

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

December 20, 2010

The Medina County District Library Board of Trustees met in regular session on Monday, December 20, 2010 at the Medina Library. President Scott Snyder called the meeting to order at 6:01 p.m.

Roll Call was taken with the following members noted as present: Scott Snyder, Adrienne Bures, Patricia Boyle, Maria Griffiths and Robert Tomaselli. Mary Ogden was not able to attend. Also present were library staff members: Director Carole Kowell, Assistant Director Judy Leuthaeuser, Business Manager/Fiscal Officer Jack Masterson, Human Resources Manager Craig Harwick, Outreach Manager Theresa Laffey, Marilyn Plitt and Judy Hamer. There were no other guests.

Approval of Agenda - A motion was made by Maria Griffiths and seconded by Patricia Boyle to change the agenda, moving agenda items XII C and D, Renewal of the Director and Business Manager's contracts, after the Executive Session and the health recommendations to XIV Other New Business. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Recognition of Guests and Comments from the Public – President Snyder welcomed Staff. There were no comments.

Approval of Minutes – A motion was made by Patricia Boyle and seconded by Maria Griffiths to approve the November 15, 2010 Minutes as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Election of Officers – Mr. Snyder announced that the slate of officers for 2011 will be:

- President – Adrienne Bures
- Vice-President – Maria Griffiths
- Secretary – Patricia Boyle

There will be a vote at the January meeting.

Financial Report - Business Manager/Fiscal Officer Jack Masterson discussed his financial report. He pointed out that all receipts are ahead of the estimates and expenses are lower than expected. The finances remain stable and he will continue to monitor them closely. A motion was made by Maria Griffiths and seconded by Robert Tomaselli to accept the November 30, 2010 Financial Report as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Director's Report - Director Kowell noted that circulation was up 1.6% in November. However, the door count was low, probably due to the new people counters installed during the month. We will keep an eye on the numbers of both systems. Passport service is doing very well. Fifty-four were processed in November. The Seville construction project is progressing; we will be going out for bids at the end of January, with bids due the end of February for spring construction starts.

The November **Personnel Report** was reviewed. A motion was made by Robert Tomaselli and seconded by Maria Griffiths to approve the Personnel Report as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The **Finance Committee** met earlier today to discuss the proposed 2011 Appropriation Budget. Ms. Bures explained that the figures appear to go up because they are based on the county's figures which are estimates. State funding is unsure for 2011. It is hoped that the Seville construction project and punch list items will be completed in 2011 so that the building fund account can be closed and the remainder of the bond money used to pay down the debt. After discussion of the possibility of making more cuts now in view of an uncertain financial future, it was suggested that we hold our course and if the state makes big cuts next year we can make further adjustments at that time. The Administration has made serious budget cuts over the last two years and we have a good buffer built in so that the library could weather a 20% cut in funding. It will be important to watch the financial snapshot that Mr. Masterson prepares each month. The Finance Committee recommended to the full board that the proposed budget be approved. **RESOLUTION 10-34 Upon motion made by Adrienne Bures on behalf of the Finance Committee, it was RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the 2011 appropriations and authorizes the Director, Fiscal Officer and/or Deputy Fiscal Officer to certify such appropriations as necessary and required.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The **Personnel Committee** did not meet.

The **Planning Committee** did not meet.

The **Policy & Bylaws Committee** did not meet.

Communications – The Director shared a letter from Leadership Medina County thanking MCDL for participating in the Local Government Expo.

There was no **Unfinished Business**.

New Business:

2010 End-of-Year Appropriation Transfers - A resolution was presented authorizing the Business Manager/Fiscal Officer or Deputy Fiscal Officer to make the necessary appropriation transfers at the end of the 2010 fiscal year. The purpose of this resolution is to allow the Business Manager/Fiscal Officer or Deputy Fiscal Officer to make the necessary transfers to cover line item expenditures that may have exceeded appropriated allocations within a given fund at the close of the current fiscal year. As a matter of sound fiscal practice, transfers should be made to adjust any end-of-year appropriations to cover all financial disbursements of funds. A detailed transfer report will be provided to the Board at either the January or February 2011 board meeting. **RESOLUTION 10-35**

Upon motion made by Maria Griffiths and seconded by Adrienne Bures, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer or Deputy Fiscal Officer to make such appropriation transfers as are necessary at the close of the 2010 fiscal year in the following funds to adequately cover all expenditures: General Fund (101), Grant Fund (201), Debt Service Fund (301), Building and Repair Fund (401), Facility Construction and Renovation Fund (402), and Endowment Fund (701). All such transfer shall be reported to the Board at the earliest time possible subsequent to the closing of the financial records for 2010. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Renewal of Unique Management Services, Inc. Contract – Management recommends renewal of the contract with this collection agency to collect fines and fees due the library. **RESOLUTION 10-36** Upon motion made by Maria Griffiths and seconded by Patricia Boyle, it was: RESOLVED: Upon recommendation by the Director and Business Manager/Fiscal Officer, the Medina County District Library Board of Trustees approves the renewal of the contract with Unique Management Services, Inc., originally signed on December 21, 2009, for a period of one year. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Director Kowell's Goals for 2011 - Kowell announced her goals in various areas. She is very excited about the formation of the Innovation Team, which will look for at least one new project or service to implement in 2011. The passport project has been very popular with the public and she'll work to expand it to other branches. She will design a program to identify and train future library leaders among our staff. SpyGlass has finished their audit of the telephone system and Director Kowell is hopeful that their proposal will be save the library money. The new system-wide friends group is being formed with great expectations. The director will work to maintain or improve MCDL's standing in the HAPLR and Library Journal library rankings and continue to monitor the financial situation.

Business Manager Masterson's Goals for 2011 - Masterson handed out copies of his goals. His primary goal for the year is to monitor spending and keep expenses at a conservative level. Other goals: completion of a report for the county auditor's office of all sources of income; completion of the library's annual reports; completion of the library's Annual Tax Budget; improving the library's investment income portfolio; and completing a records retention project for the Ohio Historical Society; and researching the implementation of a fixed asset system for MCDL.

Approval of 2011 Meeting Dates – The board discussed and agreed to change the January and February meeting dates to the fourth Monday because the libraries will be closed on the third Mondays for MLK Day and Presidents' Day. Locations were set for the summer months at various branches. There will be no August meeting (the bylaws give the option of eliminating one meeting a year) unless circumstances make it necessary. **RESOLUTION 10-37** Upon motion made by Patricia Boyle and seconded by Maria Griffiths, it was: RESOLVED: That the Medina County Board of Trustees hereby approves the attached 2011 Meeting Schedule. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Upon motion made by Maria Griffiths and seconded by Adrienne Bures the following **Donations were accepted with gratitude**. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

- \$50 from Joyce Crislip in honor of Marceda George
- \$250 from Friends of the Lodi Library for Winter Wonderland Signature Program
- \$25 from Cloverleaf Women's Club for Outreach Veteran's Day program
- \$375 grant from Medina County Senior Services Network for magnifiers

Retirement Recognition, Judy Leuthaeuser – Recognition noting all Leuthaeuser's accomplishments during her seventeen years of service to the library was read. She was thanked for her many contributions including her contributions during two levy campaigns and a \$42 million bond issue and ensuing building projects, and for her work to maintain the level of service for which the system is known and has earned national awards. **RESOLUTION 10-38** Upon motion made by Scott Snyder and seconded by Robert Tomaselli, it was: **RESOLVED: That the Board of Trustees of the Medina County District Library and staff congratulate Judy Leuthaeuser on her many years of steadfast service to the Medina County District Library. We honor her dedication, special talents and service. We wish her well in her retirement.** The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Retirement Recognition, Susan Spencer – Recognition noting Spencer's sixteen years of faithful service as a circulation clerk at the Brunswick Library was read. **RESOLUTION 10-39** Upon motion made by Scott Snyder and seconded by Patricia Boyle, it was: **RESOLVED: That the Board of Trustees of the Medina County District Library congratulates Susan Spencer on her many years of steadfast service to the Medina County District Library. We honor her dedication, special talents and service. We wish her well in her retirement.** The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Other New Business

Health Insurance Recommendations for 2011 – Craig Harwick, Human Resource Manager, presented a resolution recommended jointly by the Health Committee and management to change health care carriers for 2011. MCDL's current health insurance carrier, Aetna, submitted a rate increase of 29.4%. After a review of proposals from several different vendors (see packet) and discussion with Aetna, management is recommending a change to SummaCare for 2011. Their plan is comparable to Aetna's. They have a new facility in Route 18 in Medina and have expanded their network of doctors. With only a 2% increase, their rates will almost bring us back to the current year's expense. In order to receive the best rate available, it would also benefit us to join the Wadsworth Chamber of Commerce. By paying a membership fee of \$75 annually, we would save approximately \$1300 per month on the premium. **RESOLUTION 10-40** Upon motion made by Maria Griffiths and seconded by Adrienne Bures, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the change of health insurance provider from Aetna to SummaCare effective January 1, 2011. In addition, in order to maximize the savings on the new rate structure, it is also recommended that the library join the Wadsworth Chamber of Commerce in order to obtain the preferred rating they have with SummaCare.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Dental/Vision Insurance Recommendations for 2011 – Craig Harwick presented another resolution recommended jointly by the Health Committee and management to change MCDL's dental and vision carrier for 2011. MCDL's current carrier, Ameritas, submitted a rate increase of 20% for dental and 5% for vision. After a review of proposals from several different vendors (see packet) they recommend a change to Superior for 2011. Each plan would experience no more than a 1-2% increase and we will obtain a three-year rate guarantee. **RESOLUTION 10-41** Upon motion made by Patricia Boyle and seconded by Maria Griffiths, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the change of dental and vision insurance provider from Ameritas to Superior effective January 1, 2011. It is also recommended that we opt into the options which give us a three-year rate guarantee. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Trustees Comments

- Ms. Bures congratulated Mrs. Leuthaeuser on her retirement.
- Dr. Griffiths also congratulated Mrs. Leuthaeuser and asked that an investigation into less expensive lighting throughout the system be made.
- Ms. Boyle congratulated Mrs. Leuthaeuser and wished all Happy Holidays!
- Mr. Snyder noted that it has been a challenging year and thanked the staff, Mrs. Kowell and Mr. Masterson for the fiscal responsibility. Staff has managed to keep quality programming going with fewer resources. The board has made great progress in financing.

At 7:19 p.m., upon a motion made by Maria Griffiths and seconded by Patricia Boyle, the Board moved to enter into **Executive Session** for the purpose of compensation of the director and business manager. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The Board came out of **Executive Session** at 7:26 pm upon motion made by Adrienne Bures and seconded by Maria Griffiths. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

New Business Continued

Approval of Renewal of Director's Contract - Pursuant to the original contract (which expires December 31, 2010) for Director Carole Kowell; the Board has now completed their performance review. The County Prosecutor will be instructed to draw up a new contract. **RESOLUTION 10-42** Upon motion made by Pat Boyle and seconded by Maria Griffiths, it was: RESOLVED: That the Medina County Board of Trustees hereby approves the renewal of the contract for Carole Kowell as MCDL Director through December 31, 2013. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Approval of Renewal of Business Manager/Fiscal Officer Contract - Pursuant to the original contract (which expires December 31, 2010) for Business Manager/Fiscal Officer John Masterson;

Board of Trustees Meeting
Page Six
December 20, 2010

the Board has now completed their performance review. The County Prosecutor will be instructed to draw up a new contract. **RESOLUTION 10-43** Upon motion made by Marie Griffiths and seconded by Adrienne Bures, it was: RESOLVED: That the Medina County Board of Trustees hereby approves the renewal of the contract for John Masterson as MCDL Business Manager/Fiscal Officer through December 31, 2011. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The meeting was adjourned at 7:35 p.m. upon motion made by Patricia Boyle and seconded by Maria Griffiths. The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Robert Tomaselli - aye and Scott Snyder - aye.

NEXT BOARD MEETING

**Monday, January 24, 2011, 6:00 pm
at Medina Library**

Scott D. Snyder
President

Patricia Boyle
Secretary