

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

May 17, 2010

The Medina County District Library Board of Trustees met in regular session on Monday, May 17, 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, Shereen Lakhani and Mary Ogden. (Maria Griffiths arrived at about 6:30 pm.) Also present were Library **Staff** members: Carole Kowell, Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Heather Coontz, Marilyn Plitt, Sylvia Williams and Elaine Frankowski. Guests in attendance were Joyce Gerda of the Brunswick Friends and her husband.

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

Recognition of Guests and Comments From the Public – President Snyder welcomed all in attendance. Mrs. Gerda spoke in behalf of the Brunswick Friends. President Snyder thanked her for comments and her attendance along with her husband. He also thanked the Brunswick Friends for their generosity to MCDL and that they are greatly appreciated.

Approval of Minutes – A motion was made by Mary Ogden and seconded by Adrienne Bures to approve the April 19, 2010 **Minutes** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Shereen Lakhani, - aye, Mary Ogden - aye and Scott Snyder - aye.

Business Manager/Fiscal Officer, Jack Masterson discussed the distributed April 30, 2010 **Financial Report**. Masterson indicated that finances and expenses are stable. Investment income has improved. A motion was made by Shereen Lakhani and seconded by Adrienne Bures to accept the April 30, 2010 **Financial Report** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Shereen Lakhani, - aye, Mary Ogden - aye and Scott Snyder - aye.

Masterson then discussed the monthly snapshot of finances that was provided to the Board. It was noted that the PLF amount is down but will be monitored closely. As previously requested by the Board, Masterson also included a Business Office Report for the period of November 2009 through the present. The Board appreciated both of these reports.

Director's Report - In addition to the distributed monthly report, Kowell indicated that the recent Volunteer Appreciation Lunch was very successful and thanked the Board members that were in attendance. She also thanked the Board for all their volunteer hours and distributed a MCDL key chain to the Board members that were unable to attend the volunteer lunch. Kowell also indicated that she and management staff have been meeting to come up with several cost cutting plans so that we would be prepared to act quickly should the PLF funding decrease substantially. The first plan, which will be implemented this year, is to look into reducing costs with regard to electricity and copier usage and some other internal ways without much impact to patrons and staff. Kowell also reported that the Unique Management report looks much better now that they have straightened out some incorrect reporting issues. We have collected \$3,179.42 in dollars received and \$5,118.22 in materials returned for an activation rate of 24.09%. This is “way above expectations” according to the collection agency. Updates will follow.

Kowell also announced that she has been asked to appear as a panelist on the Neotropolis program spotlighting the “Best Libraries in the World.” MCDL and several other highly rated Hennen libraries were asked to participate. The program will air on Friday, June 4 at 8:30 pm on the PBS

channel 45/49. Kowell also indicated that she will visit all the branches in June to talk with staff and will also provide a brief survey for them to participate in. Kowell feels it is important to meet with staff at least twice a year to be available for staff input, suggestions, etc. She also announced that she and key staff had a meeting with the Medina Hospital, a Cleveland Clinic Hospital, and discussed their interest in partnering with MCDL to offer some programs, deposit collections, and a Bookmobile stop. We are very excited about this possible new partnership.

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

Shereen Lakhani indicated that the **Finance Committee** met at 5:15 prior to this meeting and discussed the 2011 Tax Budget. A resolution was presented to approve the 2011 Tax Budget for submittal to the Medina County Budget Commission by the end of May, as required by state law. In the past, the Tax Budget was used to justify the amount of the Public Library Fund (PLF), formerly the LLGSF that MCDL receives as a source for operational funding. Since the library has a formal PLF distribution agreement with the Wadsworth Library, the Tax Budget has become a formality. **RESOLUTION 10-16** Upon motion made by Shereen Lakhani on behalf of the Finance Committee, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the 2011 Tax Budget for submittal to the Medina County Budget Commission. The roll call vote was as follows: Adrienne Bures - aye, Shereen Lakhani, - aye, Mary Ogden - aye and Scott Snyder - aye.

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

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

There were no **Communications**.

Unfinished Business – Seville Project Update – A recommended resolution was presented regarding the awarding of the Architectural Services contract for the Seville Library Project, Phase 2 to Van Dyke Architect LLC. Ads requesting Statement of Qualifications for Architectural Services were placed in the Medina Gazette (April 13) and online at the AIA Ohio website (April 14 – May 14). Eight firms responded by the May 20, 2010 deadline. After careful review the top four firms were as follows: 1 – Van Dyke Architects LLC, 2 – CBLH Design, 3 – TC Architects and 4 – Braun & Steidl Architect. A discussion was held. This contract had previously been approved by the Board but after further discussion with the Prosecutor's office, it was agreed to send the project out for re-bidding. **RESOLUTION 10-17** Upon motion made by Shereen Lakhani and seconded by Mary Ogden, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the award of the Architectural Services contract for the Seville Library Project, Phase 2 to Van Dyke Architects LLC in an amount not to exceed \$30,000, and pending approval of the contract from the Medina County Prosecutor's Office and the Board. The roll call vote was as follows: Adrienne Bures - aye, Shereen Lakhani, - aye, Mary Ogden - aye and Scott Snyder - aye.

Maria Griffiths arrived at this time at approximately 6:30 pm.

The last item was **Board Packet Distribution Discussion** – The Board members that were in attendance are in favor of the new distribution, however President Snyder indicated that since all Board members were not present this evening, we should table a final decision at this time and a decision will be made at our June 2010 meeting.

New Business – Termination of Current Custodial Services Contract - A Resolution was presented from Jack Masterson, Business Manager/Fiscal Officer that would terminate the MCDL's custodial services contract with Mark's Cleaning Service, Inc. of Medina effective Friday, May 21, 2010. Mark's was awarded the contract at the March 15, 2010 Board of Trustees meeting for the period of April 1, 2010 through March 31, 2012 and failed to uphold the conditions outlined in the contract. The company has agreed to the termination both verbally and in a May 3, 2010 letter. A copy of the letter was attached. At this time, it is recommended that the following motion be adopted terminating the custodial services contract with Mark's Cleaning Service Inc. effective Friday, May 21, 2010. **RESOLUTION 10-18** Upon motion made by Maria Griffiths and seconded by Adrienne Bures, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby terminates the custodial services contract with Mark's Cleaning Service, Inc. effective Friday, May 21, 2010** The roll call vote was as follows: Adrienne Bures - aye, Shereen Lakhani, - aye, Maria Griffiths - aye, Mary Ogden - aye and Scott Snyder - aye.

The next item was **Approval of New Custodial Services Contract** - A recommended resolution was presented that would award the custodial services contract to American Janitorial Service for the period of May 21, 2010 through March 31, 2012. Mark's Cleaning Service Inc. was awarded the 2010-2012 custodial services contract by the MCDL Board of Trustees on March 15, 2010. However, the cleaning firm failed to uphold the requirements of the contract and agreed to be terminated. American Janitorial Service was one of the twelve (12) vendors that bid on the MCDL custodial services contract and was, as well, the lowest bidder. After the MCDL Facilities/Operations Manager and members of the business office met with representatives of American Janitorial Services on May 6, it was agreed that American would be the best company to replace Mark's as the library's custodial services vendor. At this time, it is recommended that the following motion be adopted awarding the custodial services contract to American Janitorial Service for the period of May 21, 2010 through March 21, 2012. **RESOLUTION 10-19** Upon motion made by Maria Griffiths and seconded by Adrienne Bures, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby awards the custodial services contract with American Janitorial Service effective Friday, May 21, 2010.** The roll call vote was as follows: Adrienne Bures - aye, Shereen Lakhani, - aye, Maria Griffiths - aye, Mary Ogden - aye and Scott Snyder - aye.

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

- \$1,053.00 FROM SEVILLE FRIENDS OF THE LIBRARY FOR A THREE YEAR SUBSCRIPTION TO NEW YORK TIMES NEWSPAPER FOR SEVILLE LIBRARY
- \$251.96 FROM SEVILLE FRIENDS OF THE LIBRARY FOR 2010 SRC CELEBRATION
- \$2,000 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR 2010 SRC CELEBRATION

- \$250 FROM FRIENDS OF THE HIGHLAND LIBRARY FOR 2010 SRC CELEBRATION
- \$400 FROM BUCKEYE FRIENDS OF THE LIBRARY FOR 2010 SRC CELEBRATION
- PRIZE COUPONS FROM STRICKLAND'S VALUED AT \$975 TO BE USED AS PRIZES FOR 2010 SRC CELEBRATION
- \$50 FROM MR. & MRS. DIAL BOEHMER IN MEMORY OF GLADYS BEAR
- \$50 FROM PATRICIA & ROBERT BORLA IN MEMORY OF GLADYS BEAR
- \$145 FROM VARIOUS DONORS IN MEMORY OF GLADYS BEAR

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

Other New Business – President Snyder called the Board's attention to the distributed revised Meeting Schedule for this year indicating location changes for the summer months.

Trustees' Comments – President Snyder thanked the Board members that attended the recent Volunteer luncheon. He also thanked Adrienne Bures, Mary Ogden and Jack Masterson for attending the recent OLC Trustee Dinner, which had a very timely topic of the state's continuing economic challenges. They all agreed that this was very worthwhile and some valuable information was obtained. The Board thanked Jack for his work on resolving the cleaning company issue. Mrs. Gerda was thanked again for her comments and Mr. & Mrs. Gerda were thanked for their attendance. The Board also indicated how grateful they are for all the donations from the Friends' groups.

Director Kowell and Community Relations Manager Heather Coontz distributed the new brochure that was designed on ways to support the Library. Development Coordinator Karen Clark has distributed these to local funeral directors and other businesses. This new brochure should be a good new tool to promote donations. The latest issue of the *Library Live* was also given out to the Board.

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

The meeting was adjourned at 6:45 pm upon motion made by Adrienne Bures and seconded by Mary Ogden. The vote was as follows: Adrienne Bures - aye, Shereen Lakhani, - aye, Maria Griffiths - aye, Mary Ogden - aye and Scott Snyder - aye.

NEXT BOARD MEETING

**Monday, June 21, 2010, 6:00 pm
At Buckeye Library**

Scott D. Snyder
President

Patricia Boyle
Secretary