

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

October 20, 2008

The Medina County District Library Board of Trustees met in regular session on Monday, October 20, 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, Philip Duke, Shereen Lakhani and Maria Griffiths. Also present were Library **Staff** members: Carole Kowell, Director; Judy Leuthaeuser, Assistant Director; Brian Hertzal, Business Manager; Craig Harwick, Human Resources Manager; Jim Haprian, Heather Rollins, Marilyn Plitt and Elaine Frankowski.

A motion was made by Philip Duke and seconded by Maria Griffiths to approve the **Revised Agenda** as distributed. The roll vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

Recognition of Guests and Comments From the Public – President Walker welcomed all in attendance this evening.

A motion was made by Maria Griffiths and seconded by Scott Snyder to approve the September 15, 2008 **Regular meeting Minutes** as distributed. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - abstained, Maria Griffiths - aye and Patricia Walker - aye.

A motion was made by Maria Griffiths and seconded by Philip Duke to approve the October 1, 2008 **Special Meeting Minutes** as distributed. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - abstained, Maria Griffiths - aye and Patricia Walker - aye.

Since there was no meeting in August, the **July 31, 2008 Financial Report** was distributed to the Board but never officially approved. A motion was made by Philip Duke and seconded by Maria Griffiths to approve the July 31, 2008 Financial Report. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

Brian Hertzal discussed the distributed September 30, 2008 **Financial Report** and indicated that activity for the month was normal. He also indicated that he adjusted the budget for the \$80,000 that the Board agreed to transfer. As previously reported this was to adjust for the higher amount of utility bills because of the new and larger buildings. We may need to make one more transfer because of property maintenance supplies being higher than expected. This can be done by moving money already in the budget. Included with this month's report Hertzal also provided an updated Building Construction Analysis and an Investment Portfolio update, as well as a report for the month of September on all the activities in the Finance Department. Hertzal assured the Board that the investment is receiving a safe but fair rate at this time. A motion was made by Phillip Duke and seconded by Maria Griffiths to accept the September 30, 2008 Financial Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The Board asked Hertzal if he has heard anything more about the cost of the solar panels that could be used to save energy at the Library. He does not have an update at this time but should have a quote next week. He will keep the Board updated.

Director's Report – Director Kowell, in addition to her written report, indicated that she used Judy Leuthaeuser's chart to better view the statistics for the month. 2008 circulation continues to be very high and Medina County District Library circulation alone is already 96% of total 2007 circulation. The Medina Library has surpassed the one million mark in circulation. Kowell had one correction to her report, on page two for Brunswick. Pat Rainey had the honor of being chosen to attend the Governor's Education Round Table; however she did not attend as it was cancelled. It was announced this week that MCDL was named fifth in the nation in the yearly Hennen report. This was based on 2006 figures. The children's donated sculpture has arrived and is in the Children's department, along with the "Peek a Book" at Medina. This has quickly become very popular. "Keep on Truckin' 08" was a big success again this year. We can now close the book on the Medina flood; all books have been replaced and shelved.

Since there was no meeting in August, the **July Personnel Report** was distributed to the Board but never officially approved. A motion was made by Philip Duke and seconded by Maria Griffiths to approve the July, 2008 Personnel Report. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

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

The **Finance Committee** had no report.

Maria Griffiths indicated that the **Personnel** Committee met on October 15, 2008. For information purposes, the Minutes of this meeting were distributed to the Board.

Professional/Administrative Structure – As a result of the benchmarking study and additional input from The HR Department, management would like to suggest that the Personnel Committee recommend the adoption of a new structure for the Professional/Administrative personnel. This structure, as modified by management and attached, would establish a minimum, midpoint and maximum for all jobs in the professional/administrative group and would be expected to stay in place with no changes for a period of at least three (3) years. Management should after two years take a look at a couple positions to determine if the structure is still functional. Assuming no major issues, the structure would then be reviewed each year to determine if adjustments are needed to keep it current. Any changes to structure will need to be discussed by the Personnel Committee prior to implementation. **RESOLUTION 08-49** Upon motion made by Maria Griffiths 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 salary structure for the Professional/Administrative employees and it is to be effective January 1, 2009. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Page Salary Structure 2009** - As a result of the increase in minimum wage in Ohio to \$7.30 effective January 1, 2009 and the intent of Medina County District Library to try and stay ahead of the minimum wage, management is recommending an increase to the page salary structure of \$.20 for each level. This change is to be effective January 1, 2009. That would take our entry level hourly rate for a page to \$7.45 per hour. This keeps us \$.15 per hour over the minimum wage for 2009. This represents an average of 2.64% increase for the pages. Attached is the complete wage scale for pages for 2009. **RESOLUTION 08-50** Upon motion made by Maria Griffiths on behalf of the Personnel

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Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the adoption of the attached salary structure for Pages and it is to be effective January 1, 2009.

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

Philip Duke indicated that the **Planning Committee** had no report.

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

Communications – In addition to the numerous newspaper articles already distributed for the month, President Walker indicated that she received a letter, on behalf of the entire Board, from Ra Energy LLC pertaining to solar panels that could be used for the proposed parking deck and other usage. We are already looking into this for the Library and should we decide to proceed we will contact RaEnergy LLC. President Walker has already written to Doug McClure, CEO with this information.

Unfinished Business – Victorian Village – Director Kowell indicated that we are moving along very well with the paving, etc. We believe the project should be completed sometime in November. We hope the additional parking spaces will be very helpful and appreciated.

City/County Parking Garage - A first draft of a Lease between the City and MCDL was received late Friday afternoon. Copies were given to the Board and Brian Richter of the Prosecutor's office for inspection. Updates will follow.

There was no **Other Unfinished Business**.

New Business – Certifying 2009 Tax Rates – A resolution was presented recommending the acceptance of the amounts and rates of property taxes related to the 1.25 mill operating levy and 1.00 mill facility construction bond levy. This action is required annually to officially accept the amounts and rates of property taxes. The 2009 tax receipts from the 1.25 mill operating levy are estimated to be \$4,679,223 and the 2009 tax receipts from the 1.00 mill construction bond levy are estimated to be \$3,859,100. Debt service payments for 2009 will be \$3,258,812.50 with \$799,406.25 in interest to be paid in May and principal of \$1,660,000.00 plus interest of \$799,406.25 to be paid in November. This initial action must be taken prior to November but may be amended at a later date. **RESOLUTION 08-51** Upon motion made by Maria Griffiths and seconded by Shereen Lakhani, it was: **RESOLVED: That the Medina County District Library Board of Trustees accepts the amounts and rates of each tax necessary to be levied by this Board, as determined by the Medina County Budget Commission in its certification dated September 25, 2008, thereby authorizing the necessary tax levies and certifying them to the County Auditor for fiscal year 2009.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Appointment of Nominating Committee** - President Walker indicated the purpose of this Committee is to choose the officers for the MCDL Board of Trustees for 2009 and that she has asked Philip Duke to head this committee and he has agreed. The two other members of this Committee will be Maria Griffiths and Patricia Boyle. They will report to the Board in December for January installation.

The next item was **Strategic Planning Monthly Update** – A recommended Resolution was presented to the Board to approve the MCDL Strategic Plan and the costs associated with the Plan. A

strategic Plan Cash Flow Projection sheet was distributed showing each strategy that the Strategic Planning Approval Board made and how they reflected the budget, along with the minutes of this Approval Board meeting held on October 8, 2008. After much discussion and many meetings, these minutes outlined the recommendations that staff is now presenting to the Board. The Board decided that they would like to discuss and group the various strategies and vote on them in this manner rather than pass the entire Strategic Plan as a whole.

Goal 1 – Strategy 1.1 – By 2020 revamp the web site to offer all possible library services (create a virtual branch). - A discussion was held using the distributed minutes from the Strategic Planning Approval Board for information needed. The approximate cost would be \$90,000 and money would be taken from the Endowment Fund (701 Fund). A part-time IT person would be needed to maintain the Web site at a cost of \$17,306 which would come under the General Fund (101) Salary/Benefits. **RESOLUTION 08-52** Upon motion made by Maria Griffiths and seconded by Shereen Lakhani, it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the hiring of a part-time IT person for an amount of about \$17,306 from our General Fund and no more than \$90,000 to Bridgeline Software to revise/update our Web Site using funds from our Endowment Fund.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye. The Board indicated that they would like the Prosecutor's office to look over the contract before signing and if possible a copy of the Source Code should be provided by Bridgeline Software.

Board member Philip Duke left the meeting for a short period at this time.

Goal 1 – Strategy 1.2 By 2020 develop, provide and promote services that are convenient and customized and provide at least two new services - **RESOLUTION 08-53** Upon motion made by Scott Snyder and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the purchase of defibrillators, rollators and handicapped accessible computers for MCDL at the costs listed on the attached report.** The roll call vote was as follows: Scott Snyder - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye. Staff will be trained on proper usage of the above items by a member of the Health Department.

Goal 2 – MCDL will explore & launch alternative funding - Strategy 2.1 By July 2008 MCDL will be ready to launch a Library Foundation. - **RESOLUTION 08-54** Upon motion made by Patricia Walker and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby tables this item at this time.** The roll call vote was as follows: Scott Snyder - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

Goal 2 – Strategy 2.2 – By July 2008 MCDL will explore organization and/or staffing for internal fundraising efforts - it is recommended to hire a part-time Fundraising position in the amount of \$19,320 (from General Fund). This person will be hired for a one year trial period at which time it will be determined if this is a worthwhile position to retain for the future. A discussion was held. **RESOLUTION 08-55** Upon motion made by Phillip Duke and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the hiring of a part-time Fundraising position for a period of one year to design, implement and produce monies on behalf of MCDL to provide additional monies for MCDL.** The roll call vote was as follows: Scott Snyder - nay, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker – nay. Motion passed.

Goal 2 – Strategy 2.3 – MCDL will match recurring programs with potential partners and sponsors - Match ten system-wide programs with community sponsors. In addition, add one signature program for each branch that would attract people from all areas. Signature programs would be funded from Endowment Fund. **RESOLUTION 08-56** Upon motion made by Philip Duke and seconded by Shereen Lakhani, it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the match recurring programs with potential partners and sponsors.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye

Strategy 2.4 – MCDL will investigate appropriate revenue generation strategies - **RESOLUTION 08-57** Upon motion made by Philip Duke and seconded by Scott Snyder, it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the following revenue generation strategies: Increase fines from \$.05 to \$0.10; charge a fee for meeting room use by for-profit and individuals; fax charges; sell canvas bags and eliminate free plastic bags and reduce free printer copies from 20 to 10. Inter-Library Loan Charges are NOT to be included at this time.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye. It was noted that there will be a special ceremony on Earth Day to feature the new canvas bags instead of the plastic.

Goal 3 – MCDL Staff will provide legendary customer service and Goal 4 – By 2010 we will provide the quality of Library Experience to the point of amazement - **RESOLUTION 08-58** Upon motion made by Scott Snyder and seconded by Patricia Walker, it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the following: Strategy 3.1 – Provide staff training; Strategy 3.2 – Support community involvement and mileage reimbursement to attend meetings; Strategy 3.3 – Improve internal communications; Strategy 3.4 – Reallocate personnel resources, initiate performance evaluations, consultant fees and supervisor training; Strategy 4.1 – Create an ambiance at each location with display kits and mobile display units and 4.3 – Create innovative services and programs.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

Goal 4 – By 2010 we will provide the quality of Library Experience to the point of amazement – Strategy 4.2 – Reader’s Advisory Librarian - Discussion was held pertaining to the recommendation to add a ten hour Librarian position (to be filled by a current staff member) on a temporary basis for one year and then review after that time to serve as a Reader’s Advisory Librarian. **RESOLUTION 08-59** Upon motion made by Scott Snyder and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the adding of a ten hour Librarian position, to be filled by a current staff member, on a temporary basis for one year and then reviewing after that time to serve as a Reader’s Advisory Librarian.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - nay, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye. Motion carried.

The Board thanked Kowell, her Committees and anyone else involved for all their hard work with this project.

There was no **Other New Business**.

Upon motion made by Scott Snyder and seconded by Maria Griffiths the following **Donation** was accepted **with gratitude**:

- \$39.50 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR MATERIALS FOR OUR COMMUNITY RELATIONS DEPARTMENT FOR SIGNAGE

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

Trustees' Comments – The Board thanked Patricia Boyle for attending the New Trustee Workshop and submitting the excellent report. President Walker thanked Scott for the \$500 donation made to MCDL from Westfield Insurance on his behalf. This donation and details will be recognized at our November meeting. Walker also congratulated Director Kowell and all staff for being recognized fifth in the nation in the Hennen rankings with figures from the year 2006. She also thanked all staff for all that they do for the system.

Kowell asked the Board if they felt it was necessary to have Chuck Parsons and Kathy Compton back to complete the Strategic Plan. No decision was made at this time. Our Vision and Mission Statement were approved at our Planning Retreat in June of 2008. Now that our buildings are completed, it was suggested that we hold another Board Retreat sometime in early 2009 to review our vision and see what is next for MCDL. This will be discussed again.

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

The meeting was adjourned at 9:00 pm upon motion made by Philip Duke and seconded by Maria Griffiths. The vote was as follows Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

NEXT BOARD MEETING

**Monday, November 17, 2008, 7:00 pm
At Medina Library**

**Patricia Walker
President**

**Karen Hammon
Secretary**