

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

February 22, 2010

The Medina County District Library Board of Trustees met in regular session on Monday, February 22, 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, Adrienne Bures, Patricia Boyle, Shereen Lakhani, Maria Griffiths, Mary Ogden and Robert Tomaselli. Also present were Library **Staff** members: Carole Kowell, Director; Judy Leuthaeuser, Assistant Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Marilyn Plitt and Elaine Frankowski. There were no guests in attendance.

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

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

Approval of Minutes – A motion was made by Patricia Boyle and seconded by Maria Griffiths to approve the January 31, 2010 **Minutes** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - abstained, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Business Manager/Fiscal Officer, Jack Masterson discussed the distributed January 31, 2010 **Financial Report**. Masterson indicated that the Public Library Fund amount is down about 20% from last year but all is on track in the budget. Masterson indicated that we will have a better idea after the fourth month of this year how revenues come in. Masterson also distributed a report of MCDL's Investment Portfolio as of December 31, 2009. As expected CD rates are very low. We have a CD maturing shortly at First Merit Bank and he is looking at other banking institutions for a better rate for a time frame of a year or less to place this money. He will keep the Board updated. Masterson also indicated that the completed annual report was sent to the State Auditor as required. Discussion was held as to any predictions and when we may have some new and updated information. As indicated previously, we hope to have some numbers sometime in April. Any new developments and/or information will be given to the Board when received. A motion was made by Mary Ogden and seconded by Maria Griffiths to accept the January 31, 2010 **Financial Report** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani – 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 by 7% overall from last January but as indicated previously, the loan periods are longer than last year. The door count and computer usage continues to increase. The good news is that the bargaining unit contract was approved by the union SEIU 1199 members and MCDL Board of Trustees. All involved were thanked for their hard work. The Library continues to keep up with new material available by ordering 461 Blu-ray DVD's for our collection. This is becoming very popular with our patrons. We also are keeping a very close watch on all costs. The Seville project contract requested changes have been made and should be at the Prosecutor's office next week. Disturbing news was brought to our attention last week that a hacker was able to get into our system at the Highland Library. The county sheriff's office is investigating the matter. The outcome of the investigation could result in prosecution of the individual. We will need to purchase some software to change the password, etc. which will be somewhat costly for MCDL. The Board indicated that they also feel this individual should be

prosecuted if possible. Kowell will update the Board when she receives additional information on the investigation.

Kowell gave an update on Unique Management Collection. This was to have started on February 1, 2010, however CLEVNET is still trying to work out the process. The issue is that other Ohio libraries are using a manual process to report and we will do it automatically. Apparently there is some additional work that needs to be done with CLEVNET. We hope to have more positive information next month. Meanwhile we have been seeing more fines coming in since the patrons are aware of this new collection process.

The January **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: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Shereen Lakhani indicated that the **Finance Committee** had no report but will be meeting before our March Board meeting.

Compliance With ORC 9.44 - Adrienne Bures indicated that the **Personnel Committee** met on February 11, 2010. The minutes of this meeting were distributed to the Board with the Board packets. Bures indicated that this resolution was discussed at this recent Personnel Committee. In order to comply with Ohio Revised Code Section 9.44 a review of employees was done and verification of prior public service was obtained for those employees who qualified. After researching various options as to payouts or crediting of hours to vacation accruals, the Personnel Committee has determined that the cleanest approach for future scheduling and cost containment due to being able to avoid payment to PERS is to payout all missed vacation accruals now and not carry any additional balance of vacation accruals. A brief discussion was held. **RESOLUTION 10-09** **Upon motion made by Adrienne Bures on behalf of the Personnel Committee, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the payout of all vacation accruals that had been missed in prior year calculations and directs that all future accruals be adjusted to comply with ORC 9.44 and future new hires be offered this consideration within 30 days of hire.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

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

Communications – Director Kowell shared an article that appeared in the February Hospice Newsletter wherein the Library was thanked for their donations of “Warm Up Medina County” items, along with a nice photo. She also shared an article from the Medina County Arts Views with information on the Art Show being held at the Library during the month of February.

Board member Lakhani distributed an informative article for everyone’s information that appeared in the February 21, 2010 issue of The New York Times pertaining to our current economic times.

There was no **Unfinished Business**.

New Business – Strategic Plan Update – Due to some last minute issues, the final Strategic Plan was not available for a vote this evening. However, Kowell did distribute a handout with Strategic Plan Projected Costs for all the Goals and a tentative outline of what we hoped to present. The issue being checked further pertains to Goal 3, Strategy 3.3A pertaining to establishing a County-wide Friends Group, along with investigating any legal issues pertaining to a fund raiser which is a vital part of our proposed strategic plan. Kowell indicated that we are checking with OLC and the Prosecutor’s office for any legal issues. The Board asked what has been done to date pertaining to the Fundraiser. Kowell indicated that the groundwork for the Fundraiser has been completed and our Development Coordinator has been working very hard on this project. The Board was also reminded that this position only works 20 hours per week. The Board asked that Karen Clark, Development Coordinator, come to the March meeting and give a report as to what has been accomplished to date and some input on what she hopes to accomplish. A binder was circulated at the meeting that Kowell had prepared with all the goals and strategies. Kowell will arrange to have this sent electronically to the Board in the next day or two so that they can begin reviewing the material. A Resolution to approve the Strategic Plan will be presented at the March meeting. The Board would also like Technology Manager, Jim Haprian to report and explain the Web Specialist position that the committee would like to put in place by July 2010, which is another important and vital part of the Strategic Plan. Both of these presentations will be given at the March meeting.

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

- \$50 FROM JAMES & JANICE CLARK FOR LODI LIBRARY EXPENSES
- \$150 FROM ASSOC. OF MFD HOME RESIDENT OF OHIO FOR LODI LIBRARY EXPENSES
- “JUNIOR AMAZER” PLAYABLE ART TO BUCKEYE LIBRARY (ESTIMATED VALUE OF \$199) FROM BUCKEYE FRIENDS OF THE LIBRARY
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The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

There was no other **New Business**.

Trustees’ Comments – New Board member, Robert Tomaselli indicated that he was very impressed with the manner in which all the preparations were made prior to the Board meeting in order for everyone to have all the information that is needed for discussions. The Board also thanked Staff and the Union for all their hard work to have a completed contract that is acceptable to everyone. Additional comments were made that the Board wishes to be involved in the Fundraiser/Strategic Plan and asked that Clark contact them. They also look forward to the presentations by Clark and Haprian at our March meeting. Finance Chair Lakhani indicated that due to the difficult and unusual times, she would like the Board to meet with Business Manager Masterson throughout the year regarding various items in the budget.

Other Comments – Kowell indicated that we will try to distribute the March Board packets in paper and electronic form so that the Board can decide in which manner they would prefer to receive it. Since there is a very tight timeline coming up, due to the February meeting being a week later, and the availability of all the information in time for the early mailing date, we will do our best. The Board

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indicated that if the statistics were not available, perhaps we could send out the packet this coming month without them. The Board will be kept updated.

There was no need of an **Executive Session**.

The meeting was adjourned at 7:00 pm upon motion made by Patricia Boyle and seconded by Maria Griffiths. The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

NEXT BOARD MEETING

**Monday, March 15, 2010, 6:00 pm
At Medina Library**

**Scott D. Snyder
President**

**Patricia Boyle
Secretary**