

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

October 18, 2010

The Medina County District Library Board of Trustees met in regular session on Monday, October 18, 2010 at the Medina Library. In President Scott Snyder's absence, Vice President Adrienne Bures called the meeting to order.

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

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

There were no **Guests and no Comments from the Public.**

Approval of Minutes – A motion was made by Maria Griffiths and seconded by Shereen Lakhani to approve the September 20, 2010 **Minutes** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, and Robert Tomaselli – aye.

Financial Reports - Business Manager/Fiscal Officer Jack Masterson discussed the monthly “snapshot” of receipts and expenses and the PLF Monthly Comparison. He reported that the PLF is showing a 4.16% increase over estimates for 2010 and property tax is up about 30% but this will decrease by the end of the year. PLF through October shows a decrease of 8.3% from the same period in 2009. He also reported that MCDL is almost 20% ahead of estimated general fund receipts, and actual expenditures are almost \$700,000 less than estimated for the first nine months of 2010. Cautious spending must continue in light of the uncertainty of upcoming state elections and balancing the next state budget when state budget talks begin in 2011. The September 30, 2010 Financial Report was discussed and there were no further questions at this time. A motion was made by Maria Griffiths and seconded by Shereen Lakhani to accept the September 30, 2010 **Financial Report** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Robert Tomaselli - aye.

Director's Report - In addition to the revised distributed monthly report, Kowell indicated that the statistics show that circulation is down about 5% from last September, the first month of reduced hours. We are not sure exactly why but we may research further. The Keep on Truckin' event was very popular with 565 people in attendance. It also included a talking Dalmatian which was a real delight for the children. The Great Ball Bounce was a lot of fun and is on YouTube with over 670 viewers so far. Development Coordinator, Karen Clark has resigned and as we do when any employee leaves, we are reevaluating each position. It was decided to assign this position under the Community Relations Department, since it is pertaining to community involvement. It will continue to be a 20 hour position and will be a union position. The job has been posted and we will be interviewing soon.

Carole also shared an article with the Board that appeared in the latest issue of *Library Journal*. It was their special "America's Star Libraries" issue. Ohio is the star leader with 36 star libraries and Medina County District Library was awarded three Stars for Excellence. The article also included a quote from Director Kowell. Very exciting news!

Carole also announced that beginning November 1, 2010 Passports will be available at the Medina and Brunswick branches. This should be good news for our members. The Community Relations Department is working on announcement material to be handed out and will contact the news media so that everyone will be aware of this new service to our members.

Lastly, it was announced that Judy Leuthaeuser will be retiring December 31, 2010 and Elaine Frankowski will be retiring on November 30, 2010.

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

Shereen Lakhani indicated that the **Finance Committee** did not meet.

Adrienne Bures indicated that the **Personnel Committee** did not meet.

Maria Griffiths indicated that the **Policy & Bylaws Committee** met prior to this meeting and discussed **Unattended Vulnerable Adult Policy**. Our library doors are open for everyone. Every attempt is made by staff to accommodate the special needs of any of our members, such as a vulnerable adult, within the limitations of our facilities. A vulnerable adult is an individual over the age of 18 who has a physical or mental infirmity or other physical, mental, or emotional dysfunction that significantly impairs the individual's ability to provide adequately for their own care or manage their own behavior without assistance. The actual Unattended Vulnerable Adult Policy and Procedures was attached to the resolution. A discussion was held and all questions were answered. **RESOLUTION 10-28** 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 Unattended Vulnerable Adult Policy as attached. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Robert Tomaselli - aye.

Communications - Kowell distributed the new *Book Page* publication that now features MCDL in several areas. This has been a popular item for our members since it highlights new books being released and other interesting reading material.

Unfinished Business – Seville Library Project Update - Prior to this meeting the Board was sent updated designs and costs for the Seville Library Project, Phase 2. These were discussed and the Board was very pleased with the plans. Kowell indicated that once all the designs/plans are completed she will bring a Resolution to the Board. Groundbreaking will probably not occur until Spring.

New Business – Records Disposal Inventory – A Resolution was presented earlier to the Board but after the MCDL Records Commission met, prior to this meeting, it was decided that no action will be taken at this time. There have been new rules enacted that requires additional forms to be presented to the Ohio Historical Society for approval before any action can be taken. This requirement will take additional time to process. The MCDL Records Commission will meet again, probably in the spring of 2011, at which time further action will be needed.

The next item was **Certifying 2010 Tax Rates** - A Resolution was recommended that would certify the tax rates through the Medina County Auditor for fiscal year 2011. This action is required annually to officially accept the amounts and rates of property taxes related to the 1.25 mill operating levy and .80 mill facility construction bond levy. The Medina County Budget Commission certifies the amounts that the levies will generate to the Library and in return the Board of Trustees must vote to accept the rates and amounts for them to be effective next year. This initial action must be taken prior to November but may be amended at a later date. The 2011 tax receipts from the 1.25 mill operating levy are estimated to be \$4,775,521. The 2011 tax receipts from the .80 mill construction bond levy are estimated to be \$2,994,500. Debt service payments for 2011 will be \$3,259,162.50, with \$744,581.25 in interest paid in May and principal of \$1,770,000 plus interest of \$744,581.25 to be paid in November. **RESOLUTION 10-29** Upon motion made by Maria Griffiths and seconded by Shereen Lakhani, it was **RESOLVED: That the Medina County District Library Board of Trustees accepts the amounts and rates of each tax necessary to be levied by this Board, as determined by the Medina County Budget Commission in its certification dated September 29, 2010, thereby authorizing the necessary tax levies and certifying them to the County Auditor for fiscal year 2011.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Robert Tomaselli - aye.

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

- \$30 FROM FRIENDS OF THE BRUNSWICK LIBRARY TO PURCHASE A “NOOK E-BOOK READER” TO BE USED AS A PRIZE FOR SEPTEMBER 2010 MEMBERSHIP DRIVE
- \$250 FROM LODI AREA CHAMBER OF COMMERCE TO BE USED FOR LODI LIBRARY FOR “LODI WINTER WONDERLAND SIGNATURE PROGRAM”

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

There was no **Other New Business**.

Trustees’ Comments – The Board congratulated Judy Leuthaeuser and Elaine Frankowski for their years of service. Jack Masterson was thanked for the extra effort spent in preparing the various reports and especially the predictions. Shereen Lakhani was thanked for her years of service. There will be a special recognition for her at our November 15 Board meeting.

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At 6:55 pm upon a motion made by Maria Griffiths and seconded by Shereen Lakhani the Board moved to enter into **Executive Session** for the purposes of preparation for bargaining sessions with public employees and compensation of public employees. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, and Robert Tomaselli - aye.

The Board came out of **Executive Session** at 7:25 pm upon motion made by Patricia Boyle and seconded by Maria Griffiths. The vote was as follows: Adrienne Bures - aye, Shereen Lakhani - aye, Maria Griffiths - aye, and Robert Tomaselli - aye. No action was taken.

The meeting was adjourned at 7:26 pm upon motion made by Patricia Boyle Griffiths and seconded by Maria Griffiths. The vote was as follows: Adrienne Bures - aye, Shereen Lakhani - aye, Maria Griffiths - aye, and Robert Tomaselli - aye.

NEXT BOARD MEETING

**Monday, November 15, 2010, 6:00 pm
At Medina Library**

**Scott D. Snyder
President**

**Patricia Boyle
Secretary**