

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

July 20, 2009

The Medina County District Library Board of Trustees met in regular session on Monday, July 20, 2009 at 6:00 pm 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, Karen Hammon, Patricia Boyle and Adrienne Bures. (Maria Griffiths arrived about 6:04 pm) Also present were Library **Staff** members: Carole Kowell, Director; Jack Masterson, Business Manager/Fiscal Officer; Judy Leuthaeuser, Assistant Director; Craig Harwick, Human Resources Manager; Holly Camino, Pauline Chapman, Jeanne Christensen, Theresa Laffey, Heather Rollins, Marilyn Plitt, Sylvia Williams and Elaine Frankowski. Mary Ogden, our new Board member was in attendance and will be installed this evening. There were no Guests in attendance.

A motion was made by Patricia Boyle and seconded by Karen Hammon to approve the **Revised Agenda** as distributed. The roll call vote was as follows: Karen Hammon - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Installation of New Board Member – Pauline Chapman, Deputy Fiscal Officer and Notary, then installed our new Board member, Mary M. Ogden to the MCDL Board. All congratulated and welcomed Ms. Ogden.

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

Approval of Minutes - A motion was made by Karen Hammon and seconded by Patricia Boyle to approve the **June 15, 2009 Meeting Minutes** as distributed. The roll call vote was as follows: Karen Hammon - aye, Patricia Boyle - aye, Adrienne Bures - aye, Mary Ogden - abstained and Scott Snyder - aye.

Board member Maria Griffiths arrived at this time at approximately 6:04 pm.

Business Manager/Fiscal Officer, Jack Masterson indicated that the financials were normal for the month as the distributed June 30, 2009 **Financial Report** indicated. We are holding our own financially. A motion was made by Maria Griffiths and seconded by Patricia Boyle to accept the June 30, 2009 **Financial Report** as distributed. The roll call vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye, Mary Ogden - aye and Scott Snyder - aye.

Director's Report - In addition to the distributed monthly report, Kowell announced that June's door count was the highest ever for one month (109,048)! Computer usage was up 11% over last June and Evanced meeting room booking software is up and running, although there is a delay in setting up the credit card account for profit organizations. Over 1,000 people attend "Pet Palooza" event, Brunswick's Signature Program. Brunswick book drop addition is progressing on schedule. The big news was about the proposed cut in funding from the State. The rally in downtown Cleveland was very successful and showed all the support for the libraries. The good news is that the cut will be 11% instead of the original proposal of 30%. Kowell thanked patrons, board members and staff for all their e-mails, letters and phone calls to our state legislators.

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

The **Finance Committee** had no report.

The **Personnel Committee** had no report.

The **Planning Committee** had no report.

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

There were no **Communications**

Unfinished Business – Public Library Fund Update - Business Manager Masterson indicated that we have received approximately \$2,000,000 to date for the year and the July payment should be coming in this week or next.

The next item was **County Tax Collection Projection Update** – Masterson checked with the County and they indicated that there was a slight pick-up in construction in the County and they are of the opinion at this time that perhaps we have hit bottom and hopefully we may see a rebound coming or at least will remain stable. Medina County has about an 8% unemployment rate at this time, well below other counties. A worksheet was distributed with some projections. This will be updated and discussed at our August meeting.

The next item was **Update on June Revenue Receipts** - Per the Finance Report for the month, we continue to hold our own here as well and updates will continue.

The next item was **Update on HR Cost Savings Initiatives & Employee Participation** - A Summary sheet was distributed to the Board with regard to what has transpired due to the VRIP (Voluntary Retirement Incentive Plan) and VRIH (Voluntary Reduction in Hours.) This Summary will become part of these minutes. Five employees have elected for voluntary retirement and 22 employees have volunteered to have their current regular hours reduced for a total value of \$38,753. The deadline for Voluntary Retirement is August 31, so this item could increase.

The last item was **Collection Agency (Unique Management) Update** – Handouts were distributed explaining this subject with regard to the fact sheet about Unique Management and information on the proposal itself. CLEVNET will participate in a trial run next week but we do not anticipate any problems. It appears that this would be a beneficial item for us to pursue. The Board asked various questions of Director Kowell. We have a draft contract that would be included with the Resolution that Director Kowell would like to present at our August meeting.

New Business – Financial Strategy Discussion – The Board indicated that this will be discussed in Executive Session before any action will be taken.

Other New Business – The Board indicated that they would like the draft contract from Unique Management (collection agency) to be reviewed by the Prosecutor's Office before it is presented to the Board with the Resolution at our August meeting.

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

- \$25 FROM HELEN M. DEURING – TO PURCHASE SUPPLIES FOR NEW POPCORN MACHINE

- POPCORN MACHINE W/ATTACHMENTS & POPCORN –
- (ESTIMATED VALUE - \$500) FROM DAVID LUCAS
- DAWN REDWOOD TREE & PLANTING SERVICES FROM JOHN SNELL TO LODI LIBRARY
- FRANKLIN BATES PAINTING TO LODI LIBRARY FROM WILBER BOWERS ON BEHALF OF NEAL BOWERS ESTATE
- FRANKLIN BATES PAINTING TO LODI LIBRARY FROM HELEN LEATHERMAN
- TWO ADIRONDACK CHAIRS FOR DRAWING ON THE BOOKMOBILE DURING “WE READ” KICKOFF FROM ANONYMOUS DONOR
- \$750 FROM PET PROZ LLC TO SPONSOR “PET PALOOZA” SIGNATURE PROGRAM AT BRUNSWICK LIBRARY
- \$50 FROM BRUNSWICK OPTIMIST CLUB TO SPONSOR “PET PALOOZA” SIGNATURE PROGRAM AT BRUNSWICK LIBRARY
- \$30 FROM SHIRLEY & KEN DUSKY TO PURCHASE CHILDREN’S BOOKS FOR WAYNE R. SMITH FOR FATHER’S DAY GIFT
- \$250 FROM DREYERS/HAAGEN DAZS TO SPONSOR “BEE FESTIVAL” SIGNATURE PROGRAM AT MEDINA.
- BALLOON SCULPTURE FROM NORTH COAST BALLOONS DÉCOR & MORE TO BE USED FOR THE SIGNATURE PROGRAM “BEE FESTIVAL” AT MEDINA (APPROX. VALUE \$250)
- SCULPTURE CAKE & FULL SHEET CAKE FROM TWICE AS SWEET BAKERY TO BE USED FOR THE SIGNATURE PROGRAM “BEE FESTIVAL” AT MEDINA (APPROX. VALUE \$250)

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

Retirement Recognition – Barb Barrett - President Snyder read a Retirement Recognition noting all Barb Barrett’s accomplishments during her thirty-two and one-half years with MCDL.

RESOLUTION 09-34 Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees and staff congratulate Barb Barrett on her many years of steadfast service to Medina County District Library. We honor her dedication, special talents and service and we wish her well in her retirement.** The roll call vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye, Mary Ogden - aye and Scott Snyder - aye.

The next item was **Retirement Recognition – Tina Hayburn** - President Snyder read a Retirement Recognition noting all Tina Hayburn’s accomplishments during her sixteen years with MCDL.

RESOLUTION 09-35 Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees and staff congratulate Tina Hayburn on her many years of steadfast service to Medina County District Library. We honor her dedication, special talents and service and we wish her well in her retirement.** The roll call vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye, Mary Ogden - aye and Scott Snyder - aye.

Trustees’ Comments – The Board once again welcomed Mary Ogden to the Board and indicated that they look forward to working with her. President Snyder indicated that there could be many challenges for the Board this year and welcome Ms. Ogden’s perspective.

At 6:45 pm upon a motion made by Maria Griffiths and seconded by Patricia Boyle, the Board moved to enter into **Executive Session** for the purpose of compensation of a public employee and preparing for bargaining sessions with public employees. The roll call vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye, Mary Ogden - aye and Scott Snyder - aye.

The Board came out of **Executive Session** at 7:42 pm upon motion made by Patricia Boyle and seconded by Maria Griffiths. The vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye, Mary Ogden - aye and Scott Snyder - aye.

An additional discussion was held pertaining to the further cuts in funding from the State and how MCDL could make the additional cuts that would have the least impact to the public and staff. MCDL and the Board have already cut \$400,000 from the budget for 2009 but find it necessary to cut even further. Many meetings were held by Management to determine how this can be done with the least amount of layoffs. A resolution was presented that would approve the cutting of the MCDL Budget for 2009. The Ohio General Assembly recently cut the Public Library Fund \$84.3 million over the next two years. The decline in state tax revenue and this further cut could amount to as much as a 31% drop in the PLF. In addition to the \$400,000 that was cut from the budget in May of 2009, it is now recommended that the MCDL 2009 budget be cut by \$300,000 to cover the mandated 11% cut in the Public Library Fund. **RESOLUTION 09-36** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director and the Fiscal Officer to cut the MCDL Budget by \$300,000 to reflect the 11% cut in Public Library Fund in addition to the \$400,000 cut in the May 12, 2009 resolution.** The roll call vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye, Mary Ogden - aye and Scott Snyder - aye.

The meeting was adjourned at 7:50 pm upon motion made by Maria Griffiths and seconded by Adrienne Bures. The vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye, Mary Ogden - aye and Scott Snyder - aye.

NEXT BOARD MEETING

**Monday, August 17, 2009, 6:00 pm
At Lodi Library**

Scott D. Snyder
President

Shereen Boyer Lakhani
Secretary