

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

July 21, 2008

The Medina County District Library Board of Trustees met in regular session on Monday, July 21, 2008 at 7:00 pm at The Highland Library. President Patricia Walker called the meeting to order.

Roll Call was taken with the following members noted as present: Patricia Walker, Scott Snyder, Karen Hammon, Philip Duke, Shereen Lakhani, Maria Griffiths and Patricia Boyle. Also present were Library **Staff** members: Carole Kowell, Director; Judy Leuthaeuser, Assistant Director; Brian Hertzell, Business Manager; Craig Harwick, Human Resources Manager; Diane Dermody, Theresa Laffey, Marilyn Plitt, Heather Rollins and Elaine Frankowski. There were no guests in attendance.

A motion was made Karen Hammon and seconded by Maria Griffiths to approve the **Revised Agenda** as distributed. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Recognition of Guests and Comments From the Public – President Walker welcomed all to the meeting this evening and thanked Diane Dermody for hosting this evening’s meeting.

A motion was made by Karen Hammon and seconded by Maria Griffiths to approve the June 16, 2008 **Regular Meeting Minutes** as distributed. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Shereen Lakhani - abstained, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

A correction was made to the July 9, 2008 Special Meeting Minutes indicating that Marilyn Plitt was present at this meeting. A motion was made by Scott Snyder and seconded by Karen Hammon to approve the July 19, 2008 **Special Meeting Minutes** as corrected. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Brian Hertzell discussed the distributed June 30, 2008 **Financial Report** and indicated that it was a quiet month and nothing unusual was reported. The Auditor’s Report was received and a copy was given to all Board members. It was a clean audit and no Management Letter was included as there were no recommendations. We will need to determine if we wish to use the same firm in the future as our contract is now expired. The Board asked if Hertzell was satisfied with this firm and he indicated that he was. No decision was made at this time as to using the same firm or not. Hertzell indicated that he contacted a firm about using solar panels to conserve energy and they will survey MCDL to see if this would be advantageous. We will also continue to look for other cost cutting methods. Hertzell also announced that since the CD rates have improved somewhat that he placed some money in a CD at FirstMerit Bank. Included with this month’s report Hertzell also provided an updated Building Construction Analysis, a report for the month of June on all the activities in the Finance Department as well as an Investment Portfolio report as of June 30, 2008. A motion was made by Karen Hammon and seconded by Maria Griffiths to accept the June 30, 2008 Financial Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Director's Report – Director Kowell, on behalf of the Staff, thanked the Board for all their hard work to help pass the levy and this evening's picnic supper is a small token of our appreciation. In addition to her written report, Kowell reported that MCDL transacting circulation for June was 303,036 – a 28% increase from last June. People counters also were up 28%. Brunswick set an all-time record of 2,106 patrons on June 23, while Medina Library averaged over 1,600 people per day – an increase of 64% from one year ago. SRC children's registration is 6,519, already more than all of last summer. The flood replacement books for Medina's fiction room arrived Monday. System-wide total collection is over 600,000 items. Heather Rollins welcomed Kenny Crumpton from Fox 8's morning show to the Medina Library for on air interviews in and outside of the library on June 23. Heather, dressed in her SRC green t-shirt, did a wonderful job of promoting the SRC and the library. Kowell also told the Board that Diane Dermody went to various community meetings and explained the reasons of some of the bookmobile stops in Hinckley and Granger being cancelled. They were appreciative of this information and understood the reasoning behind the decisions. Kowell also announced that we will be issuing MCDL Name Tags for all the Board members to match the ones Staff has. Pictures can be placed on them as well. The Board will be contacted soon. The Board thanked Staff for the picnic supper and again indicated that Staff was the key to passing the levy.

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

Shereen Lakhani indicated that the **Finance Committee** met prior to this meeting and discussed setting up a policy for guidelines as to how to spend the money in the Endowment Fund. The purpose for these decisions was discussed so there would be criteria to follow going forward. Discussions have also begun as to a possible creation of a Foundation and if there is a need for one or would proper distribution of the Endowment Fund be sufficient. This subject is just in the investigation stage and further discussions will continue as we obtain more information about Foundations in other libraries and sectors. Updates will continue.

Karen Hammon indicated that the **Personnel** Committee had no report but a future meeting is planned.

Philip Duke indicated that the **Planning Committee** had no report but a meeting will be held in the future.

Scott Snyder is the new Chair of the **Policy & Bylaws Committee** and indicated there was no report at this time.

Communications - Director Kowell announced that there was an excellent very extensive article in the latest issue of *Properties Magazine* about all of MCDL's new libraries with the Medina Library featured on the cover. All the pictures are in color and the information provided about all our buildings is very extensive. We will try to obtain additional copies. The magazine was passed around for the Board to check it out.

A question was asked by the Board why all the libraries do not have edited editions of the music videos to block out some offensive language. Kowell indicated that in some instances they are not available. They are always purchased when available. However some may be checked out that come from other library systems. Another question was asked by the Board why the Highland Library doesn't have more current magazines. Kowell indicated that there were some problems with the vendors when the library first opened but she would check on it again.

At 7:22 pm upon a motion made by Philip Duke and seconded by Maria Griffiths, the Board moved to enter into **Executive Session** to discuss the purchase of real estate. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 7:55 pm upon motion made by Philip Duke and seconded by Karen Hammon. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Unfinished Business – Garfield Parking Project, There was no new report. Discussions will continue.

The next item was **City/County Parking Garage** - A recent letter dated July 10, 2008 was received from the City of Medina from Cindy Fuller, City Council President, with regard to further negotiations pertaining to an agreement toward the construction of a parking deck on the County Courthouse block. Additional monies are requested with regard to on-going costs for basic maintenance. A discussion was held. A motion was made by Scott Snyder and seconded by Karen Hammon that Medina County District Library will set aside up to \$500,000 for a 90 day period for fifty parking spaces for thirty years for the proposed City/County Parking Garage. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - nay, Shereen Lakhani - nay, Maria Griffiths - nay, Patricia Boyle - nay and Patricia Walker - nay. Motion was defeated. *(It should be noted that the current offer of up to \$400,000 for 90 days is still on the table from a vote at our July 9, 2008 Special Board meeting.)*

The next item was **Victorian Village** – A revised quote was received and discussed from Cunningham & Associates, Inc. pertaining to the parking lot and retaining wall for the Victorian Village parking area. A revised quote for the masonry and the elimination of the fence on top of the wall reduced the cost \$243,383. However, the Board decided to retain the fence. **RESOLUTION 08-36** Upon motion made by Philip Duke seconded by Karen Hammon, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby appropriates up to \$293,000 to the Victorian Village Project with regard to the parking lot and retaining wall. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Shereen Lakhani - aye Maria Griffiths - aye Patricia Boyle -aye and Patricia Walker - nay. Motion carries. The project will now go out for bid.

There was no **Other Unfinished Business.**

New Business – Amendment Of By-Laws To Allow One Meeting Per Year To Be Cancelled - An amendment was presented that would allow one regular Board meeting per year to be canceled upon the approval of a majority of the Board at the regular meeting. Public notice will be given of the cancellation of the meeting if it is approved by the Board. There are many reasons why it may be appropriate to cancel one Board meeting in a calendar year. As a matter of example only, in 2008 we have had a number of special meetings. In consideration of the work of the employees of MCDL and the work of the volunteer Board it may be appropriate to cancel one regular Board meeting, if there is no detriment to the MCDL.

The By-Laws presently state in Article IV: **Section 1.** The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

The Board is requested to amend Article IV, Section 1 of the By-Laws to:

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. However, one subsequent regular meeting of the Board per year may be canceled upon a vote of a majority of the Board at a regular meeting. Notice of the cancellation of the meeting shall be published in the same manner as a regular meeting.

A discussion was held. **RESOLUTION 08-37** Upon motion made by Patricia Walker and seconded by Philip Duke, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the amendment of Article IV, Section 1 of the By-Laws of the Medina County District Library Board of Trustees to read in full: Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. However, one subsequent regular meeting of the Board per year, other than the January meeting, may be cancelled, upon a vote of majority of the Board at a regular meeting. Notice of the cancellation of the meeting shall be published in the same manner as a regular meeting.** The roll call vote was as follows: Scott Snyder - nay, Karen Hammon - nay, Philip Duke - aye, Shereen Lakhani - aye Maria Griffiths - aye Patricia Boyle -nay and Patricia Walker - aye. Motion carries.

The next item was **Motion To Cancel Regular August MCDL Board Meeting - RESOLUTION 08-38** Upon motion made by Patricia Walker and seconded by Philip Duke, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the cancellation of the August 2008 Regular MCDL Board Meeting.** The roll call vote was as follows: Scott Snyder - nay, Karen Hammon - nay, Philip Duke - aye, Shereen Lakhani - aye Maria Griffiths - aye Patricia Boyle -nay and Patricia Walker - aye. Motion carries

The next item was **Strategic Planning Monthly Update** – Updates for the Strategic Plan Binders were distributed for inclusion in the binder. Updates will continue.

The next item was **Discussion Pertaining To Combining MCDL And Board Manuals And Placing On-Line** - Craig explained the various manuals and contents and discovered that much of the material in all the manuals are duplications and would be better served in one manual. Updates would be easier to manage and can then be put on-line for ease of processing and finding information. A discussion was held. The process could take some time to complete but would be

very worthwhile in the end. **RESOLUTION 08-39** Upon motion made by Shereen Lakhani and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes Staff to combine all MCDL Manuals into one Manual and when completed be placed On-Line for all to have access to.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Shereen Lakhani - aye Maria Griffiths - aye, Patricia Boyle -aye and Patricia Walker - aye.

The next item was Retirement Recognition – Betsy Booth - A retirement recognition was read for Betsy Booth recognizing her for her thirteen years plus working with the many children in Medina County in addition to her Children’s Acquisitions librarian duties. **RESOLUTION 08-40** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District congratulates Betsy Booth on her many years of steadfast service to the Medina County District Library. We honor her dedication and leadership and wish her well in her retirement.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Shereen Lakhani - aye Maria Griffiths - aye, Patricia Boyle -aye and Patricia Walker - aye.

There was no **Other New Business**.

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

- \$30 FROM MAX B. EMMONS IN MEMORY OF GEORGE A. YOUNG
- \$35 FROM MARGARET D’ERAMO IN MEMORY OF IRENE C. DEL GRECO
- \$30 FROM KENNETH & SHIRLEY DUSKY TO PURCHASE BOOKS FOR FATHER’S DAY GIFT FOR WAYNE R. SMITH
- \$2,505.42 FROM JEANETTE NEPUTNE LIFE INSURANCE FUND TO PURCHASE AN ITEM FOR MEDINA LIBRARY IN HER MEMORY
- BUTTERFLY GARDEN AT NEWLY REMODELED BRUNSWICK LIBRARY FROM GIRL SCOUT TROOP #1667.

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

Trustees’ Comments – Newest Board Member Patricia Boyle indicated how impressed she was with all the library statistics and how they have grown in the past several months. She indicted that as a patron you don’t realize how much is done by MCDL staff and how impressive the totals are. The Board thanked Diane Dermody, staff of Highland Library and the Admin Team for the great food and for hosting tonight’s meeting. The Board also commented that in spite of the difference of opinions on the various subjects that the Board has had to deal with in the last several months, we have made a lot of progress.

At 8:35 pm upon a motion made by Karen Hammon and seconded by Maria Griffiths, the Board moved to enter into **Executive Session** to discuss compensation of a public employee.

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The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Shereen Lakhani - aye Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 8:45 pm upon motion made by Karen Hammon and seconded by Maria Griffiths. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Shereen Lakhani - aye Maria Griffiths - aye, Patricia Boyle -aye and Patricia Walker - aye. No action was taken.

The meeting was adjourned at 8:46 pm upon motion made by Scott Snyder and seconded by Maria Griffiths. The vote was as follows Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Shereen Lakhani - aye Maria Griffiths - aye, Patricia Boyle -aye and Patricia Walker - aye.

NEXT BOARD MEETING

Monday, September 15, 2008, 7:00 pm
Tentatively set for Lodi Library

(There will be no August Meeting)

Patricia Walker
President

Karen Hammon
Secretary