and will be added to the collection in April. We were able to obtain a very good price. Brunswick Book Drop Addition construction is proceeding on schedule. The installation of new conduits for power and data plugs for Seville began on Monday and everyone is looking forward to six more computers for patrons. Video gaming kits for all ages are in and are becoming very popular. The installed space heaters for the Medina Storyhour Room failed to warm up the area and we have contacted all parties in order to have this problem resolved. The Board indicated that we might want to have some sort of official letter sent to all parties about this problem. Kowell indicated that Maynard has a meeting scheduled later in the week with all parties and we will proceed from there.

The **December Personnel Report** was reviewed. A motion was made by Maria Griffiths and seconded by Patricia Boyle to approve the Personnel Report as distributed. The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

At 6:23 pm upon a motion made by Patricia Boyle and seconded by Maria Griffiths, the Board moved to enter into **Executive Session** to discuss leasing of property. The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The Board came out of **Executive Session** at 7:46 pm upon motion made by Shereen Lakhani and seconded by Maria Griffiths. The vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye. No action was taken.

The **Finance** Committee had no report.

**Personnel Committee** – Maria Griffiths indicated that the Committee met on January 14, 2009. For information purposes, the Minutes of this meeting were distributed to the Board prior to this meeting.

**Reclassification of Facilities/Operations Manager** - A recommended resolution was presented that would reclassify the position of Facilities/Operations Manager to a grade level more in line with the duties and responsibilities of a manager. Also, the job description of this position has been modified to reflect that we prefer this position to be certified within the state of Ohio in order to meet the expectations and be in compliance with Ohio Revised Code 123.011. This position existed in the past as a grade 10 supervisory position with the professional/administrative structure. Revisions have been made to the job along with reviewing where it falls within the hierarchy of jobs at MCDL and are recommending that it be adopted as a grade 11 manager level position. This

reclassification has no impact on the amount of salary increase for the incumbent for 2009. **RESOLUTION 09-01** Upon motion made by Maria Griffiths on behalf of the Personnel Committee, it was: **RESOLVED**: that the Medina County District Library Board of Trustees hereby approves the adoption of the revised Facilities/ Operations Manager job description and the reclassification to a grade level 11 in the professional/administrative structure. This should be effective immediately. The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Reclassification of Collection Resources Manager** - A recommended resolution was presented that would reclassify the position. Due to the resignation of the Collection Resource Manager effective January 12, 2009, management has reviewed and modified the job description to make it more generic rather than designed around a specific individual. This included the removal of language that placed this position as number three in command within the organization. It also reduced the scope of the position (focusing only on collection resources) and minimized other involvement in the company and community that was more specific to the prior incumbent. This position had existed as a grade 13 position within the professional/administrative structure. With the revisions to the job it is recommended that this position be adopted as a grade 12 position with the structure. **RESOLUTION 09-02** Upon motion made by Maria Griffiths on behalf of the Personnel Committee, it was: **RESOLVED**: That the Medina County District Library Board of Trustees hereby approves the adoption of the revised Collection Resources Manager job description and the reclassification of the job to a level 12 within the professional/administrative structure. This change should be effective immediately. The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Approval of Development Coordinator Job Description** - A recommended resolution was presented that would create a new job description. A part of the strategic plan which has been approved by the Board of Trustees was the addition of a part-time position which would focus on fundraising for the library. A draft of a job description was prepared to outline the expectations and functions of this new position. A survey of other libraries in NE Ohio was completed and input from this survey has been incorporated into the job description. Management would like to move ahead with this position at this time. A final draft of the job description was provided which needs to be approved by the Board before a posting is sent out. As indicated, initially this will be posted as a part-time position working an average of 20 hours per week. **RESOLUTION 09-03** Upon motion made by Maria Griffiths on behalf of the Personnel Committee, it was: **RESOLVED**: that the Medina County District Library Board of Trustees hereby approves the adoption of the new job description for a Development Coordinator. The position would be exempt grade level 9. This should be effective immediately. The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Adoption of New 403(b) Plan for Employees** - A recommended resolution was presented to adopt a new 403(b) Plan for Employees. Due to the passing of legislation in 2008, which requires a formal plan document along with several other IRS regulations relating to 403(b) plans, management is suggesting that the MCDL put into place no later than

February 1, 2009 a new plan through Hartford Life as presented by a representative from Edward Jones here in Medina. This plan will be the only 403(b) program offered through the library but will provide investment opportunities similar to what had been offered through the previous two vendors. The plan design and drafting will be done by Hartford at no cost to the library. Also, the ongoing liability for compliance with the new IRS regulations will be held by Hartford. Employees will be given various investment options, deductions will be made each pay period, and fees associated with the plan and investments are inline with standard programs and are paid by the participants. All employee questions and activity will be handled by Edward Jones along with all introductory training and ongoing periodic training for employees and at no cost to the library. The only library involvement will be with the payroll deductions and then forwarding the money to Hartford. (All activity with the prior vendors was stopped at year end.) **RESOLUTION 09-04** Upon motion made by Maria Griffiths on behalf of the Personnel Committee, it was: **RESOLVED:** that the Medina County District Library Board of Trustees hereby approves the adoption of a new 403(b) program for library employees beginning as soon as possible. The new program will be administered by Hartford Life and will be managed at no cost to the library. A draft of the new plan document will be provided after it has been approved by the Prosecutor's office. The roll call vote was as follows: Shereen Lakhani - abstained, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Approval of New Job Description for Business Manager** - A recommended resolution was presented for a new job description for the Business Manager position. Based upon input from management, results from a NEO-RLS survey, and information provided by many libraries in the NE Ohio area, a revised job description was provided for the current vacant Business Manager/Fiscal Officer position and should be used as the basis for a posting to fill this position. Also, after much discussion, it is recommended that the position be posted as full time, working 37 ½ hours per week with a salary range of \$49,000 to \$58,000 annually commensurate with education and experience. **RESOLUTION 09-05** Upon motion made by Maria Griffiths on behalf of the Personnel Committee, it was: **RESOLVED:** that the Medina County District Library Board of Trustees hereby approves the adoption of the new job description for the Business Manager/Fiscal Officer. The position would be fulltime of 37 ½ hours per week with a salary range of \$49,000 to \$58,000. This should be effective immediately. The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The **Planning Committee** had no report.

The **Policy & Bylaws Committee** had no report.

**Communications** – Director Kowell announced that MCDL was featured in the Architecture issue of Library Journal with a photo and written material. A copy of this article was included in the Board's folder this evening. She also announced that a thank you letter and resolution was presented to MCDL from the Board of Health for our participation in the "Warm-Up America" campaign.

Lastly there was another thank you letter from the Salvation Army for all the "Warm-Up America" items that MCDL and the public donated from the campaign. President Snyder then circulated a thank you note from Debbie Ensor, former Collection Resources Manager.

**Unfinished Business City/County Parking Garage** – No further information is available at this time. Updates will follow.

**New Business – Tax Advances request – First Half of 2009 -** A recommended resolution was presented that would authorize the Fiscal Officer or Deputy Fiscal Officer to submit for an advance on property taxes collected by Medina County and distributed by the Medina County Auditor to the Medina County District Library. This request permits MCDL to receive a portion of the tax collections monthly which allows for a steady cash flow and increased investment income. Staff recommends that the motion be adopted authorizing the Fiscal Officer or Deputy Fiscal Officer to submit a request for tax advances. **RESOLUTION 09-06** Upon motion made by Maria Griffiths and seconded by Patricia Boyle, it was: **RESOLVED: that the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer or Deputy Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the first half of 2009.** The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **2009 Banking Resolutions** – A resolution was presented that would provide the necessary authorization related to performing various banking functions throughout the 2009 fiscal year. This request allows for the normal day-to-day financial functions of the Library to be performed in accordance with the Ohio Revised Code and the Ohio Administrative Code. In summary, these resolutions authorize various appointed positions within the Medina County District Library as follows:

- To have access to any safe deposit boxes.
- To sign any checks, drafts, notes or ordered drawn against checking or saving accounts.
- To invest or redeem investments through wire transfers at various banking institutions.

**RESOLUTION 09-07** Upon motion made by Maria Griffiths and seconded by Shereen Lakhani, it was: **RESOLVED: that the Medina County District Library Board of Trustees hereby approves the following 2009 Fiscal Year Banking Resolutions A – C.** The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **2009 Interest On Investments** - A recommended resolution was presented that would authorize the Fiscal Officer and/or the Deputy Fiscal Officer to segregate and accrue all interest earned on investments within each specific fund to that particular fund, or any other as shall be designated, for the fiscal year 2009.

H.B. 674 went into effect on March 30, 1999 and amended O.R.C. 135.21 that had required libraries to credit all investment earnings from any funds, other than fiduciary funds, to the General Fund. The amendment, O.R.C. 3375.391, provides for an exception wherein a board of library trustees may pass a resolution designating that all investment earnings accrued within a specific fund may be credited to that fund or any other as the board specifies. The only exclusion to this legislation would be to the earnings made on the investment of any bond retirement fund or sinking fund. Also, investment earnings made within the Endowment Fund may never be co-mingled with any other funds due to our fiduciary responsibilities in appropriating said funds for specific purposes and bequests. This recommendation would allow investment earnings accrued in the General Fund, Building and Repair Fund, Grant Fund, and Endowment Fund to remain in each of their respective funds. **RESOLUTION 09-08** Upon motion made by Shereen Lakhani and seconded by Maria Griffiths, it was **RESOLVED: that the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer or the Deputy Fiscal Officer to credit investment earnings from the General Fund, Building and Repair Fund, Grant Fund, and the Endowment Fund to the respective funds from**

which they accrued for fiscal year 2009. The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Investment Policy** - A recommended resolution was presented that would formally renew the Medina County District Library Investment Policy. An Investment Policy was attached with no changes from the last annual approval by the Board. **RESOLUTION 09-09** Upon motion made by Maria Griffiths and seconded by Patricia Boyle, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Investment Policy for the 2009 fiscal year.** The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was. - **Approval of Contract With The Human Resource Department, Inc.** A recommended resolution was presented with regard to The Human Resource Department, Inc. proposal. A part of the strategic plan which as been approved by the Board of Trustees was the design and implementation of a performance appraisal process for all employees. A proposal from the HR Department, Inc. for consulting services to assist in the design of this process was provided. (This contract will become a part of the official minutes.) This is the same company that performed the benchmarking of jobs and designed the new professional/administrative salary structure. This contract has been approved by our attorney at the Prosecutor's office. The Board indicated that to save MCDL some money, they would like all training to be done in-house and not by the contract. **RESOLUTION 09-10** Upon motion made by Adrienne Bures and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the attached proposal for consulting services of The Human Resource Department, Inc. for design of a performance appraisal process for all employees and that all training be done in-house.** The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

There was no **Other New Business.**

Upon motion made by Patricia Boyle and seconded by Maria Griffiths the following **Donations** were accepted **with gratitude:**

- \$500 FROM JOHN GREGORY FOR DONOR WALL OF RECOGNITION AT LODI LIBRARY
- \$350 FROM FRIENDS OF THE HIGHLAND LIBRARY TO BE USED TOWARD MAINTENANCE OF AQUARIUM AT HIGHLAND LIBRARY
- \$50 FROM MAXIA L. BAER TO BE USED FOR PURCHASE OF AUDIO OR LP BOOKS FOR OUTREACH DEPARTMENT
- \$40 FROM MR. & MRS. JACK ESGAR IN MEMORY OF PAULA ARNER FOR BRUNSWICK LIBRARY
- \$100 FROM SHIRISH SHAH TO PURCHASE CHILDREN'S BOOKS IN RECOGNITION OF LARIBEE GRANDCHILDREN.

The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

**Trustees' Comments** – The Board welcomed new Board member Adrienne Bures. The Board also thanked Director Kowell and all staff for the remarkable numbers in all areas in the past

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year. It is really amazing. President Snyder indicated that he would have all the Committee members in place before our next Board meeting in February. He also announced that there will be a Board Retreat on Saturday, February 21, 2009 from 9:00 to noon in the Medina Room at the Library. Additional information will be provided.

There was no need for an additional **Executive Session**.

The meeting was adjourned at 8:06 pm upon motion made by Patricia Boyle and seconded by Maria Griffiths. The vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

**NEXT BOARD MEETING**

**Monday, February 23, 2009, 6:00 pm  
At Medina Library**

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**Scott D. Snyder  
President**

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**Shereen Lakhani  
Secretary**