

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

March 16, 2009

The Medina County District Library Board of Trustees met in regular session on Monday, March 17, 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, Shereen Lakhani, Maria Griffiths and Adrienne Bures. Also present were Library **Staff** members: Carole Kowell, Director; Pauline Chapman, Interim Fiscal Officer; Judy Leuthaeuser, Assistant Director; Craig Harwick, Human Resources Manager; Marilyn Plitt and Elaine Frankowski. Guests in attendance were Carol Shockley and Tom Karris of the Prosecutor's office.

President Snyder indicated that he would like to place the Executive Session after the Recognition of Guests and Comments from the Public in order to accommodate our legal council.

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

Recognition of Guests and Comments From the Public – President Snyder welcomed all staff in attendance along with Carol Shockley and Tom Karris of the Prosecutor's office.

At 6:02 pm upon a motion made by Karen Hammon and seconded by Maria Griffiths, the Board moved to enter into **Executive Session** to prepare for, conduct or review collective bargaining strategy. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye.

The Board came out of **Executive Session** at 6:42 pm upon motion made by Karen Hammon and seconded by Maria Griffiths. The vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye. No action was taken.

Approval of Minutes - A motion was made by Maria Griffiths and seconded by Adrienne Bures to approve the February 21, 2009 **Board Retreat Minutes**. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye

A motion was made by Karen Hammon and seconded by Maria Griffiths to approve the February 23, 2009 **Regular Meeting Minutes**. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye.

Interim Fiscal Officer, Pauline Chapman discussed the distributed February 28, 2009 **Financial Report**. She also distributed a Statement of Fund Position for the period ending February 28, 2009 along with supporting Statement of Cash Position and Bank & Revenue Reports for the same period. A discussion was held. The tax money that came in from the County is slightly higher this time due to the tax receipts are paid in arrears. The Board asked Chapman to check with the

State Auditor's office to make sure all of our money in the various funds is protected by all the banks in which they are held. The Board asked Chapman for an update about the tax money owed to us since the Victorian Village homes are no longer on the property. She indicated the paperwork is in the hands of the County Tax Department and when processed, the refund will be sent to us. The Board asked Chapman to email them when she has information on the security of our money in the various banks and would like an update on the Victorian Village tax refund when available. A motion was made by Maria Griffiths and seconded by Karen Hammon to accept the February 28, 2009 Financial Report as distributed. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye.

Director's Report - In addition to the distributed monthly report Kowell announced that the system-wide transacting circulation was down 3% compared to February 2008. This was not unexpected, since last February was the new Medina Library's first full month and the new loan period is three weeks instead of two. Computer use and door count, however, each increased by 10%. The Medina County Art League's Aquarius Art Exhibition, hosted by Medina Library, was a smash success, attracting 2,500 – 3,000 people. The new Playaways are on exhibit and are being enjoyed by many. Kowell also announced to the Board that she has been going to all the branches, as well as Medina staff and administration, discussing our financial future at MCDL so that everyone will be aware of what is happening at MCDL as well as the economy in general. She provided handouts to better understand her presentation. Staff is very appreciative of this useful information and being made a part of our future financial picture. The Board congratulated Kowell on this extra effort. On the maintenance subject, the leaking through the windows at Lodi has been resolved. Thankfully the solution is not through the windows but the roof and will not cost as much as we had anticipated.

The **February 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, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye.

Shereen Lakhani indicated that the **Finance** Committee had no report. A meeting will need to be scheduled before our April Board meeting.

Karen Hammon reported that the **Personnel Committee** will meet after this regular Board meeting.

The **Planning Committee** had no report.

Maria Griffiths indicated that the **Policy & Bylaws Committee** met on March 10, 2009 and are recommending the following Resolutions:

Obituary Request Fees – A resolution is recommended that would charge a fee for Obituary requests. The Medina reference staff receives an average of 50 requests for obituary information each month. Each request takes between 10 – 20 minutes of research by staff. Most of these requests

are e-mailed from out of state, so this is a now a free service by and large for people who are not residents of Medina County. Donations are sometimes given by grateful users of this service. Last year MCDL obituary request donations totaled \$187. Because of the extensive staff time involved each month, management is recommending a fee of \$5 (*changed from original recommendation of \$10*) per obituary request be assessed for non-residents. **RESOLUTION 09-12** Upon motion by the Policy & Bylaws Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves charging a fee of \$5 for an obituary request made by a non-resident. This service shall continue to be free for MCDL residents.** The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Meeting Room Guidelines/Policy** - A Resolution was recommended that would change our meeting room policies and fees. (*A copy of the entire Meeting Room policy is attached.*) A federal court recently ruled that any library meeting room policy that prohibits activities that are “inherent elements of a religious service” is unconstitutional. Upon advice from the Ohio Library Council that libraries cannot refuse use of meeting rooms based on content, MCDL has rewritten their own meeting room policies. Management recommends deleting, “religious services or instruction” from the Meeting Room Policy, “Private social events, religious services or instruction, and sales or promotion of a commercial product or service are not permitted.”

As part of the Strategic Plan, Goal 2 to explore and launch alternative funding and strategy 2.4 to investigate appropriate revenue generation strategies – specifically to charge for meeting room use by individuals and for-profit groups, staff proposes the following fees:

Non-profit Groups

- Non-profit community organizations may reserve a meeting room twelve (12) times per year free of charge. Additional bookings are subject to the same fees charged to individuals and for-profit groups. The library reserves the right to ask for verification of non-profit status.
- If you need to cancel your reservation, please do so online as soon as possible, so others may use the room.

Individuals and For-Profit Groups

- Rooms may be reserved for a two-hour minimum for \$40 for Medina County residents and \$50 for non-residents. Additional hours are \$20 per hour for residents and \$25 per hour for non-residents. The person booking the room is considered a resident if he/she lives in Medina County or the organization that is booking the room has an address in Medina County. The library reserves the right to ask for verification of resident status.
- Groups reserving one half of the dividable meeting room in the Brunswick or Medina libraries are subject to the above room rates. To reserve the entire room, a fee of \$80 for residents and \$100 for non-residents for the two-hour minimum is required. Each additional hour is \$40 for residents and \$50 for non-residents.

Cancellations

- A full refund of a fee will be credited to the account used to pay the fee, if cancellation is received online no later than 48 hours before the room reservation date. If the reservation is cancelled within 48 hours, no refund will be given.
- Groups or individuals, who need to cancel a reservation and are not paying a fee for the room, are asked to do so online as soon as possible, so others may use the room.

RESOLUTION 09-13 Upon motion by the Policy & Bylaws Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the attached Medina County District Library Meeting Room Guidelines. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye.**

The next item was **Non-Sufficient Funds Policy** - A recommended Resolution was presented that would charge fees for Returned Not Sufficient Funds Checks. Already this year, MCDL has received three NSF checks, which is usually the number the library averages in a year. Because NSF checks have not been a problem in the past, management felt no need to charge a fee to patrons for these returned checks. To date our bank has never assessed a fee to the library for NSF checks. However, if the bank begins charging the library for NSF checks, management would recommend instituting a policy that would assess a fee to the issuer of a check that is returned due to NSF. **RESOLUTION 09-14** Upon motion by the Policy & Bylaws Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves a policy to assess the writer of any check returned for Not Sufficient Funds (NSF) a fee equal to the bank fee assessed to the library. The fee will be added to the patron's library card (if the check writer has a library card), and the card will be blocked until the repayment (amount of the original check plus the fee) is paid in full. The roll call vote was as follows: Karen Hammon – aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye.**

The next item was **Petty Cash Changes Policy** - A recommended Resolution was presented that would adjust the amount of circulation cash in the petty cash supply at each MCDL library. The addition of vending machines, lowered free printing copies, and lowered fine and fee threshold for using the public computers, have all increased the need for more cash at the circulation desks for making change.

Due to the increase in monetary transactions at the circulation desks, the following adjustments in circulation cash amounts are recommended:

1. Brunswick Library from \$75 to \$100.
2. Buckeye Library from \$40 to \$75.
3. Highland Library from \$40 to \$75.
4. Lodi Library from \$40 to \$75.
5. Medina Library from \$75 to \$100.
6. Seville Library from \$40 to \$60.
7. Bookmobile from \$20 to \$40.

The following table reflects the levels of cash on hand after the aforementioned adjustments:

	Supply Cash	Circulation Cash	Copier Cash	Total Cash
Administration	50.00	0	0	50.00
Bookmobile	0	40.00	0	40.00
Brunswick	50.00	100.00	34.00	184.00
Buckeye	40.00	75.00	17.00	132.00
Highland	40.00	75.00	34.00	149.00
Lodi	40.00	75.00	17.00	132.00
Medina	50.00	100.00	102.00	252.00
Outreach	50.00	0	0	50.00
Seville	40.00	60.00	0	100.00
Total	360.00	525.00	204.00	1,089.00

RESOLUTION 09-15 Upon motion by the Policy & Bylaws Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby the adjusted levels of cash on hand at the various locations. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye.

The last item was **Public Fax Services Policy** - A recommended Resolution was presented that would make this pilot program permanent and revise the MCDL FAX policy. This pilot program charging a fee for public faxing was begun in Highland and Buckeye in the last quarter of 2008 and instituted in all branches in January, 2009. Patrons have loved the new service, especially in those rural areas where faxing options are limited. **Proposed Policy: MCDL will provide outgoing FAX service to the public for a \$1.00 fee per page. Individuals/businesses may not receive information from other individuals/businesses via library FAX equipment.** **RESOLUTION 09-16** Upon motion by the Policy & Bylaws Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the above Public FAX Service Policy. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye.

Communications – Director Kowell reminded the Board that we are now scanning all Library related articles from the various newspapers instead of the usual copies that have previously been copied. The Board is very pleased with the change.

Unfinished Business – Update on Parking Deck Contract – Kowell indicated that she now has the final contract for the parking deck and the Board will sign it this evening. The City is expected to break ground for construction in the next week or two.

Update on Bridgeline Contract – Kowell provided a letter from the Office of the Prosecuting Attorney wherein Brian Richter is still uncomfortable with the liability wording in the

contract and recommends we do not commit at this time. A discussion was held and Kowell indicated that Bridgeline has made many concessions and reductions from the original price but they do not feel they can change the liability item. President Snyder asked if the Board would entertain a motion to move forward on the contract with Bridgeline. None was made. A motion was made by Karen Hammon and seconded by Maria Griffiths that "Due to economic times, the Board has decided to **table** the proposed contract with Bridgeline at this time and that no additional personnel be hired until the Board has had additional time to access the MCDL current Budget status." They also indicated that if time permits and staff wishes to pursue other proposals, they would revisit this matter in a couple of months. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Main Street Medina Report** – Kowell prepared a memo pertaining to research done to determine if MCDL should become a member. Since we do not see any new ways that we could benefit, coupled with the proposed budget cuts, it is not recommended that MCDL join Main Street Medina at this time. We could re-visit this at a later date if the Board so desires. The Board was in agreement.

The last item was **Retirement Funding Policy** - In January, the Board approved the establishment of a new 403(b) program for employees of MCDL pending review and approval of the prosecutor's office. Since then several roadblocks have been encountered and as of this date no new program has been introduced. Employees have been patiently awaiting news on a new program so they can resume their contributions to some program to enhance their retirement funding. In discussion with Human Resources Manager Craig Harwick and the new proposed vendor, the topic of a 457 (Deferred Comp) plan was brought up. Harwick indicated MCDL already had one. It was decided that the 457 could probably provide the majority of the benefits we were looking for in a 403(b) and in some cases had even more benefits than the 403(b). Management is now recommending that we move forward with a promotion of our existing 457 plan and not worry about the implementation of a 403(b) at this time. If in the future the "roadblocks" are resolved and we feel there is a need for another product we will reintroduce the concept of a 403(b). Otherwise, we will offer only the 457 which is currently with the Ohio Public Employees Deferred Compensation Program. **RESOLUTION 09-17** Upon motion by Karen Hammon and seconded by Maria Griffiths, **it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the recession of the action taken in their January meeting to establish a new 403 (b) program, and instead will promote the use of the existing 457 program with Ohio Deferred Comp.** The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye.

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

- \$50 FROM LOUISE & CHARLES SILVERBERG TO PURCHASE BOOKS FOR GRANDCHILDREN FOR VALENTINE'S DAY GIFT.
- \$100 FROM EDWARD BOYLE FROM NEW ORELEANS IN THANKS FOR DONATED BOOKMOBILE & MATERIAL AFTER KATRINA DISASTER.

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

Trustees' Comments – The Board thanked staff for scanning newspaper articles, etc. instead of making copies, which in turn saves a good deal of paper and time. They also thanked Chapman for all her work in preparing the additional reports for the Board. Lastly, the Board thanked Kowell for holding all the staff meetings so that Staff is aware of our financial picture. The Board indicated that they will continue to work closely with staff during this stressful economical time.

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

The meeting was adjourned at 7:32 pm upon motion made by Karen Hammon and seconded Maria Griffiths. The vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Adrienne Bures - aye and Scott Snyder - aye.

NEXT BOARD MEETING

**Monday, April 20, 2009, 6:00 pm
At Medina Library**

**Scott D. Snyder
President**

**Shereen Boyer Lakhani
Secretary**