

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

November 15, 2010

The Medina County District Library Board of Trustees met in regular session on Monday, November 15, 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, Patricia Boyle, Maria Griffiths, Mary Ogden and Robert Tomaselli. Also present were Library **Staff** members: Carole Kowell, Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Pauline Chapman, Sue Demis, Diane Dermody, Judy Leuthaeuser, Marilyn Plitt, Sylvia Williams and Elaine Frankowski. Guests in attendance were retiring Board member Shereen Boyer Lakhani, former Board members Karen Hammon, Cindie Schneider and Patricia Walker. Also in attendance was Carol Shockley of the Prosecutor's office, William Boyle, children of Shereen Boyer Lakhani and Adrienne Bures and family members of Elaine Frankowski.

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

**Recognition of Guests and Comments from the Public** The Guests had no comments at this time. Director Kowell then introduced Judy Hamer to the Board and audience indicating that she will be replacing retiring Elaine Frankowski as Senior Administrative Assistant. Everyone welcomed her to this position.

**Approval of Minutes** – A motion was made by Maria Griffiths and seconded by Patricia Boyle to approve the October 18, 2010 **Minutes** as distributed. The roll call vote was as follows: Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - abstained, Robert Tomaselli - aye, and Scott Snyder - abstained

Adrienne Bures arrived at this time at approximately 6:02 pm.

**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 4.9% increase over estimates for 2010 and property tax is up about 24% 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 up about 17% ahead of estimated general fund receipts, and actual expenditures are down about 12%. We continue to watch our spending due to the uncertainty of the results of the recent state elections. Masterson also noted that our contract with Unique Management is coming due at the end of the year. We continue to realize monies coming in from outstanding fines/materials. We have realized approximately \$63,000 in materials returned and about \$52,000 in cash to date.

Masterson also informed the Board about two expense requests from Fund 402 regarding the previously approved punch list items from the ongoing MCDL capital improvement program. One request for \$75,001.91 from Library Design Associates, Inc. was for the Buckeye branch and the other request from Henle Builders, Inc. for \$15,955 was for the Medina branch. Masterson told the Board he would periodically inform them of any future capital improvement punch list expense requests made from Fund 402. Expenditures from this fund will also include remodeling of the Seville branch next year. Masterson told the Board expenditures from Fund 402 will end in 2011 and the remaining balance will be used to pay down the MCDL construction debt. Updates will follow.

The October 31, 2010 Financial Report was discussed and there were no further questions at this time. A motion was made by Maria Griffiths and seconded by Adrienne Bures to accept the October 31, 2010 **Financial Report** as distributed. The roll call vote was as follows: Adrienne Bures - Bures - aye, Patricia Boyle - 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 circulation was down just slightly overall, less than 1% in Medina and Brunswick. Self-check continues to account for approximately 40% of circulation transactions. New door counters are being installed and should all be in place in about two weeks. This will give us a more accurate door count. Other statistics can now be tracked as well that we have not been able to capture before such as E-Books, WI FI usage, etc. This should help our statistics. Kowell also announced that our recent Writer's Live Luncheon with Regina Brett was a huge success with a record attendance of 320 guests. Seville's Harvest Fest was a huge success as well Lodi's Health Fair. The new passport service started on November 1<sup>st</sup> and is going well with Medina issuing seven and Brunswick five with two more being processed this evening. When more publicity is released, we feel this number will really increase. All Staff involved has spent about 300 hours in training. Carole reminded the Board to read the Summary from Linda Murray from OLC updating news from the state. Updates will continue. Lastly, Staff Development Day was a huge success and staff really liked it being at the Medina Library. The Committee was thanked for all their efforts and a considerable amount of money was saved.

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

The **Finance Committee** had no report.

The **Personnel Committee** had no report.

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

There were no **Communications**.

There was no **Unfinished Business**.

**New Business – Rescind Resolution That Changed Annual Meeting Month** – Resolution 09-44 that was passed by the Board in 2009 changed the annual meeting to December of any given year. After revisiting Ohio revised Code 3375.31, it is stated that the annual meeting should be in December; therefore a motion is recommended that would return the original wording as follows:

*Article III – MCDL Board of Trustees Manual*

*Section 2 – A Nominating committee shall be appointed by the President three months prior to the annual meeting. The Nominating committee will present a slate of officers at the **annual (January) meeting**. Additional nominations may be made from the floor.*

*Article IV – Meetings*

*Section 2 – The annual organization meeting shall be in **January**. Officers shall be elected and installed, etc. etc.*

After a brief discussion, a motion was made by Scott Snyder and seconded by Mary Ogden that Resolution 09-44 be rescinded to comply with Ohio revised Code 3375.31. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **3M Library Systems Service Agreement Approval** - A Resolution was recommended that would authorize the Medina County District Library Business Manager to enter into a service agreement with 3M Library Systems for maintenance and software upgrades for (12) self-check machines throughout the system. The library currently has (14) self-check machines. Two of the machines, which are located in Brunswick, are already under an agreement. This agreement is for the remaining (12) machines and is prorated at \$1,531.51 per machine through August 31, 2011, bringing the total for the service agreement to \$18,378.12. At the end of August 31, 2011, all (14) machines will renew at \$1,851 per machine, barring any increases, and that agreement will be brought to the Board for approval as well. The service agreement includes all service calls, hardware replacement, hardware upgrades, software troubleshooting and all software upgrades. The upgrades that will be loaded immediately after the service agreement is executed will include the ability for the machines to accept payments for fines and fees. The library cannot receive software upgrades without the agreement. Also, without a service agreement, a service call can run as high as \$1,500 for parts and labor. **RESOLUTION 10-30** Upon motion made by Adrienne Bures and seconded by Maria Griffiths, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Medina County District Library Business Manager to enter into a service agreement with 3M Library Systems for maintenance and software upgrades for twelve (12) self-check machines.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **Approval of Bargaining Unit Contract Reopening Items** - A recommended resolution was presented that would adopt the attached Letter of Agreement to the bargaining unit contract. Management and the bargaining unit did reopen the current contract on September 29, 2010 for the purpose of negotiating wages and furlough days for 2011 as was stipulated in the current contract. Only one session of negotiation was needed to arrive at an agreement. The SEIU 1199 local members ratified this agreement at a membership meeting on November 5, 2010. **RESOLUTION 10-31** 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 Letter of Agreement between Medina County District Library and District 1199 Service Employees International Union negotiated on September 29, 2010.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

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

- \$30 FROM FRIENDS OF THE MEDINA LIBRARY TO PURCHASE A "NOOK E-BOOK READER" TO BE USED AS A PRIZE FOR THE SEPTEMBER 2010 MEMBERSHIP DRIVE
- \$25 FROM YOUTH FOR CHRIST/CITY LIFE IN MEMORY OF AMBER EAKIN
- \$100 FROM AMY & ROBERT NOBLE IN MEMORY OF AMBER EAKIN

- \$560.19 FROM DR. ALI KARBASSI, DMD, INC. TO THE MEDINA LIBRARY
- \$50 FROM CAROLE KOWELL FOR PIZZA REFRESHMENTS FOR BOUNCY BALL DROP EVENT AT MEDINA LIBRARY
- \$650 FROM FRIENDS OF THE HIGHLAND LIBRARY FOR CONTINUED SUPPORT TO COVER MAINTENANCE OF THE SALTWATER AQUARIUM AT HIGHLAND LIBRARY
- \$50 FROM BARBARA DZUR IN MEMORY OF LOIS LYNN
- \$100 FROM LIZABETH & SEAN TURNER IN MEMORY OF AMBER EAKIN

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

**Recognition of Service – Shereen Boyer Lakhani -** President Snyder read a Service Recognition noting all Lakhani’s accomplishments during her seven years on the MCDL Board of Trustees. She was thanked for her dedication and endless hours serving on the Board to complete all our building projects, her voice of reason and intellect guiding MCDL through challenging construction period and aftermath and her diligence in monitoring the financial position to ensure the long term sustainability of the Library. **RESOLUTION 10-32** Upon motion made by Scott Snyder and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Shereen Boyer Lakhani on her service to Medina County District Library. We honor her dedication to public service in our county libraries, her guidance to the library building project and for being such an uplifting presence on the Board.** The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

**Retirement Recognition – Elaine Frankowski** – President Snyder read a Service Recognition thanking Elaine Frankowski for her many years of service to the Library and the Board. **RESOLUTION 10-33** Upon motion made by Scott Snyder and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Elaine Frankowski on her service to Medina County District Library. We honor her dedication to the Library and Board and wish her health and happiness in her retirement.** The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths- aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

There was no **Other New Business.**

**Trustees’ Comments** – The Board thanked and congratulated Shereen Boyer Lakhani and Elaine Frankowski for their years of service.

At 6:40 p.m. President Scott Snyder called a recess from the meeting so that a celebration could be held in honor of Shereen and Elaine.

At 7:15 pm upon a motion made by Maria Griffiths and seconded by Patricia Boyle the meeting was reconvened. The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Immediately following the reconvening of the meeting at 7:15 pm, a motion was made by Adrienne Bures and seconded by Maria Griffiths to enter into **Executive Session** for the purpose of

compensation of a public employee. The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Patricia Boyle left the Executive Session at 7:50 p.m.

The Board came out of **Executive Session** at 8:22 pm upon a motion made by Robert Tomaselli and seconded by Maria Griffiths. The vote was as follows: Adrienne Bures - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye. No action was taken.

The meeting was adjourned at 8:24 pm upon motion made by Robert Tomaselli and seconded by Maria Griffiths. The vote was as follows: Adrienne Bures - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

**NEXT BOARD MEETING**

**Monday, December 20, 2010, 6:00 pm  
At Medina Library**

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**Scott D. Snyder  
President**

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**Patricia Boyle  
Secretary**