

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

February 25, 2008

The Medina County District Library Board of Trustees met in regular session on Monday, February 25, 2008 at 7:00 pm in The Medina Room at the new Medina Library. President Patricia Walker called the meeting to order.

Roll Call was taken with the following members noted as present: Patricia Walker, Scott Snyder, Karen Hammon Shereen Lakhani, Shoukat Ali Bhamani and Maria Griffiths. President Walker indicated that Board member Philip Duke's father passed away today and Phil will not be with us this evening. Everyone was saddened to hear the news. Also present were Library **Staff** members: Carole Kowell, Director; Brian Hertzell, Business Manager; Craig Harwick, Judy Leuthaeuser, Susan Ungham and Elaine Frankowski. Guest in attendance was Brian Richter of the Prosecutor's office.

President Patricia Walker asked that we suspend Article IV, Section 3 of the Board of Trustees Bylaws so that we could enter into Executive Session prior to other Agenda items to discuss a legal claim with our attorney, Brian Richter of the County Prosecutor's office. The reason being that he would not have to stay for the entire meeting. A motion was made by Shereen Lakhani and seconded by Karen Hammon that we suspend Article IV, Section 3 of the Bylaws as President Walker requested. The roll call was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

Recognition of Guests and Comments From the Public – President Walker recognized Brian Richter of the Prosecutor's office. Public Services Administrator, Judy Leuthaeuser, then introduced Susan Ungham, who is our new Manager at the Brunswick Library. Susan had worked at our Brunswick Library previously and has a vast amount of knowledge. She is very happy to be back and the Board and all in attendance welcomed her.

President Walker asked that we move "Item A" under 'New Business' to immediately follow the first Executive Session so that Greg Hannan, Planning & Community Development Director, can give his report and not have to remain for the entire meeting and that we have our first Executive Session prior to any other business being discussed. The **Revised Agenda** with the above stated changes was then approved upon a motion made Shereen Lakhani and seconded by Maria Griffiths. The roll call was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

At 7:08 pm upon a motion made by Shereen Lakhani and seconded by Karen Hammon, the Board moved to enter into **Executive Session** to discuss a litigation matter with our Attorney. The roll call was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 8:10 pm upon motion made by Shoukat Ali Bhamani and seconded by Karen Hammon. The roll vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye. No action was taken.

President Walker then introduced Greg Hannan, Planning & Community Development Director of the City of Medina. Mr. Hannan gave an update on the **City's/Courthouse Parking**

Study. He provided a copy of the Request for Proposal for a Feasibility Study that the City of Medina has entered into and hopes to have the results completed by March 31, 2008. They would like the Library to be a partner in this endeavor and hopes to have better communications with all parties. He also provided several scenarios that could be considered. The Board thanked Mr. Hannan for the presentation and appreciated the offer of a partnership. The Board indicated that they will continue discussing this important matter and asked that he talk with Director Kowell with any updates, questions, etc. Kowell will then report back to the Board. Mr. Hannan thanked the Board for permitting him to present to the Board.

A motion was made by Karen Hammon and seconded by Maria Griffiths to approve the January 28, 2008 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Scott Snyder - abstained, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - abstained, Maria Griffiths - aye and Patricia Walker - aye.

A motion was made by Shereen Lakhani and seconded by Karen Hammon to approve the February 11, 2008 **Special Meeting Minutes** as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - abstained, Shoukat Ali Bhamani - abstained, Maria Griffiths - aye and Patricia Walker - aye.

Brian Hertzell discussed the distributed January 31, 2008 **Financial Report** and noted that on page one of the report the donated stock is still listed. This is because the settlement date was February 1, 2008 so it will be reflected on the February report. As requested last month, a recommended resolution will be presented later in the Agenda pertaining to not holding any future donated stock. Hertzell also indicated that in addition to the monthly report he has provided the following additional reports this month as follows: 2007 End-of-Year Appropriation Transfer Summary, State of Fund Position (which gives a history of the funds for comparison purposes) and an updated Building Construction Analysis. He has also prepared a ten-year projection report but will distribute and discuss at the March meeting wherein more time will permit. A motion was made by Karen Hammon and seconded by Shereen Lakhani to accept the January 31, 2008 Financial Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

Director's Report – Director Kowell indicated that in addition to her previously distributed report she wanted to highlight several items. Despite Medina only being open 20 days in January they showed a 14% increase over one year ago. In addition, our two largest branches continue to post amazing numbers, Medina's circulation topped 100,000 items, or more than 5,000 items per day and Brunswick's circulation of 85,000+ was up 26% from January 2007. Actually all the branch's totals were up significantly. New cards issued broke all records as well. The Buckeye patrons are very excited about the extended hours. Hinckley closed this past Saturday and Highland is ready to open on schedule. Staff is also now working on the Summer Reading Celebration for this summer. In addition, we have been so busy that staff are having a difficult time keeping up with the sorting of the many crates that come in daily. A comment was also made that many of the DVD areas in some of our facilities are so empty and this is due to patrons taking out a great number of materials at one time. Our limit is 60 items and the Board suggested that perhaps at a later date we should look at reducing this number. Staff will discuss this issue.

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

The **Finance Committee** had no report.

Karen Hammon indicated that the **Personnel Committee** met prior to this meeting but had no report at this time.

The **Planning Committee** had no report. Director Kowell announced that the Community Room should be open to the public on or about March 12, 2008. The Board asked if there was any indication that this room was dedicated to Mike Dolansky, former Business Manager. Kowell indicated that there was a temporary sign made for open house outside of the room. This will be replaced by a permanent sign with the dedicated information as all the other various donations from patrons, groups, etc. so that they will all be uniform and attractive.

Shoukat Ali Bhamani indicated that the **Policy & Bylaws Committee** also met prior to this meeting and discussed two resolutions pertaining to the MCDL Board of Trustees By-Laws. A recommended resolution was presented that would clarify the MCDL Board of Trustees By-Laws. Under Article II – Membership, Section 1 – we would like it understood that we interpret this section to allow more than one term for a member of the Board of Trustees. It has become necessary during our very large building process to have continuance of a seasoned board member that is familiar with the building process from the beginning of the project in order to have the projects completed as originally envisioned from the beginning of the project. **RESOLUTION 08-15** Upon motion made by Shoukat Ali Bhamani on behalf of the Policy & By-Laws Committee it was: RESOLVED: That the Medina County District Library Board of Trustees hereby interpret Article II, Section 1 of the MCDL Board of Trustees By-Laws to allow more than one term for a member of the Board of Trustees. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The last recommended resolution presented to the By-Laws Committee would revise the MCDL Board of Trustees By-Laws to better serve the procedures of monthly meetings of the Board pertaining to the change of order of business. This would allow more flexibility in the rotation of the manner in which the order of business comes before the Board each month. It was noted that this would not be presented to the full Board for voting until our March meeting as the required ten day notice was not given to the Board in time for the February meeting. It will be presented by the Committee at this future meeting.

Communications – President Walker circulated a thank you note from former Director Harris and Director Kowell read a nice thank you note from the Red Cross thanking MCDL for their donation of four book packages for their recent silent auction.

There was no Unfinished Business.

New Business – Sale of Donated Stock – At the January 28, 2008 MCDL Board Meeting, it was recommended that a policy be written pertaining to the sale of donated stock. The proposed policy reflects the consensus of the Board that, upon receipt, the shares should be sold as soon as possible. If approved, Business Manager Hertzell will inform our broker of the change in policy so that they can dispose of stock in a timely fashion. A discussion was held. **RESOLUTION 08-16** Upon motion made by Shereen Lakhani and seconded by Karen Hammon it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the policy that upon receipt of donated stock, the shares are to be sold as soon as possible regardless of the market price or sales commission. The roll call vote was as follows: Scott Snyder - nay, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - abstained, Maria Griffiths - aye and Patricia Walker - aye. Motion passed.

The next item was Staff Development Day. Beverly Masek, Training Coordinator, and the Staff Development Day Committee have begun preparing for Staff Development Day for Tuesday, November 11, 2008. Since we are in the beginning stages of planning, a theme has not been decided upon. In addition, since this has worked well in the past, we will probably have a general session and breakout sessions. Annual service awards will also be presented at the end of the day.

We have had very successful days at Westfield and have arranged for this year's day to be held once again in the Conference Center. Staff have enjoyed and appreciated the food and atmosphere of Westfield's accommodations. We had previously discussed holding this event in the new Medina Library but found there was no cost advantage to having it in house and there would not be sufficient room for tables needed for all staff in attendance. We have budgeted for the day, and now we only need to officially close the library.

The Board asked what the approximate cost of this event has been in the past. Business Manager Hertzell indicated that in 2005 the cost was approximately \$3,662 and in 2006 it was slightly lower at \$3,279. A Board member asked if this included personnel costs, Hertzell indicated it did not. At some point the Board asked if possible they would like to see a report with approximate personnel wage costs for this event. **RESOLUTION 08-17** 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 closing of the library to the public on Tuesday, November 11, 2008 for the purposes of professional growth and development. The roll call vote was as follows: Scott Snyder - abstained, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was Food for Fines Discussion. We have not held this event for the last two years due to all the construction that was going on and the Board had previously indicated that we would address the issue again when most of the buildings were completed. Although we are all concerned with the shortage of food at the Food Bank, it is no longer feasible to hold this event. It is suggested that everyone could continue to drop food off to the food bank on an

individual basis or participate when Buehlers Grocery Store has their drive. The consensus of the Board was that we would not continue this event at this time.

The next item was **Approval of Clevnet Contract** - This is done yearly by all libraries. Former Director Harris was on the committee this year to help update the contract. Our attorneys have reviewed the contract and suggested some minor changes but approved the contract for signing. These minor changes will be addressed when the contract is reviewed next year. **RESOLUTION 08-18** Upon motion made by Karen Hammon and seconded by Shereen Lakhani, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Clevnet contract for 2008 and authorizes the President and Secretary of the Board to sign the document.** The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye

The next item was **Levy Fund Raising Acknowledgement** – The Board wanted to acknowledge staff, Friends’ Groups, Board Members, The Ruhlin Company, David Milling & Associates Architects and other vendors and patrons for donations to our Levy Fund. Staff alone raised \$9,612.22. They were all very instrumental in the passing of our levy and the Board wished to acknowledge this by a special Resolution. **RESOLUTION 08-19** Upon motion made by Maria Griffiths and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees acknowledges and appreciates all the generous donations and thanks everyone who helped in this endeavor.** The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye

The next item was **Strategic Planning Update** – Now that the levy has passed and we are nearing the close of our Building Project, Director Kowell indicated that we will now focus on the Strategic Plan that we had started last year. She distributed a handout outlining what has been accomplished and the goals that we will begin to build upon from this day forward. A discussion was held and the Board indicated that they would like to be involved, along with Staff, to make this happen. Each Committee will contact Board member to see where their particular interest may be. Ms. Lakhani indicated she would like to be a part of the Alternative Funding Goal along with any other interested member of the Finance Committee. The Board also indicated that they would like monthly updates from the Director.

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

- \$500 FROM ELIZABETH NELSON FOR DONOR WALL OF RECOGNITION AT NEW MEDINA LIBRARY
- \$500 FROM DAVID & JUDY SCAIFE FOR DONOR WALL OF RECOGNITION AT BRUNSWICK LIBRARY
- \$2,500 FROM SYLIVA & JOSEPH MAZAK TO BE USED FOR THE WEST COURTYARD ENTRY GARDEN AT THE NEW MEDINA LIBRARY

Board of Trustees Meeting
Page Six
February 25, 2008

The roll call vote was as follows: Scott Snyder - aye, Karen Hammon- aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye

There were no additional **Trustees' Comments.**

It was necessary to hold another **Executive Session.** At 9:20 pm upon a motion made by Shereen Lakhani and seconded by Karen Hammon, the Board moved to enter into **Executive Session** to discuss a personnel issue. The roll call was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 10:00 pm upon motion made by Shoukat Ali Bhamani and seconded by Karen Hammon. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye. No action was taken.

The meeting was adjourned at 10:01 pm upon motion made by Karen Hammon and seconded by Shereen Lakhani. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

NEXT BOARD MEETING

Monday, March 17, 2008, 7:00 pm
Medina Library

Patricia Walker
President

Karen Hammon
Secretary