

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

September 15, 2008

The Medina County District Library Board of Trustees met in regular session on Monday, September 15, 2008 at 7:00 pm at The Lodi 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, 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; Betsy Gilder, Heather Rollins, Susan Ungham and Elaine Frankowski.

A motion was made Karen Hammon and seconded by Maria Griffiths to approve the **Agenda** as distributed. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - 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 Betsy Gilder for hosting this evening’s meeting. Gilder introduced two new employees at Lodi Library. They are Jennifer Sheppard and Kathy Connor. Maribeth Edgley is another new employee but she was not at work today due to problems from the recent storm. The new employees in attendance were unable to stay for the meeting as they were scheduled to work this evening. They were welcomed to MCDL by all in attendance.

A motion was made by Karen Hammon and seconded by Maria Griffiths to approve the July 21, 2008 Meeting **Minutes** as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Brian Hertzell discussed the distributed August 31, 2008 **Financial Report** and indicated that activity for the month was normal. He also indicated that he will introduce under New Business a Resolution for Additional 2008 Appropriation for Utilities. Utility costs have gone up considerably in addition to our much larger buildings so we need to cover these unexpected costs. Meanwhile Hertzell is looking into some energy saving ideas to reduce our costs. The Dovetail Solar Company will give us a quote for solar panels, as to cost and when we would notice a savings in utility costs along with other related information. Hertzell will report back to the Board with his findings. This will be a very expensive project but should we decide to do this it would be paid by Building Construction money. Hertzell was asked if he had any updates on state funding. Hertzell indicated that the Governor has asked that the State budget be trimmed by about 4.7%. OLC has speculated that the cuts to libraries will be about 2%. Hertzell has already taken this into consideration for the preliminary 2009 budget but will revisit this again. Updates will follow. Included with this month’s report Hertzell also provided an updated Building Construction Analysis Report along with a report for the month of August on all the activities in the Finance Department. A motion was made by Karen Hammon and seconded by Maria Griffiths to accept the August 31, 2008 Financial Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Director’s Report – Director Kowell, in addition to her written report, indicated that circulation was up by 17% from August 2007, circulation increased in all branches except Lodi, 957 new cards were issued in August, a 54% increase over last year. This certainly shows that more and

more people are using our libraries. All locations were busy. The Summer Reading Celebration was the best ever with 6,766 children registered to play the game, an increase of 20% from 2007 and the highest number ever recorded. In addition, 35% of the children completed the game. For the first time all 25 elementary schools in our service area had over 25% of their students register for the game which means each school will receive from MCDL a 2009 Guinness Book of World Records for their school library. Kowell then shared one of MCDL's "Traveling Teddy Bears" with the Board along with some little albums of pictures that were taken by the children with their Bears from many different locations. She also shared some items that children submitted from visits of the Bookmobile, etc. Kowell also indicated that the comment forms from the patrons were all very positive and shared several with the Board. All comment forms will be answered by appropriate staff. We have also introduced a "Book Buzz", which appeared in the Medina Post, with ideas of popular and new books for patron use.

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

The **Finance Committee** had no report.

Karen Hammon indicated that the **Personnel** Committee met on September 10, 2008. For information purposes, the Minutes of this meeting were distributed to the Board.

Revised Job Position Description - Due to the movement of personnel in the Community Relations department and the recent decision to cut back as much as possible, management is recommending that we eliminate the page hours that used to be scheduled in the CRO area, and in conjunction with the current part-time Community Relations Associate position, we add a revised (modified) part-time Community Relations Clerk position. This position existed in the past as a grade II position within the bargaining unit. We have made revisions to the job and are recommending that it be adopted as a grade I position with the revisions. This would give us the same number of regular hours we have had in the past, minus the page hours. This should be sufficient for the operation of the department. **RESOLUTION 08-41** Upon motion made by Karen Hammon on behalf of the Personnel Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the adoption of the revised Community Relations Clerk position as part of the bargaining unit positions available at MCDL. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The next item was **Additional Librarian Hours for Buckeye** - Management would like to increase the number of hours for Kym Lucas, branch manager at Buckeye, from her current 30 hours per week to 37 ½ hours per week. Up until now we have accommodated Kym's request to only work 30 hours per week. However, due to the increased open hours at Buckeye and Kym's responsibilities as a manager and her involvement in other manager committees and activities, we would like to make her full-time so that all branch managers would then be full-time. Additional information supporting the change in hours was sent to the entire Board prior to the Personnel Committee meeting. The total cost of this change based upon her current hourly rate is \$194.85 per week. We

recommend an increase of only 5 hours per week initially (cost would be \$129.90 per week) but would want to increase her hours to the full 37 ½ sometime during 2009. We would like to make the change effective September 15, 2008. **RESOLUTION 08-42** Upon motion made by Karen Hammon on behalf of the Personnel Committee, it was: **RESOLVED:** That the Medina County District Library Board of Trustees hereby approves the increase in hours for the branch manager at Buckeye from 30 hours up to 37 ½ hours per week. This would be effective September 15, 2008 for an additional 5 hours and then increasing to 37 ½ during 2009. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The next item was **Revision to Proposal for External Sub Increases** - At the January 28, 2008 Board of Trustees meeting, a proposal was introduced and approved that outlined a new process for determining when external subs would qualify for pay increases. That proposal established that subs working less than 100 hours in the prior year would not automatically receive an increase for the current year. When increases were determined for 2008, an oversight was made for certain employees. That is, employees who were already working for MCDL in a regular position who opted to leave the regular status position and remain as an external sub were slighted in the calculation of their hours. We only looked at their sub hours and did not take into account the regular hours already worked during that year. Depending upon the time of year that could adversely impact their opportunity for a pay increase. Therefore, we propose a modification to the existing policy that states that in the year of transition from regular status to sub status that an employee's total hours worked during the transition year be considered in determining if they qualify for a pay increase. We would also recommend a retroactive adjustment to the pay rates for employees meeting this qualification at the beginning of 2008. Currently there are five employees who fall into this category and would be eligible for any change in pay. The total retroactive cost is less than \$140.00. **RESOLUTION 08-43** Upon motion made by Karen Hammon on behalf of the Personnel Committee, it was: **RESOLVED:** That the Medina County District Library Board of Trustees hereby approves a modification to the existing policy on external sub pay increases for employees transitioning from regular status to sub status that all hours worked during the year of transition be used in determining qualification for an increase. Also, that this modification be retroactive to January 1, 2008. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The last item was **Salary Reduction Pick-Up Plan** - The Ohio Public Employees Retirement System has asked that we provide them with an updated resolution for our salary reduction plan. In the past we have provided similar updates. The IRS requires updated plans be on file with OPERS so they have asked us for an updated resolution. We are currently (and have been in the past) operating with a salary reduction plan. This resolution does not change the current process. **RESOLUTION 08-44** Upon motion made by Karen Hammon on behalf of the Personnel Committee, it was: **RESOLVED:** That the Medina County District Library Board of Trustees hereby approve the adoption of the attached Salary Reduction Pick-up Plan with OPERS for the Medina County District Library. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Philip Duke indicated that the **Planning Committee** had no report.

Scott Snyder indicated that the **Policy & Bylaws Committee** had no report. They will need to meet soon with regard to the revising of the Policy & Procedure Manual.

Director Kowell discussed **Communications** during her Director's Report.

Unfinished Business – Victorian Village – Director Kowell indicated that the call for Bids has been posted in the paper. Bids will be received on September 26, 2008 and will be reviewed by Cunningham & Associates; Inc. who will select the company to do the work. In order for this work to be completed before the winter weather arrives, a Special meeting of the MCDL Board of Trustees will be held on October 1, 2008 at 5:30 pm to approve the bid.

City/County Parking Garage - The City/County accepted our letter of intention and will continue with the next process. Updates will follow.

There was no **Other Unfinished Business**.

New Business – Additional 2008 Appropriation - Utilities – A resolution was presented recommending authorizing the Director, Fiscal Officer and/or the Deputy Fiscal Officer to establish and certify an additional appropriation of funds from the General Fund (Fund 101) in the amount of \$80,000 to cover the costs associated with utilities. When the 2008 appropriation budget was compiled in late 2007, the estimates used for utility costs were incorrect. The estimates did not adequately take into account the additional usage that would occur due to the opening of the new Medina, Brunswick and Highland branches nor the market price fluctuations. Therefore, it is necessary to have an additional appropriation of \$80,000 to provide for the projected shortfall. Hertzell indicated that he and key staff are looking into purchasing cheaper light bulbs and other areas where costs can be reduced going forward. The Board suggested that he contact Wolf Brothers here in Medina. They have a lighting specialist that may be able to give us additional cost cutting ideas. **RESOLUTION 08-45** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves an additional appropriation of funds from the General Fund (Fund 101) in the amount of \$80,000 to cover the costs associated with utilities. The Board further authorizes the Director, Fiscal Officer and/or the Deputy Fiscal Officer to certify such an appropriation as necessary and required.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The next item was **Brunswick Book Drop/Storage Area** - A recommended resolution was presented that would authorize the Director, the Fiscal Officer and/or the Deputy Fiscal Officer to establish and certify an additional appropriation of funds from the Facility Construction and Renovation Fund (Fund 402) in the amount of \$175,000 to cover the costs associated with constructing a book drop and storage area at the Brunswick branch. The original construction plans for the Brunswick branch included a drive-up book drop. This feature was eliminated from the plans primarily due to budget concerns. Subsequent to the construction of the facility and as a result of having a surplus of funds available for use, the Administration requests that the book drop be constructed. In addition, the Administration believes that additional storage space for furniture and equipment is necessary and be added to the project parameters. The Ruhlin Company prepared a budget to add a book drop and extend the storage area behind the multipurpose room. The addition will be approximately 450 square feet in size with the book drop area separated from the extended

storage area by a common wall. The budget anticipates that local authorities will approve the removal of one of the doors from the multipurpose room, thus resulting in the remaining door as the second means of egress from the multipurpose room. The project also includes reworking the existing handicapped parking and surrounding areas.

The estimated budget provided by the Ruhlin Company along with a sketch of the book drop and storage area was given to the Board. Administration added \$21,000 to the project costs to cover contingencies. The cost estimate assumes that a change order to the current contract with the Ruhlin Company will be executed. In addition, estimated design fees are from CBLH Design, a Cleveland architect chosen by the Ruhlin Company. It is estimated that the project will take three (3) months. **RESOLUTION 08-46** Upon motion made by Philip Duke and seconded by Patricia Boyle, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves an additional appropriation of funds from the Facility Construction and Renovation Fund (Fund 402) in the amount of \$175,000 to cover the costs associated with constructing a book drop and storage area at the Brunswick branch. The Board further authorizes the Director, Fiscal Officer and/or the Deputy Fiscal Officer to certify such an appropriation as necessary and required. In addition, the Board authorizes the Director to initiate a change order to the current contract with the Ruhlin Company for this project.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The next item was **Strategic Planning Monthly Update** – Updates for the Strategic Plan Binders were distributed for inclusion in the binder. Kowell reported on the recent Strategic Planning Approval Board meeting. The recommended goals and strategies were reviewed and discussed. A summary sheet was given to the Board showing the results of this meeting with regard to the items approved by this Approval Board and ones that needed more research. They will meet again on October 8, 2008. Kowell indicated that recommendations for approval and summaries of each goal should be ready for the October meeting of the MCDL Board. The Board thanked Kowell and her Committees for all their hard work. Updates will continue.

Other New Business – The Board was reminded about our Special Board meeting scheduled for October 1, 2008 to award the bids for the Victorian Village parking area. Hertzell also indicated that this would be a good time to have our state required annual meeting of the Library Records Commission. There will only be one item on the Agenda. The Board agreed to hold the meeting at that time.

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

- \$50 FROM JOHN S. CAP FOR GENEALOGY RESEARCH
- \$25 FROM MEDINA COUNTY SHOW BIZ COMPANY IN MEMORY OF DENVER MULLIGAN
- \$25 FROM MEDINA COUNTY SHOW BIZ COMPANY IN MEMORY OF JOYCE A. MC WILLIAMS
- BRONZE SCULPTURE (\$4,275 VALUE) FOR OUTSIDE OR INSIDE OF BUILDING NEAR CHILDREN'S AREA AT MEDINA LIBRARY FROM W. EUGENE & BARBARA MORRIS
- \$25 FROM NEAL & SHARON BOCKMILLER TO BRUNSWICK LIBRARY

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

Trustees' Comments – Patricia Boyle indicated that she will be attending the OLC New Trustee Workshop in Columbus next week and asked if anyone had anything they might like her to address while at OLC. The Board suggested that she ask about Foundations to see if they had any additional information that we could use. The Board thanked Boyle for her willingness to attend. Walker thanked Highland and all Staff for a great picnic dinner served to the Board at our last meeting in July. A thank you note was distributed.

At 7:40 pm upon a motion made by Karen Hammon and seconded by Maria Griffiths, the Board moved to enter into **Executive Session** to discuss salary for a public employee and a personnel issue. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 8:00 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.

Having completed a performance evaluation for Carole Kowell, Director, the Personnel Committee recommended that the salary increase outlined in her contract of an additional \$4,000 be granted and be retroactive to July 1, 2008 as stipulated in her contract. The overall performance evaluation was satisfactory. **RESOLUTION 08-47 Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: RESOLVED: That the Medina County District Library Board of Trustees approves the salary adjustment for the Director as outlined in her contract, retroactive to July 1, 2008.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The meeting was adjourned at 8:03 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, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

NEXT BOARD MEETING

**Monday, October 20, 2008, 7:00 pm
At Medina Library**

**Patricia Walker
President**

**Karen Hammon
Secretary**