

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

October 19, 2009

The Medina County District Library Board of Trustees met in regular session on Monday, October 19, 2009 at the Medina Library. President Scott Snyder called the meeting to order at approximately 6:15 after the 6:00 pm MCDL Records Commission Meeting ended.

Roll Call was taken with the following members noted as present: Scott Snyder, Karen Hammon, 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; Marilyn Plitt and Elaine Frankowski. Also present was guest Karen Stewart, practicum student from Kent State who is has been working in the Medina's Children's Department since August.

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

Approval of Minutes – There were two corrections to the distributed September 21, 2009 minutes. Both were on page one – the meeting was held at Highland Library and not Medina and Maria Griffiths was listed as attending and she was not. A motion was made by Karen Hammon and seconded by Adrienne Bures to approve the September 21, 2009 **Minutes** as corrected. The roll call vote was as follows: Karen Hammon - aye, Maria Griffiths - abstained, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye. (*When filing the documents after this meeting, it was discovered that the Resolution congratulating the recent retirees was numbered incorrectly. It should have read Resolution **09-45**. This has been corrected.*)

Recognition of Guests and Comments From the Public – President Snyder welcomed Karen Stewart, practicum student, to the meeting.

Business Manager/Fiscal Officer, Jack Masterson discussed the distributed September 30, 2009 **Financial Report**. Masterson indicated that there was nothing new to report for the month. We continue to monitor costs very carefully. Masterson also distributed an Investment Portfolio Update Report to the Board which showed where our investments are being held. He indicated that some funds were moved from First Merit Bank to First National Bank due to a better rate. The rates continue to be very low, he is monitoring them closely and will continue to move the money where a better rate is available. Masterson also indicated he is in continuous contact with the Medina County Auditor's office regarding updates on tax revenues received by MCDL. The auditor's office last reported today that there is no noticeable change in Library tax revenues expected to be received in 2010, predicting tax revenue receipts will be flat as compared to 2009. As of September 30th the Public Library Fund receipts have decreased 22% as compared with the same period last year. A motion was made by Maria Griffiths and seconded by Karen Hammon to accept the September 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 and Scott Snyder - aye.

Masterson then gave a quick synopsis of the Resolutions that he will be presenting later in the Agenda.

Director's Report - In addition to the distributed monthly report, Kowell indicated that September circulation was 11% lower than one year ago due to the three week loan period, reduced hours in Highland, Seville and Buckeye and Sunday closings. In spite of the rainy weather Outreach's Signature Program, "Keep on Truckin" was a big success with over twenty parked vehicles and 286 visitors. Celebrities County Sheriff Neil Hassinger and TV personality big Chuck Schodowski read to Highland patrons as part of MCDL's "We Read" celebration. Floating collections began last month and is working nicely. This should free up delivery time and will result in a fresh collection for all the branches. We had our first furlough Day on Columbus Day and will do another next month for Veterans Day. Kowell also distributed to the Board a very tentative schedule for the closed dates for next year. This will be finalized after negotiations on the Union contract. We needed to provide some sort of schedule to send to CLEVNET but they are aware that the dates could change. Kowell also indicated that plans are being made for our new MCDL Strategic Plan, since our current one will be completed by the end of this year. To cut costs and staff time, we have designed this to be a one-day session in-house. Updates will follow. Book Drop Addition at Brunswick is moving along nicely and on schedule. Lastly, Kowell notified the Board that a young driver ran into our new wall in the library parking lot addition resulting in about \$6,000 in damages. The insurance companies have been notified. We discovered that there was some left over brick from the original project so that the wall could be prepared before the snow arrives.

The September **Personnel Report** was reviewed. A motion was made by Karen Hammon and seconded by Maria Griffiths 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 and Scott Snyder - aye.

The **Finance Committee** had no report.

The **Personnel Committee** had no report but will meet after this meeting.

The **Planning Committee** had no report.

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

Communications - Kowell indicated that we received nice letters from the American Red Cross thanking us for our participation and donation to their "Power of the Purse" event, which resulted in about \$13,000 and a letter from Barb Steingass, librarian at the Buckeye School thanking us for copies of the **Guinness's Book of Records** for completing the SRC program.

Unfinished Business – Approval of Addendum to Director's Contract - This contract was reviewed by the Prosecutor's Office and presented for signature by the Board at the September

meeting. However, after the discussion, due to an oversight, the vote for approval was not done at that time so this is being presented at this time. **RESOLUTION 09-46** Upon motion made by Adrienne Bures and seconded by Maria Griffiths, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Addendum to the Director's Contract as approved by the Prosecutor's office. The roll call vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Unique Management Contract Update**. This contract was approved by the Board at the August meeting but is still being reviewed by the Prosecutor's Office. We hope to have this available for our November meeting.

The last item was **MCDL Donation Policy** – After discussing at a previous Committee and Board meeting this new policy was sent to the Prosecutor's office for review. Some minor changes were made by the Prosecutor's office and the approved document is now being presented to the Board for approval and will be made a part of these minutes. **RESOLUTION 09-47** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the attached Donation Policy, which has been approved by the Prosecutor's Office, and will become effective immediately. The roll call vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The Board then asked Fiscal Officer/Business Manager Masterson to prepare a brief explanation at our next meeting in November about the various funds in which the donations are placed and an explanation of how the monies can be spent.

New Business – Appointment of Nominating Committee – President Snyder indicated that he has appointed Adrienne Bures and Karen Hammon to serve on this committee, with Ms. Bures as chairperson. Snyder asked that any Board member that wishes to serve as an officer to contact the committee. A report will be given at the November meeting.

The next item was **Certifying 2010 Tax Rates** – A recommended resolution was offered that would certify the tax rates through the Medina County Auditor for fiscal year 2010. This action is required annually to officially accept the amounts and rates of property taxes related to the 1.25 mill operating levy and 1.00 mill facility construction bond levy. The Medina County Budget Commission certifies the amounts that the levies will generate to the Library and in return the Board of Trustees must vote to accept the rates and amounts for them to be effective for the next year. This initial action must be taken prior to November but may be amended at a later date. **RESOLUTION 09-48** Upon motion made by Karen Hammon and seconded by Maria Griffiths, 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, 2009, thereby authorizing the necessary tax levies and certifying them to the County Auditor for fiscal year 2010. The roll call vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Reduction of 2009 Appropriations - Phase II** – A recommended resolution was presented 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 \$300,900 per resolution 09-36 adopted July 20, 2009. A breakdown of reductions was presented and will become a part of this resolution. **RESOLUTION 09-49** Upon motion made by Maria Griffiths and seconded by Karen Hammon, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the reduction of the 2009 appropriation of funds from the General Fund (Fund 101) In the amount of \$300,900 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, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Snowplowing Services – Medina, Brunswick, Buckeye and Highland** - A recommended resolution was presented that would award the snowplowing services contract for the Medina, Brunswick, Buckeye and Highland libraries to Cizmadia Snowplowing effective November 1, 2009 through April 15, 2011. A Request for Proposal (RFP) was sent to seven (7) vendors - three (3) of whom responded including Cizmadia. The summary of the bids and a breakdown of Cizmadia's fees are attached to this resolution. **RESOLUTION 09-50** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was RESOLVED: That the Medina County District Library Board of Trustees hereby awards the snowplowing services contract for the Medina, Brunswick, Buckeye and Highland libraries to Cizmadia Snowplowing effective November 1, 2009 through April 15, 2011. The roll call vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Snowplowing Services - Lodi** - A recommended resolution was presented that would award the snowplowing services contract for the Lodi Library to C & M Lawn Service effective November 1, 2009 through April 15, 2011. A Request for Proposal (RFP) was sent to seven (7) vendors - two (2) of whom responded including C & M. The summary of the bids and a breakdown of C& M's fees are attached to this resolution. **RESOLUTION 09-51** Upon motion made by Maria Griffiths and seconded by Patricia Boyle it was RESOLVED: That the Medina County District Library Board of Trustees hereby awards the snowplowing services contract for the Lodi Library to C & M Lawn Service effective November 1, 2009 through April 15, 2011. The roll call vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

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

- \$1,104 FROM FRIENDS OF THE HIGHLAND LIBRARY FOR MAINTENANCE OF SALTWATER AQUARIUM AT HIGHLAND LIBRARY
- \$1,000 FROM DIANA WEDEMEIER IN MEMORY OF ELISE O. RAMSEY FOR BOOKMOBILE PURCHASE (*for clarification, this is to purchase something FOR the bookmobile*)

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

New Business - The Board was asked if they wished the December 21 meeting to be held as originally planned due to the closeness of the Christmas holiday. It was agreed that the date will remain as originally planned.

Trustees' Comments – The Board again welcomed practicum student Karen Stewart to the Library and tonight's meeting. President Snyder asked that we contact Judge Kovack as soon as possible to begin the process of appointing a new Board member for next year. Since our annual meeting is now in December instead of January, we need to have a new member appointed in December so that they can be installed at the January 2010 meeting.

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

The meeting was adjourned at 6:40 pm upon motion made by Karen Hammon and seconded by Patricia Boyle. The roll call vote was as follows: Karen Hammon - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

NEXT BOARD MEETING

**Monday, November 16, 2009, 6:00 pm
At Medina Library**

**Scott D. Snyder
President**

**Shereen Boyer Lakhani
Secretary**