

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

June 16, 2008

The Medina County District Library Board of Trustees met in regular session on Monday, June 16, 2008 at 7:00 pm at The Brunswick Community 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 and Philip Duke. Also present were Library **Staff** members: Carole Kowell, Director; Judy Leuthaeuser, Assistant Director; Brian Hertzell, Business Manager; Craig Harwick, Human Resources Manager; Heather Rollins, Marilyn Plitt, Susan Ungham and Elaine Frankowski. Guests in attendance were Cindy Fuller, Steve Hambley, Greg Hannon, Mark Kolesar and Joe Lewandowski.

Board member Maria Griffiths arrived shortly after the official roll call was taken at approximately 7:02 pm.

President Walker asked that we add an additional **Executive Session** to the distributed Revised Agenda prior to Garfield Parking Project under "X" Unfinished Business. Walker indicated that since most of our guests this evening were interested in the Board's vote on this issue she felt it would be beneficial to all parties to address this item earlier in the Agenda instead of waiting for the end of the meeting. A motion was made Scott Snyder and seconded by Karen Hammon to approve the **Revised Agenda** with this additional change. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

**Recognition of Guests and Comments From the Public** – President Walker welcomed all of the guests this evening. Cindy Fuller, Steve Hambley, Mark Kolesar and Joe Lewandowski all spoke regarding the Garfield Parking Project with opinions and explanations representing the City of Medina, Medina County and taxpayers of Medina County. President Walker thanked everyone for sharing their information and opinions.

A motion was made by Karen Hammon and seconded by Maria Griffiths to approve the May 19, 2008 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

Brian Hertzell discussed the distributed May 31, 2008 **Financial Report** and indicated that it was a quiet month and nothing unusual was reported. The audit is now complete and we should receive an Opinion soon. It appears that it was a clean audit. Included with this month's report Hertzell also provided an updated Building Construction Analysis and a report for the month of May on all the activities in the Finance Department. A motion was made by Philip Duke and seconded by Karen Hammon to accept the May 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 and Patricia Walker - aye.

**Director's Report** – Director Kowell indicated that in addition to her previously distributed Report, system-wide circulation rose 27% and people counter rose an incredible 48%. No leveling off of business is seen. The honey bees arrived to everyone's delight and the new fiction room re-opened on May 27, 2008 with a ribbon cutting ceremony. Brunswick continues to average over 1,000 people daily and circulation increased over 23%. In Highland all three

elementary schools bused grade levels to visit the library instead of staff going to the schools to talk so they could enjoy and see the library. Other exciting information was listed in Director Kowell's report. There was no official Building Update. Some of the windows on the third floor were replaced, some floor finishes have been redone and we will soon begin to close out some final payments since most work is now completed.

Kowell also indicated that she had contacted several professional photographers to submit a quote to visit all of our branches so that official pictures can be taken. These professional photographs will become part of our history and will be used to hang on the walls outside the Director's office for all visitors to enjoy. They will also be used for future advertising in magazines, newspapers, contest entrees, etc.

The **Personnel Report** was reviewed. A motion was made by Scott Snyder and seconded by Karen Hammon 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 and Patricia Walker - aye.

The **Finance Committee** had no report but will need to meet sometime soon.

The **Personnel Committee** had no report.

The **Planning Committee** had no report.

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

There were no **Communications**.

At 7:20 pm upon a motion made by Karen Hammon and seconded by Scott Snyder, the Board moved to enter into **Executive Session** to discuss the purchase of real estate. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 8:17 pm upon motion made by Scott Snyder and seconded by Karen Hammon. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

**Unfinished Business – Garfield Parking Project,** There will be no vote at this time. Discussions will continue with the city schools.

The next item was **City/County Parking Garage** - President Walker indicated that no vote will be taken this evening as the Board does not feel they have sufficient information to vote on this important issue at this time. Walker also indicated that the Board has given Director Kowell parameters so that she can further negotiate on the city/county parking garage project so that a working document can be prepared. When the working document is completed, the Board indicated that a Special Board meeting can be held, hopefully in the next few weeks, and then this can be voted

upon at that time instead of waiting for the next Board meeting on July 21, 2008. The meeting was then opened up for questions from visitors and the Board.

**New Business – Tax Advances Request – Second Half 2008** – A recommended resolution was presented that would authorize the Clerk/Treasurer and/or the Deputy Clerk Treasurer to submit for an advance on property taxes collected by Medina County and distributed by the Medina County Auditor to the Medina County Library. This request permits MCDL to receive a portion of the tax collections monthly which allows for a steady cash flow and increased investment income. **RESOLUTION 08-33** Upon motion made by Philip Duke seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the second half of 2008.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Strategic Planning Monthly Update** – Kowell reported on the recent Strategic Planning Retreat held on June 11, 2008. (*Minutes of this meeting were distributed to the Board.*) Chuck Parsons and Kathy Compton of The Parsons Group facilitated the meeting with staff members of this Strategic Planning Committee. This proved to be a very worthwhile meeting and actually rekindled the excitement that was present when we first began this project. Kowell went over the “Next Steps” that were recommended by the Parsons Group. It was also suggested that we do a Patron Survey to make sure that all that we are doing is what the patrons want and asking what if anything we can do additionally. This will be done very soon. A presentation to the Board will be done after we have the results from the survey, which hopefully will be in the next several months. The Board was pleased with the current progress. Updates for the various strategies were also distributed to be added to the Strategic Binders.

There was no **Other New Business**.

**Recognition of Service – Shoukat Ali Bhamani** – As previously announced, Shoukat will be moving to South Carolina with his family due to job relocation. His tenure on the Board will end on June 30. President Walker thanked Shoukat for his years of service. His opinions, questions and input on many different issues were useful and very much appreciated. A farewell event was planned, however Shoukat was unable to attend at this time. Walker extended an invitation to him to join us at a future meeting if he is in the area and we can do this at that time. A very nice engraved pen/pencil set with his name and years of service will be sent to him. The entire Board thanked Shoukat as well and wished him best wishes with his move and his new home.

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

- \$69.27 FROM MEDINA COUNTY GENEALOGICAL SOCIETY TO PURCHASE TWO BOOKS IN MEMORY OF RICHARD GENSEMER & ALICE JANET DEW
- \$100 FROM BETSY SPROWLS IN MEMORY OF JOHN C. BRUCKMANN III

- \$70 FROM ELNOR JOHNSON KINGS DAUGHTERS CIRCLE TO  
PURCHASE BOOKS ON AUTISM FOR MCDL

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

**Trustees' Comments** – The Board hopes to continue the good relationship with all parties and hopes that we can move forward on the Parking Garage issue. The Board also indicated that they would like a Press Release from our Community Relations department either tonight or first thing in the morning indicating the Board's desire on this issue and their willingness to work with all parties to come to the best solution for all parties and the taxpayers. The newspapers have not always printed the Library's side on this issue and a Press Release update could be beneficial. It is good to see that approvals for the Victorian Village property have been approved and work will continue to provide additional parking. Walker indicated that it was good to hear that the New Fiction area has been opened. She attended the grand reopening ceremony. Comments were also made with regard to saving money, especially where utilities are concerned. We might want to look into solar panels and some other cost cutting measures, especially with regard to much higher utility bills. Since our buildings are so much larger and we have an additional building to take care of this is already becoming very noticeable.

At 8:50 pm upon a motion made by Maria Griffiths and seconded by Scott Snyder, the Board moved to enter into **Executive Session** to discuss a public employee. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 9:50 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 and Patricia Walker - aye. No action was taken.

The meeting was adjourned at 9:51 pm upon motion made by Scott Snyder and seconded by Maria Griffiths. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye

### **NEXT BOARD MEETING**

**Monday, July 21, 2008, 7:00 pm**  
**Seville Library**

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**Patricia Walker**  
**President**

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**Karen Hammon**  
**Secretary**