

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

June 15, 2009

The Medina County District Library Board of Trustees met in regular session on Monday, June 15, 2009 at 6:00 pm at the Buckeye Library. President Scott Snyder called the meeting to order.

Roll Call was taken with the following members noted as present: Scott Snyder, Karen Hammon, Philip Duke, 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; Theresa Laffey, Kym Lucas, Marilyn Plitt and Elaine Frankowski. Guests in attendance were former Board members: Dale Lynk and Tom Horwedel. Also in attendance were Kym Duke and Sandy Nannfeldt. Former board members Patricia Walker and Cindie Schneider arrived later in the evening.

A motion was made by Maria Griffiths and seconded by Patricia Boyle to approve the **Revised Agenda** as distributed. The roll call vote was as follows: Karen Hammon - aye, Philip Duke - aye, 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. He also welcomed former Board members in attendance that were here to honor Phil Duke for his years on the Board.

Approval of Minutes - A motion was made by Karen Hammon and seconded by Maria Griffiths to approve the **May 18, 2009 Meeting Minutes** as distributed. The roll call vote was as follows: Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Business Manager/Fiscal Officer, Jack Masterson indicated that the financials were normal for the month as the distributed May 31, 2009 **Financial Report** indicated. Masterson indicated that more reports will be prepared as he gets better acquainted with all the systems. A motion was made by Karen Hammon and seconded by Maria Griffiths to accept the May 31, 2009 **Financial Report** as distributed. The roll call vote was as follows: Karen Hammon - aye, Philip Duke - 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 the circulation was down about 10% from one year ago and that self-check accounted for 35.44% of circulation (40% in those libraries with self-check machines.) The Board asked which libraries do not have self-check machines. Kowell indicated that would be Seville and the Bookmobile. Door count was up by 4.5% and the meeting room usage increased from 149 meetings in May, 2008 to 214 this May. Writer's Live with author Wendy Corsi Staub was well-received with 237 attendees. Kowell recognized Kym Lucas as being one of the committee members who was in attendance this evening. The bees are back in Medina to the children's delight. MCDL's first Signature program, Highland's Arts Extravaganza, was very successful with 40 entries. Close to 10,000 children were reached by the Children's and Teen staff promoting our SRC for this year. Kowell distributed an adult game sample to each of the Board members and distributed the children's and teen's game for them to review. Registration is already up 2% from last year with a current total of 4,400 registrations.

The **May 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, Philip Duke - 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.

The **Planning Committee** had no report.

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

There were no **Communications**

Unfinished Business - Approval of Revised Business Manager Contract – An addendum to the Business Manager contract, which was approved by the Board in May, was offered. This was due to a corrected bond coverage amount suggested by the Prosecutor's office. **RESOLUTION 09-26** 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 Addendum to the previously approved Business Manager Contract.** The roll call vote was as follows: Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Approval of Brunswick Book Drop Addition Contract** - This item was to have been presented at our May 18, 2009 Board Meeting, however it was with the Prosecutor's office for revision and was not available. Discussions on this were already done at this meeting and the Board was waiting for a revised copy. It has been signed by the contractor and now needs to be approved and signed by the Board. **RESOLUTION 09-27** Upon motion made by Karen Hammon and seconded by Patricia Boyle, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Brunswick Book Drop Addition Contract as presented.** The roll call vote was as follows: Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

New Business – Tax Advances Request – Second Half of 2009 – A recommended resolution was presented that would authorize the Business Manager/Fiscal Officer and/or Deputy Fiscal Officer to submit for an advance on property taxes collected by Medina County and Distribute by the Medina County Auditor to the Medina County District Library. This request permits MCDL to receive a portion of the tax collections monthly allowing for a steady cash flow and increased investment income. **RESOLUTION 09-28** 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 Business Manager/Fiscal Officer and/or the Deputy Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the second half of 2009.** The roll call vote was as follows: Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Proposal for Extension of Benefits to Part Time Employees** – Human Resources Manager, Craig Harwick is offering this Resolution on behalf of Management. Due to the current economic conditions, management would like to extend to part-time employees who are not currently eligible for the health, dental and vision insurances the opportunity to enroll in a new medical plan and/or the current dental and vision plans. None of the above plans would require any funding

from the library. They are all totally employee paid. The new medical plan is a product offered through Transamerica and offers limited hospital indemnity insurance. This program is not intended to replace nor do we recommend that it replace our existing comprehensive program with Anthem. This program will not be available to any employee who is currently eligible for the Anthem plan. This plan will be offered to employees working less than 25 hours per week and who are not classified as external sub. The current dental and vision plans will be amended to offer coverage to employees working 20 or more hours per week (instead of the current 25) and who are not classified as page or external sub.

RESOLUTION 09-29 Upon motion made by Philip Duke and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the proposal to offer a new limited benefit medical plan to employees working less than 25 hours per week and to extend the current dental and vision plans to those employees working less than 25 hours per week. This offering will be put into place effective August 1, 2009.** The roll call vote was as follows: Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Proposal for a Voluntary Reduction in Hours Plan** – Human Resources Manager, Craig Harwick is offering this Resolution on behalf of Management. An attached outline of parameters describing the criteria for this voluntary reduction in hours plan will be made apart of these minutes. This plan would offer a way to reduce salary expenses due to the reduced revenues from the state Public Library Fund for 2009. It will help the library to comply with previous Board action taken directing a reduction in expense for 2009 of \$400,000. It also is a required step outlined by the bargaining unit contract before we can begin any job eliminations or layoffs. There is no additional cost to the library for this plan. This Plan would expire December 31, 2009. Sick time and premium payments would remain the same. Holiday hours would follow the procedure in place according to hours worked. **RESOLUTION 09-30** Upon motion made by Maria Griffiths and seconded by Patricia Boyle, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the proposal for voluntary Reduction In Hours Plan to be effective immediately.** The roll call vote was as follows: Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Resolution to Reduce Amount of Free Copies to Patrons** - A recommended Resolution was presented that would limit the amount of free copies to patrons from ten free copies to five free copies. This ten copy change was first recommended in October, 2008 as part of our Strategic Plan wherein it was agreed to limit the free copies to ten, which was implemented in January 2009. We have monitored this since that time and due to the cost of paper and cartridges increasing (actual cost per copy is \$.03) and further polling of other libraries, we find that MCDL is only one of a few that still offers any free copies at all. Reducing the amount of free copies will enable us to keep our expenses down somewhat and will still allow our patrons five copies without a charge. **RESOLUTION 09-31** Upon motion made by Maria Griffiths and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees, in order to reduce costs and still be able to offer our patrons a reasonable amount of free copies, hereby approves to limit five free copies to patrons instead of ten as we have been offering in the past.** The roll call vote was as follows: Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The last item was **Resolution to Free Replacement of Lost or Damaged Library Cards During September “We Read” Event.** A recommendation Resolution was presented that would

waive the replacement fee for a lost or damaged library card during September, 2009 as part of the “WE READ” promotion and National Library Card Month. “WE READ” promotes reading. The vision is to have everyone in Medina County reading and to catch them reading where they work, where they live, where they play, and when they visit the library. Each branch will foster the love of reading through storytimes, programs, and special events, beginning with branch kickoff events on Saturday, August 29. During the month of September WE READ stickers will be passed out to anyone “Caught Reading.” Readers will be encouraged to catch other readers. Photos of readers will be displayed on posters in the library and online.

As a further incentive to patrons to read, management recommends suspending the \$.50 fee to replace a lost or damaged library card during the month of September. This action might also encourage those patrons who continually ask the circulation clerks to look up their library card number at the checkout desk to replace their lost card. With new cards, future checkouts would be faster. Having a library card also makes self-check easier and faster. In addition, since September is National Library Card Month, the library will be actively promoting new card signups. Waiving the fee for replacement cards is a patron-friendly perk that complements WE READ and National Library Card Month. Estimated loss of revenue would be \$425, if the fee were waived for one month. **RESOLUTION 09-32** Upon motion made by Maria Griffiths and seconded by Patricia Boyle, it was: RESOLVED: That the Medina County District Library Board of Trustees approves waiving the replacement fee for lost or stolen MCDL library cards during the month of September 2009. The roll call vote was as follows: Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Other New Business – Business Manager Jack Masterson indicated that he received a letter from the Attorney General’s office pertaining to a prevailing wage issue with a contractor sometime in 2008. Masterson checked with The Ruhlin Company and they indicated that there would not be a problem. Should additional information/requests be made, Masterson will keep the Board informed.

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

- \$25 FROM RONALD & JUDY WISE IN MEMORY OF GEORGE PEACOCK
- \$400 FROM FRIENDS OF THE BUCKEYE LIBRARY FOR 2009 SRC PROGRAM
- \$100 FROM HAROLD & LINDA YOUNG FOR LODI SIGNATURE PROGRAM – “WINTER WONDERLAND”
- \$50 FROM BECKA VETERINARY HOSPITAL, INC. FOR BRUNSWICK SIGNATURE PROGRAM – “PET PALOOZA”
- \$100 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR BRUNSWICK SIGNATURE PROGRAM – “PET PALOOZA”
- \$100 FROM KEN LONG/MILLER BROTHERS GROCERY FOR LODI SIGNATURE PROGRAM – “WINTER WONDERLAND”

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

Recognition of Service - Philip Duke - President Snyder read a Service Recognition noting all Duke's accomplishments during his tenure. It was noted that he made history by being the only President that was willing to serve for four terms in addition to being the only Board member to be appointed to serve more than one seven year term due to his expertise during our planning and building process. He was also thanked for his insight and dedication to our now completed huge building project. **RESOLUTION 09-33** Upon motion made by Maria Griffiths and seconded Patricia Boyle, it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Philip Duke on his service to Medina County District Library. We honor his dedication to public service in our county libraries and his guidance in the library building projects and we will always be grateful for all he has done for MCDL.**

Former Board Member Comments – Tom Horwedel, Dale Lynk and Patricia Walker congratulated Duke and indicated that he was a great leader and an excellent example for all the Board members and that they enjoyed working with him. They thanked him for always being there for everyone and not being afraid to disagree so that an issue could be resolved. (Former Board member Cindie Snyder arrived after the comments were completed.

Trustees' Comments – Duke was congratulated by the current Board members and thanked for all that he has done for the Board and MCDL. President Snyder indicated that there will probably be a need for a Personnel and Policy & Bylaws Committee meeting before our next regular meeting. Snyder also announced that we have a new Board member and her name is Mary Ogden from Medina. She was appointed by Judge Kovack and will be installed at our July 20 meeting in Brunswick. Staff is preparing an Orientation Schedule for her before this meeting. Snyder also indicated that since we will have a new Board member the committee lists will need to be revised.

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 Maria Griffiths so that a celebration of Phil Duke's accomplishments can be held. The vote was as follows: Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

NEXT BOARD MEETING

**Monday, July 20, 2009, 6:00 pm
At Brunswick Library**

Scott D. Snyder
President

Shereen Boyer Lakhani
Secretary