

MEDINA COUNTY DISTRICT LIBRARY

MINUTES OF THE BOARD OF TRUSTEES MEETING

April 19, 2010

The Medina County District Library Board of Trustees met in regular session on Monday, April 19, 2010 at the Medina Library. President Scott Snyder called the meeting to order.

Roll Call was taken with the following members noted as present: Scott Snyder, Adrienne Bures, Patricia Boyle, Shereen Lakhani, Maria Griffiths, Mary Ogden and Robert Tomaselli. Also present were Library **Staff** members: Carole Kowell, Director; Judy Leuthaeuser, Assistant Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Heather Coontz, Theresa Laffey, Marilyn Plitt, Sylvia Williams and Elaine Frankowski. There were no guests in attendance.

Approval of Agenda – A motion was made by Maria Griffiths and seconded by Patricia Boyle to approve the **Agenda** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani, - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Recognition of Guests and Comments From the Public – President Snyder welcomed all in attendance.

Approval of Minutes – A motion was made by Maria Griffiths and seconded by Adrienne Bures to approve the March 15, 2010 **Minutes** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani, - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Business Manager/Fiscal Officer, Jack Masterson discussed the distributed March 31, 2010 **Financial Report**. Everything is stable and there is nothing new to report. As requested by the Board last month, Masterson provided a four page report which consisted of the following:

- A monthly snapshot with regard to the General Fund comparing the Public Library Fund, General Property Tax and General Fund receipts and expenses for a three month period.
- A spreadsheet and graph showing PLF Funding Trends from 2007 – 2009
- Month to month PLF Revenue Comparisons for 2007 – 2009
- A PLF Monthly Comparison spreadsheet showing 2009 figures and 2010 figures to date

These reports were discussed and proved to be very helpful. The Board thanked Masterson for preparing these reports. The Board suggested that Masterson prepare a comparison report for the real estate tax income so that this can be used for comparison purposes as well. The Board asked Masterson to prepare a quarterly report for the May meeting to show what the Business Office has accomplished in this first quarter. A motion was made by Patricia Boyle and seconded by Maria Griffiths to accept the March 31, 2010 **Financial Report** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani, - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Director's Report - In addition to the distributed monthly report, Kowell indicated that Training Coordinator Beverly Masek has completed the Performance Planning training sessions with all employees. She indicated that they have been very positive and employees are very interested in how they can improve themselves and MCDL. MCDL participated in Earth Day at Buffalo Creek last Saturday, as we have done for a good number of years. Judy Leuthaeuser attended representing the Library. Leuthaeuser reported that in spite of the bad weather it was very successful event with many

attendees. She also reported that over 250 people visited the Bookmobile, which was part of the event. She was thanked for her participation.

The Board asked what the Buddy system of the floating collection was and Sylvia Williams explained to the Board that this system is in place to better share the collection fairly with all branches so that items are always fresh at each branch.

The March **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: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani, - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Shereen Lakhani indicated that the **Finance Committee** met on March 31, 2010. (*Minutes of this meeting were given to the Board.*) She reported that the Committee discussed establishing various metrics that would alert the Board when it appears that we are in a financial downturn so that they could become more involved to solve any potential problems. The Committee will continue to work with Masterson and will revisit this subject sometime in July. She reviewed the following metrics from this Finance Committee meeting as follows:

- If the carryover balance appears to be going below \$3 million
- If there is a deviation from the norm – revenue to expenses resulting in a 5% or \$100,000 decline in revenue
- Subjective measure

Discussions were also held at this Committee meeting pertaining to when a new levy might have to be presented to the voters. We are hoping that we would not have to go for a tax levy any earlier than 2014. A question was asked if Fund Raising should be added to the reports but then decided that we would do this at a later date if and when additional money comes in.

Adrienne Bures indicated that the **Personnel Committee** had no report.

Maria Griffiths indicated that the **Policy & Bylaws Committee** met prior to this meeting to discuss a Meeting Room Policy Change. Upon recommendation from the County Prosecutor's office, the following changes to the Medina County District Library Meeting Room Policy were presented for discussion and recommended approval to the Medina County District Library Board of Trustees. (*Proposed changes were attached to the proposed resolution and supplied to the entire Board for review.*)

Current policy forbids any sales or soliciting in the meeting rooms. This wording prohibits such library fundraising events, such as Friends book sales or author visits or any after hour's parties in the library meeting rooms.

Management proposes to retain the paragraph:

“No Sales or soliciting is allowed. Individuals may not profit from, nor use the library meeting rooms to run a business. Meetings planned by a company or individual to promote, advertise, or lead to a sale of a product or service are not permitted.”

And add the following paragraph:

“The Medina County District Library, affiliated organizations and strategic partner groups may use the meeting room facilities for fundraising events. In these cases, exceptions will be considered for after hours events. After hours fundraising events for strategic partner groups may require a charge to cover additional expenses incurred by the library.”

Management also recommends adding the phrase, “or military status as defined in section 4112.01 of the Revised Code to the meeting room policy.” The Committee had one suggestion and that was that we move “no fees, etc. paragraph” to precede the newly added paragraph to the new policy. **RESOLUTION 10-12** Upon motion made by Maria Griffiths on behalf of the Policy & By-Laws Committee, it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby approves the attached changes listed above to the Medina County District Library Meeting Room Policy. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani, - aye, Maria Griffiths – aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Communications - Each Board member received a letter today from a patron who dropped off a box containing some items that the patron wished to be displayed in the Medina Library. The box was left several years ago when Medina Library was in its temporary location at Stonegate. This box was put in storage, and at some point during the Library move, the box was misplaced. The patron wishes to be compensated for these items. We have contacted the Prosecutor’s office and the entire situation is pending at this time. Updates will follow.

Kowell also shared some thank you letters from Medina Creative Housing on a recent donation and a Cub Scout thank you letter at Highland for a tour that was given them. Kowell also shared an article that appeared in the newspaper regarding the Bookmobile.

Unfinished Business – Seville Project Update – A Request for Design Services announcement was posted in the Gazette and AIA on line with a deadline of May 10, 2010. Updates will follow.

New Business – Landscaping Services - A Resolution was presented from Jack Masterson, Business Manager/Fiscal Officer that would award the landscaping services contract to C & M Lawn Service for the period of May 1, 2010 through April 30, 2012. A Request for Proposal (RFP) was sent to eight vendors – three of whom responded. A summary of the bids was attached to the Resolution for the Board’s review. These were reviewed by Masterson and Keith Maynard, Maintenance Supervisor and they believe it would be in the best interest of the library to select C & M Lawn Service to provide landscaping services. It was thought that one vendor be chosen to provide all landscaping services so that the quality of services provided would not fluctuate from one location to another. **RESOLUTION 10-13** Upon motion made by Maria Griffiths and seconded by Adrienne Bures, it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby approves awards the landscaping services contract to C & M Lawn Service for the period of may 1, 2010 through April 30, 2012. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani, - aye, Maria Griffiths – aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **Interior Design Contract for Punch List Items** - A recommended resolution was presented that would approve a contract for interior design consultation services with Erin Ruggles. A contract for interior design services with Erin Ruggles has been prepared by the County Prosecutor’s office and will become part of this Resolution. The design work is for

punch list items not completed from the construction project for the Medina, Brunswick, Highland, Lodi, and Buckeye Libraries. The teen area in Buckeye will be expanded with additional seating and improved sight lines to better accommodate and serve the after school teens who visit the library. Punch list items and interior design consultant services will be funded by the Bond Issue. The length of the contract is one year. Hourly rate is twenty-five dollars (\$25). Compensation is not to exceed Nine Thousand Five Hundred Dollars (\$9,500). **RESOLUTION 10-14 Upon motion made by Shereen Lakhani and seconded by Adrienne Bures, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the attached contract with Erin Ruggles for interior design services, for a period of one year, beginning April 19, 2010.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **Summer Meeting Locations** - A discussion was held pertaining to holding some of our summer meetings at the different branches. The Board thought that since Staff indicated it would not be costly, that we would meet at some of the branches. Highland Library had indicated that they would like to meet at their branch in September, so this will be scheduled. The discussion then was pertaining to not meeting in August of this year. We had done this once in the past, indicating that this would be decided on an individual yearly basis. A motion was made by Shereen Lakhani and seconded by Maria Griffiths that we would not hold an MCDL Board of Trustees meeting in August of 2010. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye. The newly revised Board meeting dates and locations will be posted at our May meeting.

The next item was **Staff Development Day Closing** – Craig Harwick, Human Resources Manager indicated that as outlined in the Strategic Plan, Management would like to continue our tradition of having a Staff Development Day every other year. 2010 would be the year to again schedule this event. However, in light of the current economic condition, we are proposing several changes to the format. First, the event will be funded through donations from the various friends' groups. No funding will come from the operating budget. Also, we plan to hold the event at the Medina Library branch rather than using an outside facility. We are still in the planning stages but do not expect to schedule a full day event as we have in the past. Most other criteria will probably remain the same as far as attendance and programs. We will also distribute service awards that day. The one item that will require Board action is the official closing of the library for that day. As we did in 2009, we would like to schedule the event for Veteran's Day, November 11. We have been closed on Veteran's Day the last two years, so we feel the public has become used to the library being closed that day. Even if we do not schedule a full day event, we would like to close the library for the entire day. **RESOLUTION 10-15 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 closing of the library to the public on Thursday, November 11, 2010 for the purpose of professional growth and development.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

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

- \$375 FROM FRIENDS OF THE LODI LIBRARY FOR THE 2010 SUMMER READING CELEBRATION

- \$150 FROM FRIENDS OF THE BUCKEYE LIBRARY TO COVER COST OF DRUMMING PROGRAM HELD IN FEBRUARY
- PRIZES VALUED AT \$300 FOR 2010 SRC PROGRAM FROM JIMMY JOHN'S/KATHY SAMMON, OWNER
- PRIZES VALUED AT \$3,600 FOR 2010 SRC PROGRAM FROM RINKY DINK FAMILY FUN CENTER.
- PRIZES VALUED AT \$3,500 FROM AMAZONE FOR 2010 SRC PROGRAM
- PRIZES VALUED AT \$175 FROM BARNES & NOBLE BOOKSELLERS/KELLY FOGEL FOR ART EXTRAVAGANZA SIGNATURE PROGRAM AT HIGHLAND LIBRARY

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

There was no **Other New Business.**

Trustees' Comments – President Snyder indicated that the annual Volunteer event will be held next Friday and thanked the Board members and staff for all their volunteer hours. Several of the Board members will be attending the luncheon to be held here at the Library on Friday, April 23 during Volunteer Week. Ms. Bures and Ms. Ogden, along with Business Manager Jack Masterson will attend the OLC Trustee Dinner next week which has a very timely topic of the state's continuing economic challenges, how the public library is being impacted and how we can best prepare for the challenges ahead. They will report on this to the Board at our next meeting. Tomaselli indicated that he had toured the Lodi, Highland, Buckeye and Seville Libraries and was very impressed with the buildings and staff. He indicated that all seem to enjoy their work and are very enthusiastic. He also was very impressed with the Bookmobile, its size and large collection. President Snyder thanked the Finance Committee for all their hard work trying to come up with a plan to ensure future financial planning. A comment was made that some of the windows in the libraries are pretty dirty and asked if these could be cleaned. Unfortunately this is not one of the duties of the cleaning contract so we will need to look for another solution if this is to be accomplished. Ms. Lakhani indicated she saw the fantastic art display at the Highland Library and urged other members to check it out. Ms. Griffiths was pleased that we were planning another Staff Development Day as she feels this is good for all employees. Having it in house to save dollars was also a great idea.

There was no need of an **Executive Session.**

The meeting was adjourned at 7:59 pm upon motion made by Patricia Boyle and seconded by Maria Griffiths. The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

NEXT BOARD MEETING

**Monday, May 17, 2010, 6:00 pm
At Medina Library**

**Scott D. Snyder
President**

**Patricia Boyle
Secretary**