

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

August 17, 2009

The Medina County District Library Board of Trustees met in regular session on Monday, August 17, 2009, immediately following the Personnel Committee, 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, Shereen Lakhani, Maria Griffiths, Patricia Boyle and Adrienne Bures. Also present were Library **Staff** members: Carole Kowell, Director; Jack Masterson, Business Manager/Fiscal Officer; Judy Leuthaeuser, Assistant Director; Craig Harwick, Human Resources Manager; Karen Clark, Heather Rollins, Marilyn Plitt, and Elaine Frankowski. There were no Guests in attendance.

President Scott indicated that there will be a revision to the Revised Agenda distributed. *We will remove from VIII – Board Committee Reports - Under Item B Personnel, Item 2 - “Contract Addendum for Director”.* We are not ready to discuss this item. *In addition, Under Item B Personnel - we will add two items from the Committee for discussion. They are “Eligibility for Benefits” and “New Job Description.”*

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

Approval of Minutes – A motion was made by Maria Griffiths and seconded by Patricia Boyle to approve the July 20, 2009 **Minutes** as distributed. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - abstained, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

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

Business Manager/Fiscal Officer, Jack Masterson discussed the distributed July 31, 2009 **Financial Report**. Masterson indicated that we are “holding our own” financially. MCDL has received about 93% of the projected property tax for 2009, as most revenue is deposited in two main payments in February and July. Additional monies will trickle in for the rest of the year. Masterson also distributed a General Fund Projection based on the information available at this time. A discussion was held. The projection shows that to date we are down in the Library Support Fund of approximately 11% and by the end of the year; it is projected to be slightly more than 20%. It is projected that property taxes are flat and should remain stable and not decrease through the end of the year. It is not clear at the present time what additional decreases, if any will be in 2010. We will keep a close watch on the situation and updates will continue. The Board asked about some expenses recorded in the Building Fund and it was explained that these are due to the Brunswick Book Drop.

A motion was made by Karen Hammon and seconded by Maria Griffiths to accept the July 31, 2009 **Financial Report** as distributed. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Director's Report - In addition to the distributed monthly report, Kowell announced that MCDL just hosted fourteen members of the ETM group (Directors group from medium-size libraries in various counties in our region.) They toured the Medina Library and were very impressed with our facility and all that it offers. This group also included State Librarian Jo Budler. Kowell indicated that she also took Ms. Budler to the Brunswick, Lodi and Highland Libraries. She also was very impressed with all the facilities, not only for the beauty but the usage of all spaces in the various areas.

Self-check use continues to rise and door count is amazing at 9.45% over last year.

Two of our recent Signature Programs were a huge success. The first annual "Bee Festival" in Medina attracted 1,452 people and far exceeded expectations. Patrons asked if the event could be repeated and staff agreed that it was one of the most fun days they'd ever worked – maybe because they got to wear cool bee antennas. Patrons were greeted by a giant flying bee balloon sculpture and enjoyed free Haagen-Daz ice cream bars and cake, lots of bee related activities, and "Honey" the greyhound.

Our other very successful Signature Program was at Buckeye entitled "Buckeye Builders." Attendance was excellent and there were forty Lego kits that the children used and enjoyed building with.

Kowell also reported that once again we ranked fifth in the country in the 100,000 population area in the recent Hennan rating. This is with statistics from prior years and it is very possible that this rating could be even higher in the future.

Kowell updated the Board on the Brunswick Book Drop addition. We had some problems with the gas and Verizon lines so the project is slightly delayed.

Our "We Read" – Get Caught Reading event will be held during the month of September. Staff will give out stickers to anyone caught reading. We hope to stimulate more reading and awareness of the fun aspects of reading.

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

The **Finance Committee** had no report.

Karen Hammon indicated that the **Personnel Committee** met prior to this meeting and discussed the following:

New Policy – Ohio Ethics Law – Human Resources Manager, Craig Harwick indicated that the Policy and Procedure Manual has not included any reference to the Ohio Ethics Law. Management would like to include this as part of the policy manual so that when employees acknowledge they are aware of the manual and have read it, they are also acknowledging their awareness of the Ohio Ethics Law. A discussion was held. **RESOLUTION 09-37 Upon motion made by Karen Hammon on behalf of the Personnel Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the adoption of the newly created policy which incorporated reference to the**
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Ohio Ethics Law unto the manual. This should be effective immediately. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Contract Addendum for Director** – The Committee indicated that they were not ready to act on this so it was taken off the Agenda earlier in the evening.

The next item was **Eligibility for Benefits** - Harwick indicated that a provision of the Voluntary Reduction in Hours (VRIH) program was that benefits would **not** be impacted during 2009. Now that we are looking beyond year end with additional voluntary cuts and or mandated reduction in hours for at least the next couple of years, management would like to revisit the idea of benefit availability and premium amounts. In order to minimize the impact of these reductions in hours, we would like to at least grandfather all employees who are currently enrolled such that they can retain their benefits and continue at their current premium level regardless of any change to their hours. This would apply to employees who continue in employment with MCDL and those who are laid off but wish to continue in the benefit plans. It would not apply to any new employees or employees wanting to enroll in benefits who have not had coverage with us in the past. If at some point in the future, benefit programs change or MCDL philosophy on payment criteria changes, we would revisit this grandfathering. The intent would be to give the employee the option of whichever program gives them the best premium. This would remain in place for as long as the “grandfathering” is providing the better benefit. This would not increase any cost to the library. **RESOLUTION 09-38 Upon motion made by Karen Hammon on behalf of the Personnel Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the “grandfathering” of employees in the current benefit programs for as long as it provides a better premium for them, but in no case would it over ride what other employees are required to pay. Only the employee’s eligibility for benefits and premium level are grandfathered. This would become effective immediately.** The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The last item was **New Job Description** - Harwick indicated that due to the elimination of a delivery/maintenance driver position, management has created a job description for a page in the maintenance department that can help keep up with the sorting of materials for delivery. The position is very similar to a regular page but does have a couple unique criteria so a new description was created and is attached to these minutes. **RESOLUTION 09-39 Upon motion made by Karen Hammon on behalf of the Personnel Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the adoption of the newly created Delivery/Maintenance page job description. This would become effective immediately.** The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The **Planning Committee** had no report.

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

There were no **Communications**

Unfinished Business – Unique Management Resolution – Upon approval of the contract by the County Prosecutor, Management recommends that the Medina County District Library Board of Trustees enter into an agreement with the collection agency, Unique Management Services, Inc., to collect unpaid fines and fees owed to the library. This recommendation is done with the understanding that MCDL will qualify for the budget neutrality clause of the contract and therefore owe no money to the collection agency as the collection agency guarantees that money collected will equal or exceed the fees paid for their service, or the difference will be refunded to the library.

Unique Management Services uses the “gentle nudge” approach, contacting delinquent patrons with a series of phone calls and letters. Unique Management Services’ only clients are libraries. Processing is compatible with the library’s SIRSI automated system, and will require no additional staffing. MCDL currently has 3,727 patrons who owe over \$25 in fines and fees for a total of over \$200,000. Over 1,000 libraries use Unique Management Services, Inc. A partial list of local libraries using UM and recommendations are attached. A motion was made by Karen Hammon and seconded by Maria Griffiths that upon recommendation by Management and contingent upon contract approval from the County Prosecutor, the Medina County District Library Board of Trustees approves the hiring of the collection agency Unique Management Services, Inc. to be evaluated and reviewed after ninety days. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - abstained, Maria Griffiths - nay, Patricia Boyle - nay, Adrienne Bures - aye and Scott Snyder - aye. Since there were only three ayes, further discussion was held and concerns were addressed. A motion was then made by Karen Hammon and seconded by Maria Griffiths to withdraw the previous motion. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye. Discussions continued. **RESOLUTION 09-40** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: RESOLVED: That the Medina County District Library Board of Trustees upon recommendation by Management and contingent upon contract approval from the County Prosecutor, hereby approves the hiring of the collection agency Unique Management Services, Inc. which will include monthly reports to the Board and review of the program six months after implementation. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - nay, Adrienne Bures - aye and Scott Snyder - aye. Motion carried.

New Business – Closing the Library on Columbus Day & Veterans Day, 2009 – Due to economic conditions, Management would like to close the library on Columbus Day (Monday, October 12) and Veterans Day (Wednesday, November 11) in 2009. Union membership approved this change in the current contract by membership vote on August 14, 2009. Closing the library will mean all employees (bargaining unit and non-bargaining unit) will not be paid for those two holidays. Savings for the library will be \$34,000. **RESOLUTION 09-41** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: RESOLVED: That the Medina County District Library Board of Trustees upon recommendation by Management approves the closing of the library on Columbus Day (Monday, October 12, 2009) and Veterans Day (Wednesday, November 11, 2009). The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The last item was **Reduction of 2009 Appropriations** – A recommended resolutions was offered that would authorize the Fiscal Officer and/or Deputy Fiscal Officer to certify a reduction in the 2009 appropriation of funds from the General Fund (Fund 101) in the amount of \$405,436.00 per

Resolution 09-25 adopted May 18, 2009. A breakdown of the reductions is attached to these minutes. A discussion was held. **RESOLUTION 09-42** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: RESOLVED: That the Medina County District Library Board of Trustees approves the reduction of the 2009 appropriation of funds from the General Fund (Fund 101) in the amount of \$405,436.00 and authorizes the Fiscal Officer and/or Deputy Fiscal Officer to certify such a reduction as necessary and required. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

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

- \$250 FROM LODI COMMUNITY HOSPITAL TO SPONSOR “WINTER WONDERLAND” SIGNATURE PROGRAM AT LODI LIBRARY
- \$150 FROM E. GILBERT ELLENBERGER (FROM CA.) TO BE USED AS WE SEE FIT (SENT WITH DEATH NOTICE FEE)
- \$500 FROM BILL & LAURA HUTSON FOR DONOR WALL OF RECOGNITION AT LODI LIBRARY
- \$3,141.67 FROM FRIENDS OF THE LODI LIBRARY TO COVER COST OF SPECIAL LIGHTING & INSTALLATION TO ILLUMINATE HISTORICAL GLASS ETCHING OVER REFERENCE DESK AT LODI LIBRARY
- \$250 FROM FRIENDS OF THE LODI LIBRARY TO SPONSOR “WINTER WONDERLAND” SIGNATURE PROGRAM AT LODI LIBRARY
- \$100 FROM ANONYMOUS DONOR TO USE AS WE SEE FIT
- \$150 FROM MOMS CLUB OF BRUNSWICK TO BE USED FOR TOYS & EQUIPMENT FOR CHILDREN’S ACTIVITY ROOM OR STORY-TIME USE AT BRUNSWICK LIBRARY
- \$50 FROM ED PEACOCK STATE FARM INSURANCE AGENCY TO SPONSOR “WINTER WONDERLAND” SIGNATURE PROGRAM AT LODI LIBRARY

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

Retirement Recognition – Sylvia Mazak - President Snyder read a Retirement Recognition noting all Sylvia Mazak’s accomplishments during her seventeen years with MCDL. **RESOLUTION 09-43** 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 Sylvia Mazak 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, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Trustees' Comments – The Board thanked staff for a very successful SRC program with over 6,800 children participated. They also thanked the union for working with us and appreciated the togetherness shown while working with the union and staff during these trying times.

The Board asked for additional information on the money left in the Building Fund and that we should begin deciding what needs to be completed using this money. It is understood that any money left in this account will need to be returned to the taxpayers, should it not be used. Masterson will report on this at our next meeting.

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

The meeting was adjourned at 7:20 pm upon motion made by Maria Griffiths and seconded by Karen Hammon. The vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

NEXT BOARD MEETING

**Monday, September 21, 2009, 6:00 pm
At Highland Library**

**Scott D. Snyder
President**

**Shereen Boyer Lakhani
Secretary**