

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

November 16, 2009

The Medina County District Library Board of Trustees met in regular session on Monday, November 16, 2009 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, Shereen Lakhani, Maria Griffiths, Patricia Boyle and Mary Ogden. Karen Hammon arrived at approximately 6:05 pm. Also present were Library **Staff** members: Carole Kowell, Director; Jack Masterson, Business Manager/Fiscal Officer; Judy Leuthaeuser, Assistant Director; Craig Harwick, Human Resources Manager; Heather Coontz, Marilyn Plitt 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: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Mary Ogden - aye and Scott Snyder - aye.

Approval of Minutes – A motion was made by Mary Ogden and seconded by Patricia Boyle to approve the October 19, 2009 **Minutes** as distributed. The roll call vote was as follows: Shereen Lakhani - abstained, Maria Griffiths - aye, Patricia Boyle - aye, Mary Ogden - abstained and Scott Snyder - aye.

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

Board Member, Karen Hammon arrived at this time.

Business Manager/Fiscal Officer, Jack Masterson discussed the distributed October 31, 2009 **Financial Report**. Masterson indicated that he received property tax money and was pleased to see a slight increase. Future property taxes are believed to remain flat. He indicated that we continue to monitor expenses very carefully. The Board asked why there were fewer donations in Fund 402, MCDL's construction fund. Masterson indicated since construction is basically completed, donations to this fund have declined. Regarding all other donations the Library is working on a campaign wherein we will encourage more donations from companies and the general public. These new donations would benefit MCDL and help cover the decrease in state funding and at the same time recognize donors for their generosity. A motion was made by Maria Griffiths and seconded by Shereen Lakhani to accept the October 31, 2009 **Financial Report** as distributed. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Mary Ogden - aye and Scott Snyder - aye.

Director's Report - In addition to the distributed monthly report, Kowell indicated that she and other staff members have been busy touring the branches to go over the punch lists to see what is needed that could be purchased with the remaining bond money. Lists are being put together with costs and it will then be determined what is a priority and if bond money can be used. This list will then be presented to the Board for their discussion and possible approval.

Kowell announced that the New Brunswick Book Drop is now completed and a meeting will be held tomorrow to make sure all is in order. The inside looks really great and we are sure the patrons will enjoy this great new feature. Press releases have been prepared and the new Book Drop should be open very soon.

Kowell and staff met with an architect about the possible plans for Seville and they hope to meet with two more firms. Most architects want some up front money before they produce any drawings so we will need to determine how many architects we wish to hire to submit preliminary drawings and ideas. Updates will follow.

Kowell asked Heather Coontz, Community Relations Manager, to report on the very successful “Warm Up Medina County” campaign. Heather indicated that we had another very successful drive with over 960 donations of scarves, mittens, etc. We have expanded delivery of our donations this year to some additional agencies. This has become a very popular event.

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

The **Finance Committee** had no report.

The **Personnel Committee** had no report.

The **Planning Committee** had no report.

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

Communications - Kowell indicated that we received two very nice letters one from the Chippewa Lake Grandmother’s Club thanking Mary Olson for the excellent program she presented at their last meeting, along with a check for \$25. Another letter was read from the Salvation Army Women’s Auxiliary thanking us for our support to the “Back to School Rally.” They were able to distribute 316 back packs to five school districts.

Unfinished Business – Unique Management Contract Update - The contract was received from the Prosecutor’s Office and just needs signing by the Board and Unique Management. Since this copy just arrived shortly before this meeting, it was decided to scan the contract and send it to the Board tomorrow for them to review. If everyone approves it will then be signed. This will go into effect in the first quarter of 2010.

The next item was **Nominating Committee Update** - In Adrienne Bures absence, Karen Hammon indicted that the following officers were selected for 2010:

Scott D. Snyder – President
Adrienne Bures – Vice President
Patricia Boyle – Secretary

The recommended slate will be voted upon at our annual meeting in December and installed in January.

New Business – Custodial Services Contract Extension – A recommended Resolution was presented that would authorize the Director, Business Manager/Fiscal Officer and/or Deputy Fiscal Officer to extend the current contractual agreement for custodial services with ADW, Inc. for a period of three months from January 1, 2010 to March 31, 2010. The primary reason for this request is due to time constraints. We are entering the year-end financial crunch now with putting together a new budget. We have compiled a substantial list of interested vendors for the custodial services RFP and each interested firm would have to view each library facility before submitting a bid. With the number of interested vendors we have now, the viewing of each building alone would take up a considerable amount of time. We think it would be better for all if the custodial contract could be renewed during a less busy time period. **RESOLUTION 09-52** Upon motion made by Shereen Lakhani and seconded by Maria Griffiths, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the extension of the current custodial services contract with ADW, Inc. to March 31, 2010.** The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Mary Ogden - aye and Scott Snyder - aye. The Board suggested that we set aside one or two days/times wherein all the interested parties could tour the various buildings rather than taking them around individually. This would ease the workload for staff taking them on a tour and would give them at least two times to participate in the tour.

The next item was **Strategic Plan Update** – Director Kowell updated the Board on the progress of the committee. They had a recent retreat with seventeen staff members present (one member was unable to attend.) Information from this meeting was sent to the Board prior to this meeting. Goals were outlined and timelines were established. Goal Keepers and Committees were named and cost benefit analyses will be done as we did with our prior Strategic Plan. A Strategic Plan Review Board was named and they will present their recommendations to the Board at the January 2010 meeting. Kowell asked the Board how they would like the information sent to them, how often and in what form. A discussion was held and it was decided that perhaps bi-monthly would be a good time for updates. Of course if there are milestones that we have reached or if the current information should be shared more often, this will be done. They also indicated that an official binder would not be necessary. Communication through email would be satisfactory. Kowell indicated that a hard copy will be kept of all updates in the Administration office so that an official record would be retained. The Board agreed. It was pointed out that some items from our prior Strategic Plan could be brought back and the Board agreed that this could happen. This would mean that staff feels the item is important enough to bring back to the Board.

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

- \$450 FROM SIXTEEN FRIENDS OF BROOKER FAMILY IN MEMORY OF LIZ BROOKER CONRAD TO BE USED FOR A FRAMED MEMORIAL IN CHILDREN'S DEPT. AT MEDINA
- \$25 FROM CHIPPEWA LAKE GRANDMOTHER'S CLUB IN THANKS FOR PROGRAM PRESENTED BY MARY OLSON AT THEIR RECENT MEETING
- \$50 FROM SARAH JANE & ROGER INGRAM IN MEMORY OF LIZ BROOKER CONRAD FOR GENERAL USE IN MEDINA

The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Mary Ogden - aye and Scott Snyder - aye.

There was no **Other New Business**.

There were no **Trustee Comments**

At 6:35 pm upon a motion made by Patricia Boyle and seconded by Maria Griffiths, the Board moved to enter into **Executive Session** for the purpose of compensation of a public employee. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Mary Ogden - aye and Scott Snyder - aye.

The Board came out of **Executive Session** at 7:48 pm upon motion made by Maria Griffiths and seconded by Shereen Lakhani. The vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Mary Ogden - aye and Scott Snyder - aye. No action was taken.

The meeting was adjourned at 7:49 pm upon motion made by Patricia Boyle and seconded by Mary Ogden. The vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Mary Ogden - aye and Scott Snyder - aye.

NEXT BOARD MEETING

Monday, December 21, 2009, 6:00 pm
At Medina Library

Scott D. Snyder
President

Shereen Boyer Lakhani
Secretary