

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

January 25, 2010

The Medina County District Library Board of Trustees met in regular session on Monday, January 25, 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, Maria Griffiths and Mary Ogden. Robert Tomaselli, our new Board member who will be installed this evening, was also in attendance. Also present were Library **Staff** members: Carole Kowell, Director; Judy Leuthaeuser, Assistant Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Pauline Chapman, Karen Clark, Jeanne Christensen, Heather Coontz, Judy Hamer, Jim Haprian, Marilyn Plitt, Pat Tompkins, Sylvia Williams and Elaine Frankowski. Carol Shockley & Tom Karris of the Prosecutor's office arrived shortly after the meeting began.

Approval of Agenda – President Snyder indicated that he would like to move “Other New Business – Judy Hamer Day” on the Agenda to after “Disposition of Minutes.” A motion was made by Maria Griffiths and seconded by Patricia Boyle to approve the **Revised Agenda** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye and Scott Snyder - aye.

Installation of New Board Member – Pauline Chapman, Deputy Fiscal Officer and Notary, then installed our new Board member, Robert (Bob) Tomaselli to the MCDL Board. All congratulated and welcomed Mr. Tomaselli.

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

Approval of Minutes – A motion was made by Adrienne Bures and seconded by Maria Griffiths to approve the December 21, 2009 **Minutes** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Other New Business – Judy Hamer Day – A recommended resolution was offered that would declare Tuesday, January 26, 2010, to be Judy Hamer Day at all Medina County District Library locations. In the collective memory of our administrative team, Judy Hamer is the library's first employee to serve at the library for 35 years. She began working for MCDL on January 27, 1975, in the Medina Library Circulation Department. She later became the Circulation Department Supervisor. She became Secretary to Adult and Children's Managers in 1991. In 1992 her title changed to Public Services Secretary. On January 4, 2009, she became the Public Services Administrative Assistant. In all of these positions, Judy has been a great asset to the library system. **RESOLUTION 10-01** 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 declaration of Tuesday, January 26, 2010, to be “Judy Hamer Day” at all Medina County District Library locations. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.**

Business Manager/Fiscal Officer, Jack Masterson discussed the distributed December 31, 2009 **Financial Report**, which are the final figures for the year. Masterson also distributed a supplemental comparison sheet showing actual years and budget figures. This shows that expenses are down 10.7% for 2009 compared to 2008. He also supplied a 2009 End-of-Year Appropriation Transfer Summary sheet indicating some areas were funds needed to be transferred due to various expenses being higher or lower than anticipated. In addition, Masterson provided a General Fund Projection sheet indicating

information on the 2007 ten year replacement levy as to how the levy money will hold up through the term of the levy. A discussion was held. A motion was made by Adrienne Bures and seconded by Maria Griffiths to accept the December 31, 2009 **Financial Report** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - 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 she listed the system statistics year-end totals on her report this month which includes the percentage of change in each report. She also indicated that meeting room reservations were very heavily used and called attention to two very successful recent programs, Lodi's Winter Wonderland Signature Program and the Mini Con event in Medina that attracted 43 teens from as far away as Parma. A question was asked as to why we collect all these statistics and what they are used for. These figures are necessary so that the Library can determine how we are doing from one year to the next. In addition, these figures are necessary for the various state reports that all libraries need to report on a yearly basis.

The December **Personnel Report** was reviewed. A motion was made by Mary Ogden 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, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The **Finance Committee** had no report.

The **Personnel Committee** had no report.

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

Communications – Director Kowell shared a letter from the American Red Cross thanking MCDL for their donation to the Annual Chocolate Festival. Proceeds from the event support local American Red cross activities such as providing food, clothing and shelter for disaster victims; CPR and first aid training; swimming lessons; community disaster education and services to local military families.

At 6:15 pm upon a motion made by Patricia Boyle and seconded by Adrienne Bures, the Board moved to enter into **Executive Session** for the purpose of compensation of public employees. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The Board came out of **Executive Session** at 6:53 pm upon motion made by Maria Griffiths and seconded by Adrienne Bures. The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Unfinished Business – Approval of Union Contract – RESOLUTION 10-02 Upon motion made by Maria Griffiths and seconded by Patricia Boyle, it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby approves the agreed upon contract between MCDL and SEIU Local 1199 for the Medina County District Library effective February 1, 2010 through October 1, 2012. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

New Business – Tax Advances Request – First Half of 2010 – A recommended resolution was offered that would authorize the Fiscal Officer or Deputy Fiscal Officer to submit for an advance on property taxes collected by Medina County and distributed by the Medina County Auditor to the Medina County District Library. This request permits MCDL to receive a portion of the tax collection monthly which allows for a steady cash flow and increased investment income. **RESOLUTION 10-03** 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 Fiscal Officer or Deputy Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the first half of 2010. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **2010 Banking Resolutions** – A resolution was presented that would provide the necessary authorization related to performing various banking functions throughout the 2010 fiscal year. This request allows for the normal day-to-day financial functions of the Library to be performed in accordance with the Ohio Revised Code and the Ohio Administrative Code. In summary, these resolutions authorize various appointed positions within the Medina County District Library as follows:

- To have access to any safe deposit boxes.
- To sign any checks, drafts, notes or ordered drawn against checking or saving accounts.
- To invest or redeem investments through wire transfers at various banking institutions.

RESOLUTION 10-04 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 following 2010 Fiscal Year Banking Resolutions A – C. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **2010 Interest On Investments** - A recommended resolution was presented that would authorize the Fiscal Officer and/or the Deputy Fiscal Officer to segregate and accrue all interest earned on investments within each specific fund to that particular fund, or any other as shall be designated, for the fiscal year 2010.

H.B. 674 went into effect on March 30, 1999 and amended O.R.C. 135.21 that had required libraries to credit all investment earnings from any funds, other than fiduciary funds, to the General Fund. The amendment, O.R.C. 3375.391, provides for an exception wherein a board of library trustees may pass a resolution designating that all investment earnings accrued within a specific fund may be credited to that fund or any other as the board specifies. The only exclusion to this legislation would be to the earnings made on the investment of any bond retirement fund or sinking fund. Also, investment earnings made within the Endowment Fund may never be co-mingled with any other funds due to our fiduciary responsibilities in appropriating said funds for specific purposes and bequests. This recommendation would allow investment earnings accrued in the General Fund, Building and Repair Fund, Grant Fund, and Endowment Fund to remain in each of their respective funds. **RESOLUTION 10-05** Upon motion made by Adrienne Bures and seconded by Patricia Boyle, it was RESOLVED: that the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer or the Deputy Fiscal Officer to credit investment earnings from the General Fund, Building and Repair Fund, Grant Fund, and the Endowment Fund to the respective funds from which they accrued for fiscal year

2010. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **Investment Policy** - A recommended resolution was presented that would formally renew the Medina County District Library Investment Policy. An Investment Policy was attached with no changes from the last annual approval by the Board. **RESOLUTION 10-06** Upon motion made by Mary Ogden and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Investment Policy for the 2010 fiscal year.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **Seville Architect Contract Discussion** – A recommended resolution was presented that would award the Phase 1 Study and Phase 2 Implementation for the Seville Library renovations to Van Dyke Architects LLC. A copy of the proposal will become part of these minutes. Three firms were interviewed for the project: CBLH Design, Holzheimer Bolek + Meehan Architects, LLC, and Van Dyke Architects LLC. Staff was most impressed with Duane Van Dyke and his sharing of ideas and enthusiasm for the project. He was on board with our objective to change Seville’s service model from a mini-main to a popular browsing library. The design and possibilities of an outside reading deck is a challenge he’s excited to take on. Van Dyke Architects also had the lowest Phase 1 bid. The Library recommends hiring Van Dyke Architects for Phase 1 Study and Phase 2 Implementation for a cost not to exceed \$25,000. The Ruhlin Construction Company, construction management, is in agreement with this recommendation. The Board asked for some further clarification on the project. Kowell indicated this model if successful in Seville could be incorporated in other small branches in the future. The browsing library has proved popular in other Ohio libraries. A survey of Seville patrons was conducted recently and this new concept is in line with what those patrons wish in their library. Another reason for the project is that there is no storage space for the library nor do they have a reading area, one of the items that the patrons would like. Perhaps there can be a reading deck as well. Since we recently remodeled the Seville Library when we remodeled and built all of our libraries several years ago, the Board was happy to hear this project would be presented to the public as “Phase 2” – made possible by funds left over from the bond levy. **RESOLUTION 10-07** 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 award of the Phase 1 Study and Phase 2 Implementation Contract, pending approval by the Prosecutor’s office, for Seville Library renovations to Van Dyke Architects LLC for a cost not to exceed \$25,000.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **February Board Meeting Date Change Discussion** - Due to the terms of the new union contract, the library will be closed on February 15 (President’s Day), which was the original date for the February Board meeting. **RESOLUTION 10-08** Upon motion made by Adrienne Bures and seconded by Patricia Boyle, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the change of the February MCDL Board of Trustees meeting to February 22, 2010.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **Strategic Plan Update** – Director Kowell indicated that that the Strategic Plan Committees continue to work on the 2010 – 2012 MCDL Strategic Plan. She distributed a two

page summary showing the four goals and explained each strategy under the goals. She will present a Resolution at the February meeting which will outline the non- staff costs. The biggest item is the redesigning of the MCDL website. Due to cost restraints, this was not done in our previous strategic plan but management and staff feel that this should not be postponed again. Much of our strategic plan depends on a stronger community connectedness to implement what needs to be accomplished. This cost is significantly lower than when it was presented as part of our last strategic plan. The Board will take this into consideration when they view the Resolution and accompanying documentation at the February meeting.

The last item was **Board Packet Distribution Discussion**. After discussing all the items that are a part of the Board packet, it was decided to continue distribution as we have been doing. We will revisit this again sometime in the future if and when the Board's needs change.

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

- \$40 FROM MR. & MRS. JACK ESGAR IN MEMORY OF PAULA ARNER TO PURCHASE BOOKS FOR BRUNSWICK LIBRARY
-

The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - 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 was welcomed again and everyone looks forward to working with him.

President Snyder asked all attendees to introduce themselves and indicate where in the Library they work. He welcomed them again.

The Board thanked the union representatives and staff for all their hard work to help approve the new union contract. Pauline Chapman was thanked for attending the meeting to install our new Board member. The Board also congratulated Judy Hamer on her 35 years of service to MCDL.

The meeting was adjourned at 7:40 pm upon motion made by Adrienne Bures and seconded by Patricia Boyle. The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

NEXT BOARD MEETING

**Monday, February 22, 2010, 6:00 pm
At Medina Library**

**Scott D. Snyder
President**

**Patricia Boyle
Secretary**