

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES RETREAT

February 21, 2009

The Medina County District Library Board of Trustees met in a special session on Saturday, February 21, 2009 at 9:00 am in The Medina Room at the Medina Library for the purpose of a Board Retreat. President Snyder called the meeting to order at 9:05 am.

Roll Call was taken with the following members noted as present: Scott Snyder, Karen Hammon, Shereen Lakhani, Maria Griffiths, Patricia Boyle and Adrienne Bures. Also present were Director, Carole Kowell and Pauline Chapman, Interim Fiscal Officer. There were no Guests in attendance.

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

Discussion on Role of Library Board vs. Library Administration – A discussion was held pertaining to the responsibilities of the Board and Administration. The Director is the bridge from the Board to employees. Since the Board is responsible to the taxpayers, the Director will in turn keep the Board updated on activities and make sure that they are aware of any financial and/or policy changes so that approval can or cannot be given. This is already in place but discussed again for clarity.

Update on Recent Projections & Ten Year Budget Projections - Interim Fiscal Officer, Pauline Chapman distributed an updated General Fund Projection, with helpful additional information, along with an Appropriation Expenditure Report as of 2/20/09. An extensive discussion was held and the Board offered some additional suggestions to Ms. Chapman and Director Kowell. The Board decided that they would meet each and every quarter to review MCDL's financial situation. Meanwhile, they would like Director Kowell to continue to investigate cost cutting measures and give these items a dollar value. This report and costs will be reviewed at the next quarterly meeting tentatively set for Saturday, May 2, 2009 at 9:00 am.

Interim Fiscal Officer, Pauline Chapman left the meeting at this time.

Discussion on Budget/Economic Concerns – As previously indicated the Board will meet quarterly to discuss updated budget figures and new projections with current changes in the economy. The Board also asked Director Kowell to check on some of the cost cutting ideas that we had previously discussed prior to the levy passing in 2007. These could be useful in future planning. She will include this in her possible cost cutting report for the tentative May 2, 2009 meeting.

Carole Kowell Reviews Her Goals for 2009 – Discussed with Board and Kowell indicated she would monitor budget and look for cost savings and revenue generating strategies. She will also complete in progress building projects (Brunswick Book-drop & Victorian Village) and fill key open MCDL positions.

Brainstorm Session on what board wants to Accomplish in 2009 and Prioritize Top Seven Items for the Year – The following items were discussed:

1. **Budget Review and Planning for 2009 and into the future.**
Consider revenue sources
 - i. Funding alternatives
 - ii. Availability of stimulus dollarsSupport ways to enhance library experience at no cost
Review Construction/Bond funds
2. **Increase fiscal understanding by Board Members**
Quarterly meetings
Working towards the 2010 budget process
3. **Strategic Planning (begin work on next strategic plan)**
Annual or more frequent retreats

Other Items:

Board members actively involved in increasing the public awareness of the value of the library.

Community action/Speaking engagements
Communications from the Board/PR plan

Project optimism/provide vision to the staff and community/support the Director.

Support the implementation of a performance management program.

There being no further business, the meeting was adjourned at 11:50 am upon motion made by Patricia Boyle and seconded by Shereen Lakhani. The vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye, and Scott Snyder - aye.

NEXT BOARD MEETING

Monday, February 23, 2009, 6:00 pm
Medina Library

Scott Snyder
President

Shereen Lakhani
Secretary