

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

July 19, 2010

The Medina County District Library Board of Trustees met in regular session on Monday, July 19, 2010 at the Lodi 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, Shereen Lakhani, Maria Griffiths, Mary Ogden and Robert Tomaselli. Also present were Library **Staff** members: Carole Kowell, Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Heather Coontz, Betsy Gilder, Judy Leuthaeuser, Marilyn Plitt, Sylvia Williams and Elaine Frankowski. Guests in attendance were Kathleen Landis, President of the Lodi Friends and Lodi Friends member Joan Martinek and Allen O. Rom.

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

Recognition of Guests and Comments From the Public – President Snyder welcomed all in attendance and thanked Manager Betsy Gilder for hosting the meeting this evening. Joan Martinek, member of the Lodi Friends group spoke about her unhappiness with regard to establishing a Medina County Friends group rather than maintain the individual groups. A discussion was held with explanations given from the Staff and the Board. The Board thanked Ms. Martinek for her interest and comments.

Approval of Minutes – A motion was made by Patricia Boyle and seconded by Adrienne Bures to approve the June 21, 2010 **Minutes** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Business Manager/Fiscal Officer Jack Masterson discussed the monthly “snapshot” of receipts and expenses and indicated that we are ahead with the monthly average. The General Fund is above average and expenses are being kept down. As expected, we are right on track at 50% of budget with our expenses. There were no other questions with regard to the June 30, 2010 **Financial Report**. A motion was made by Adrienne Bures and seconded by Maria Griffiths to accept the June 30, 2010 **Financial Report** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Director’s Report - In addition to the revised distributed monthly report, Kowell indicated that the statistics show that circulation is down slightly again this month due to being open fewer hours. Average door count was down slightly, although Medina, Highland and Lodi libraries saw increases. SRC is showing 6,025 children registered in the first four weeks, 55 more than last year. We are happy to announce that Brunswick Library children’s associate Jennifer Mille was awarded the Laura Bush 21st Century “Youth Services, Librarians and Museums – a New Vision of Learning” scholarship. The scholarship is funded by a grant from the Federal Institute of Museums and Library Services (IMLS). The full scholarship pays for 36 hours of graduate work at Kent State University beginning in the summer of 2010. The Pet Palooza, Brunswick’s Signature Event, was a huge success once again with plans to hold the event again next year. The much anticipated “Bee Festival” in Medina will be held this coming weekend. Lastly, our newly hired Web

Specialist Katrina Miday began her MCDL training this week. The newly designed Donor Envelope, which will be passed out at Funeral Homes and other locations, was passed out for the Board's inspection.

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

Shereen Lakhani indicated that the **Finance Committee** met prior to this meeting and discussed the early warning signs put in place by the Committee earlier in the year and all agreed that this seems to be working and is very useful for tracking our finances. It was suggested that an additional "key" be added to this monthly report to help indicate the various tracking scenarios. They also briefly discussed a tax issue that is being looked into further.

Adrienne Bures indicated that the **Personnel Committee** met briefly on July 8, 2010 (*Minutes were distributed to the Board this evening.*) and went into Executive Session to discuss compensation of public employees. No action was taken.

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

There were no **Communications**.

Unfinished Business – Update on Seville Library Project, Phase 2 – A recommended resolution was offered to award the Architectural Services contract for the Seville Library Project, Phase 2 to Van Dyke Architects LLC. This new resolution will rescind Resolution #10-17 previously passed. Ads requesting Statements of Qualifications for Architectural Services were placed in the Medina Gazette (April 13) and online at the AIA Ohio website (April 14 – May 14). Eight firms responded by the May 10, 2010 deadline. After careful review the top four firms were as follows:

1. Van Dyke Architects LLC (Cleveland)
2. CBLH Design (Cleveland)
3. TC Architects (Akron)
4. Braun & Steidl Architects (Akron)

The attached contract was approved by the County Prosecutor's office on July 13, 2010 verified by the attached letter from their office and now needs to be signed by Van Dyke Architects LLC and the MCDL Board of Trustees so that work can begin. **RESOLUTION 10-23** Upon motion made by Patricia Boyle and seconded by Maria Griffiths, it was RESOLVED: That the Medina County District Library Board of Trustees upon recommendation from Management and contract approved by the Prosecutor's Office, the Medina County District Library Board of Trustees hereby authorizes the award of the Architectural Services contract for the Seville Library Project, Phase 2 to Van Dyke Architects LLC. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert

Tomaselli - aye and Scott Snyder - aye. It was noted that there was a correction on page 14 of the contract (already changed) on adding “parties” to the document indicating that the Agreement may be terminated at any time upon the mutual consent of the **Parties.**

New Business – Displays And Exhibits Policy – A Resolution was presented that would revise the current Display and Exhibits Policy. After reviewing the Display and Exhibits Policy, administration feels a statement is necessary which absolves the library of any responsibility for the preservation, protection or possible damage or theft, of any items exhibited or displayed. Items are placed on display in the library at the owner’s risk. Exhibitors will be required to sign a Display/Exhibit Information and Liability waiver (form 069-ADM) that releases the library from any responsibility for exhibited items. There is a separate School Art Display and Exhibit Liability waiver (form 971-ADM) for art objects from students which will require a teacher’s signature. All abovementioned forms will be attached to this Resolution. **RESOLUTION 10-24** Upon motion made by Adrienne Bures and seconded by Maria Griffiths, it was RESOLVED: That the Medina County District Library Board of Trustees, upon recommendation from Administration, hereby approves the revision to the Displays and Exhibits Policy. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye. It was noted that the Board recommends that we indicate on the Information/Waiver form that the items should be given to the Branch Manager rather than a regular employee.

The next item was **Passport Services Policy** – A recommended Resolution was presented to authorize the Medina and Brunswick libraries to be a passport acceptance facility. Passports are issued to citizens and non-citizen nationals of the United States by U.S. Department of State. There are two formats of passports: passport booklets and passport cards. Since July 2008, persons traveling via land and sea between U.S. and any destination of Canada, Mexico, most Caribbean territories, and Bermuda, can apply for a passport card. Over the last few years, the demand for passports has increased to an average of 15 million per year. Over 18,383,798 passports were issued by the Department of State in the fiscal year 2007. There are about 9,000 passport acceptance facilities in the U.S. These facilities include U.S. courts, state courts, post offices, county offices, city offices, and libraries. In Medina County, only the library could offer weekend and evening hours to apply for a passport, as well as passport photo processing. The library would receive an execution fee, set by law, for each new passport, plus passport photo fees, if applicable. Passport fees were raised on July 13, 2010. An adult passport book and card is \$140; execution fee is \$25.

Library staff would be trained online (at no cost) following the U.S. Department of State strict code of conduct. Any additional training, such as photo processing, would be done in-house. The passport service would begin as a pilot project in Medina and Brunswick libraries. Target date for service to begin is October, 2010. Expenses will be minimal. Costs include passport camera and printer, photo paper, punch cutter, batteries, screen, postage and mailing envelopes. Additional furniture and canvas zippered bags will not be needed, at this time. Estimated total cost to begin service in Medina and Brunswick would be approximately \$2,430. A discussion was held. **RESOLUTION 10-25** Upon motion made by Maria Griffiths and seconded by Mary Ogden, it was RESOLVED: That the Medina County District Library Board of Trustees, upon

recommendation from Management, hereby authorizes the Medina and Brunswick libraries to be passport acceptance facilities. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **Spy Glass Group, Inc. – Telecommunications Service** - A resolution was offered that would authorize the Medina County District Library to enter into a contract with The SpyGlass Group, Inc. to analyze the Library's primary telecommunications service accounts for local, long distance, data and internet, to seek cost recovery, service elimination and cost reduction recommendations. A motion was made by Mary Ogden and seconded by Adrienne Bures to authorize the Medina County District Library to enter into a contract with The SpyGlass Group, Inc. to analyze the Library's primary telecommunications service accounts for cost recovery and cost reduction recommendations. A discussion was held with a good deal of questions being asked. The consensus was that entering into a contract at this time may be premature and the Board would like to have additional information. Perhaps a representative from the company could make a presentation at a future meeting. A motion was made by Shereen Lakhani and seconded by Patricia Boyle that we table this item for a future meeting. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

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

- \$150 FROM MOMS CLUB OF BRUNSWICK TO BE USED FOR BRUNSWICK CHILDREN'S ROOM FOR PROGRAMMING MATERIALS FOR LAPSIT/TODDLER PROGRAMS AT BRUNSWICK LIBRARY
- \$50 FROM ALICE LEONE TO BE USED FOR GENERAL PURPOSES AT THE OUTREACH/SERVICES AND/OR BUCKEYE LIBRARY
- \$35 FROM MARIE MCDUGAL IN MEMORY OF GLADYS BEAR
- \$2,000 GRANT FROM TARGET CORPORATON TO BE USED IN SUPPORT OF 2010-2011 "TAKE OUT TALES (T.O.T.) CHILDREN'S PROGRAM

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

Other New Business - President Snyder asked the Board if they had any questions for Director Kowell or Business Manager Masterson with regard to their Goals Update for 2010 Report included in the Board packets previously distributed. There were no questions or comments.

Since the Board will not meet in August this year, they were asked if they would still like to receive the Board Packets so that there would not be a double packet in September. They indicated that they would still like to receive the packet in August as previously done.

Trustees' Comments – Lodi Library Manager Betsy Gilder and Staff were thanked again for hosting this evening's meeting. The Board also thanked the Lodi Friends of the Library for their attendance and comments this evening.

At 7:25 pm upon a motion made by Patricia Boyle and seconded by Adrienne Bures, the Board moved to enter into **Executive Session** for the purposes of preparation for bargaining sessions with public employees, compensation of a public employee and to consider the purchase of property for public purposes. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

It is noted that Patricia Boyle had to leave the meeting very shortly after it began.

The Board came out of **Executive Session** at 8:30 pm upon motion made by Shereen Lakhani and seconded by Maria Griffiths. The vote was as follows: Adrienne Bures - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye. No action was taken.

The meeting was adjourned at 8:31 pm upon motion made by Shereen Lakhani and seconded by Maria Griffiths. The vote was as follows: Adrienne Bures - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

NEXT BOARD MEETING

Monday, September 20, 2010, 6:00 pm
At Highland Library

Scott D. Snyder
President

Patricia Boyle
Secretary