

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

December 15, 2008

The Medina County District Library Board of Trustees met in regular session on Monday, December 15, 2008 at 7:00 pm at the Medina 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, Shereen Lakhani, Maria Griffiths and Patricia Boyle. Also present were Library **Staff** members: Carole Kowell, Director; Judy Leuthaeuser, Assistant Director; Pauline Chapman, Interim Fiscal Officer; Craig Harwick, Human Resources Manager; Theresa Laffey, Marilyn Plitt, Heather Rollins and Elaine Frankowski.

A motion was made by 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, 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 staff in attendance including Brian Richter and David Folk from the Prosecutor’s office. Also in attendance were Ralph Jocke and former MCDL Board members, Tom Horwedel, Dale Lynk and Cindie Schneider.

A correction was made to the November 17, 1008 minutes as to page three under Communications. The thank you note from The Ruhlin Company about a meeting was for the Highland Library and not the Lodi Library. A motion was made Maria Griffiths and seconded by Shereen Lakhani to approve the November 17, 2008 Meeting **Minutes** as corrected. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Interim Fiscal Officer, Pauline Chapman discussed the distributed November 30, 2008 **Financial Report** and indicated that there were no changes to normal activity. Chapman did report that the flood damage incident is now settled. There were no questions. A motion was made by Maria Griffiths and seconded by Scott Snyder to accept the November 30, 2008 Financial Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

**Director’s Report** – In addition to Kowell’s monthly report she announced that MCDL’s circulation for 2008 topped the three million mark, and door count topped the one million mark. Door count for 2007 was 749,116. Change wars at Staff Development Day resulted in a \$521 donation to United Way and stylish hat apparel for the “loser” managers. “Warm Up Medina County” knitters crafted over 600 hats, scarves and afghans for local nonprofits. A very nice thank you note from Hospice of Medina County was shared with the Board.

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

**Recognition of Service – Patricia Walker** - Vice President Snyder read a Service

Recognition noting all Walker's accomplishments during her seven years on the MCDL Board of Trustees. She was thanked for her endless hours during a year when we faced many issues in addition to many hours of legal advice during our entire building project. **RESOLUTION 08-68** Upon motion made by Scott Snyder and seconded Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Patricia A. Walker on her service to Medina County District Library. We honor her dedication to public service in our county libraries, her guidance to the library building project and most of all to her legal expertise.** The vote was as follows: Scott Snyder - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - abstained.

At 7:15 pm upon a motion made by Shereen Lakhani and seconded by Maria Griffiths the Board moved to recess so that we could honor outgoing Board President Patricia A. Walker.

The Board reconvened at 7:32 pm

At 7:33 pm upon a motion made by Karen Hammon and seconded by Patricia Boyle, the Board moved to enter into **Executive Session** to discuss compensation of a public employee and leasing of real estate. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 8:41 pm upon motion made by Karen Hammon and seconded by Maria Griffiths. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

**Personnel Committee** - Karen Hammon indicated that the Committee met on December 8, 2008. For information purposes, the Minutes of this meeting were distributed to the Board.

**Director's Salary Increase** - In keeping in line with other professional/administrative salary increases for 2009, it is recommended to approve an increase of 3% for the Director to be effective January 4, 2009. **RESOLUTION 08-69** 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 3% increase to the Director's salary and it is to be effective January 4, 2009.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The next item was **Interim Fiscal Officer Responsibilities** - The Personnel Committee is recommending that Pauline Chapman be appointed as temporary Fiscal Officer for the Medina County District Library until such time as a new Business Manager is hired. Also, that compensation in the amount of an additional \$2.00 per hour be approved to compensate her for her added responsibilities. Both of these actions are to be retroactive to November 18, 2008 and will remain in place until the open position is filled. **RESOLUTION 08-70** 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 appointment of Pauline Chapman as temporary Fiscal Officer at MCDL and she will report to the Board. She is also granted an increase to salary of \$2.00 per hour. These actions are to be retroactive to November 18, 2008 and will remain in place until such time as a replacement is hired for the Business Manager.** The roll call vote was as

follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The next item was **HR Policies and Procedures** - Two policies of the new Policy and Procedure Manual have been updated based upon recent Board action or recommended changes of management and are attached to this resolution for review. Upon adoption they will become part of the new online manual and will be effective January 1, 2009. They deal with lump sum payments in lieu of rate increases for employees who have reached the maximum of their salary range and with hiring process for minors and receiving the required work papers. **RESOLUTION 08-71** 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 attached two policies and directs that they be posted on the intranet for viewing by all employees. They will become effective January 1, 2009. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The next item under **Benefits** was **Health Insurance Program for 2009** - After review of proposals from several different vendors, and discussing with Anthem the rates being proposed, Anthem came back with a rate proposal which is about 7% lower than current rates and competitive with other proposals. This also included no changes to level of benefits provided by the plan. Therefore, management is recommending that we stay with Anthem for 2009 but during 2009 investigate some of the newer cost saving ideas and discuss with the Personnel Committee during the year so that for 2010 we have more time to educate the Board and employees on other plan options. Staying with Anthem for 2009 will reduce our total costs by about \$2,600.00 per month or \$31,200 annually. The library has been subsidizing about 85% of plan costs. **RESOLUTION 08-72** Upon motion made by Karen Hammon and seconded by Shereen Lakhani, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the continuation of health insurance for 2009 with Anthem Blue Cross Blue Shield. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The last item under **Benefits** was **New 403(b) Program** – Due to the passing of legislation in 2008 which requires a formal plan document along with several other IRS regulations relating to 403 (b) plans, management is suggesting that the MCDL stop their current payroll deductions for American Funds and Valic as of year end and put into place no later than February 1, 2009 a new plan through Hartford Life. A discussion was held by the Board as to the cost for employees as to fees. Even though there is no cost to MCDL the Board wants to make sure that the fees are in line for staff. The Board asked Harwick to obtain additional information before committing to Hartford Life either before the January meeting or at the actual meeting for further discussion. A motion was made by Shereen Lakhani and seconded by Patricia Walker to table this resolution until the next meeting of the Board. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Shereen Lakhani indicated that the **Finance** Committee had no report.

The **Planning Committee** had no report.

Scott Snyder indicated that the **Policy & Bylaws Committee** had no report.

**Communications** – Director Kowell circulated a copy of our recent new staff “SystemWise” newsletter and asked the Board if they would like to receive this newsletter in the future. The Board indicated that they would and it will be sent via email attachment.

**Unfinished Business City/County Parking Garage** – The draft contract that Brian Richter of the Prosecutor’s office prepared is still in negotiation. We are discussing the issue of the 37 designated parking spaces and when the initial payment should be made. Updates will follow.

**Other Unfinished Business**. Kowell presented a recommendation from Facilities/Operations Manager, Keith Maynard with regard to the possible purchase of solar panels for the Medina Library in order to save on heating bills. Maynard received a second quote and it was pretty much in line with the original quote we received. Due to the preparation that would need to be done and the fact that this could cause more leaking in the building, in addition to the years it would take for us to realize a savings, Maynard suggests we not go with the solar panels at this time. We can revisit this at a later date and meanwhile we will look to other means of saving power by turning off some of the lights and other ideas that will be researched. The Board agreed with this decision.

**New Business – 2008 End-of Year Appropriation Transfers** – A recommended resolution was offered that would authorize the Deputy Fiscal Officer to make the necessary appropriation transfers at the end of the 2008 fiscal year. This will allow the Deputy Fiscal Officer to make the necessary transfers to over 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-or-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 2009 Board meeting. **RESOLUTION 08-73 Upon motion made by Patricia Walker and seconded by Karen Hammon, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Deputy Fiscal Officer to make such appropriation transfers as are necessary at the close of the 2008 fiscal year in the following funds to adequately cover all expenditures: General Fund (101), Grant Fund (201), Debt Service Fund (301), Building & Repair Fund (401), Facility Construction & Renovation Fund (402) and Endowment Fund (701). All such transfers shall be reported to the Board at the earliest time possible subsequent to the closing of the financial records for 2008.** The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

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

- \$18.95 FROM SANDY ARGENIO TO PURCHASE BOOK IN MEMORY OF LOU ZAREMBA

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

The next item was **Retirement Recognition – Nancy Javorek** – A retirement recognition was read for Nancy Javorek recognizing her for her twenty-seven years of steadfast service to the Medina County District Library. **RESOLUTION 08-74** Upon motion made by Maria Griffiths and seconded by Patricia Boyle, it was: **RESOLVED: That the Medina County District congratulates Nancy Javorek 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 - Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The next item was **Presentation of Slate of Officers For 2009** - Since the nominating committee was unable to meet, the new officers will be announced at the January meeting. After December 31, 2008, Vice President Scott Snyder will serve as acting president until the new president is chosen.

The next item was **Meeting Dates for 2009 and Possible Time Change** - The tentative list of dates was presented to the Board for discussion. Up until this year, the Board has always met on the third Monday of each month. In 2008 it was decided to meet a week later in January and February due to legal holidays. **RESOLUTION 08-75** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees will meet the third Monday of each month for all Board meetings with the exception of January and February wherein they will meet on the fourth Monday due to the legal holiday. This will begin January 2009 and will be in effect until the Board decides otherwise.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon -. Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - abstained

The next item was **Possible Time Change** - A discussion was then held pertaining to the time that the MCDL Board meetings should start. It was suggested that if all were in agreement, we would start our Board meetings at 6:00 (instead of the 7:00 present time). An earlier time change was suggested so that the meetings could be completed before the library closes which in turn would enable the Board and attendees to arrive home at an earlier hour. **RESOLUTION 08-76** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees will begin meeting at 6:00 pm (instead of the 7:00 time). This will begin January 2009 and will be in effect until the Board decides otherwise.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon -. Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - abstained

**Other New Business. - Other Help for Accounting Office** – This item was discussed briefly at a previous Personnel Committee meeting but not brought to the full Board since additional information was needed. **RESOLUTION 08-77** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees authorizes additional help as needed for the Interim Fiscal Officer until a new Business Manager is hired. Chapman may use the services of Kelly Kroll at \$50 an hour for her time and not to exceed \$500. This work must be done in the evening or on weekends outside normal working hours for Ms. Kroll.** The vote was as follows: Scott Snyder - aye, Karen Hammon -. Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

**Other New Business – Posting of Business Manager Position** – The Board agreed that they would like to continue to review the Business Manager Job Description and would make a decision at the January 2009 meeting before posting the position.

**Trustees' Comments** – The Board once again thanked Patricia Walker for an outstanding year and being so diligent with legal issues to help the Board and staff through a challenging year. She is definitely a friend of the public and represented them very well. Some newer Board members thanked Walker for a great learning experience and willingness to help them to understand all matters more fully. The Board also indicated that they are pleased with the new format for the Director's report. It is very concise and easy to pick out important information quickly. Walker thanked the Board for all their help during her tenure and indicated that we all should be pleased with what has been accomplished in the last several years. To mention a few – a fantastic completed building project which was on budget, some money left over to complete projects that were temporarily taken out of the budget until it was determined that they could be done, approving a new Strategic Plan and approving the beginning of evaluation reviews for all staff. Happy holidays were wished to the Board and staff members.

There was no need for an additional **Executive Session**.

The meeting was adjourned at 9:40 pm upon motion made by Patricia Boyle and seconded by Karen Hammon. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

#### **NEXT BOARD MEETING**

**Monday, January 26, 2009, 6:00 pm  
At Medina Library**

---

**Patricia Walker  
President**

---

**Karen Hammon  
Secretary**