

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

February 23, 2009

The Medina County District Library Board of Trustees met in regular session on Monday, February 23, 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, Shereen Lakhani Maria Griffiths, Patricia Boyle 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, Heather Rollins and Elaine Frankowski. Guest in attendance was Matt Wiederhold representing Main Street Medina.

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: Shereen Lakhani - 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 staff in attendance and Matt Wiederhold of Main Street Medina.

Approval of Minutes - A motion was made by Maria Griffiths and seconded by Patricia Boyle to approve the January 26, 2009 **Regular Meeting Minutes**. The roll call vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

A motion was made by Adrienne Bures and seconded by Maria Griffiths to approve the **February 5, 2009 Special Meeting Minutes**. The roll call vote was as follows: Shereen Lakhani - abstained, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Interim Fiscal Officer, Pauline Chapman discussed the distributed January 31, 2009 **Financial Report** and indicated that there was no unusual activity for the month. She also indicated that receipts were down some but that is usual for the month of January. She also indicated that they appear to be up already for February. The Board had no additional questions at this time. A motion was made by Shereen Lakhani and seconded by Maria Griffiths to accept the January 31, 2009 Financial Report as distributed. The roll call vote was as follows: 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 the system-wide circulation by transacting library was down slightly (-2%) in January, due to two snow days and unusually frigid weather that kept many people home and warm. Self-check machines are being used on average for 39% of all transactions in buildings that have self-check machines. Over half of all transactions in Highland are self-check. The Medina children's storyhour room is finally warming up thanks to some air and water flow adjustments. More heat is on the way, once the ordered dampers are installed. Our chili pot trophy was proudly lofted as the director bragged about winning the Medina County Board of Mental Retardation & Development Disabilities Chili Cook-off with our Red Hot Chili, prepared by Theresa Laffey's son, Noah.

The **January Personnel Report** was reviewed. A motion was made by Shereen Lakhani and seconded by Maria Griffiths to approve the Personnel Report as distributed. The roll call vote was

as follows: Shereen Lakhani - 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 Board did ask Human Resources Manager, Craig Harwick how the applications were coming in for the Business Manager and Collection Resources Manager. Harwick indicated we have received approximately 23 applications for the Business Manager position. The deadline has now passed so he will send the applications to the Board Personnel Committee so that they can select the candidates they would like to interview. We will then schedule a Personnel Committee meeting. These will be mailed to the Board within the week. We received quite a few applications for the Collection Resources position as well and will begin processing them shortly.

The **Planning Committee** had no report.

The **Policy & Bylaws Committee** had no report but we will need to schedule a meeting within the next two weeks.

Communications – Director Kowell shared a letter MCDL received from a grateful patron from New Orleans, along with a check for \$100. He appreciated us sending the old Bookmobile with materials down to them after the Katrina disaster. He was reminded of this donation when he checked out a book with our name on it and remembered how grateful he and his family were. We will purchase something for the Outreach/ Bookmobile area.

Unfinished Business – Update on Parking Deck Contract – Kowell indicated that City Council meets tonight and we are hoping that this will be on their agenda for approval. Updates will follow.

Update on Bridgeline Contract - Still in negotiations. Our attorney is questioning the limited liability of the contract. Updates will follow.

New Business – Main Street Medina Presentation – Director Matt Wiederhold gave a presentation with regard to the Main Street Medina organization that was began in December of 2007. They have already received accreditation from the Ohio Main Street Program, something that usually doesn't happen in the first year of organizing. He distributed material for the Board to look over and asked the Board to consider becoming a member. The Board thanked Mr. Wiederhold for his presentation and will discuss further with Board members.

The next item was **Boyer Drive (Brunswick) Discussion** – Kowell indicted that the parties were notified that we cannot use bond money for this project. It is doubtful that we would have money to help with these repairs since we do not own the property. Updates will follow.

Other New Business – Carole asked Heather Rollins, Community Relations Manager to show the “Go Green” children’s Design A Book Bag contest winner which appears on our new cloth book bags. There will be a quiz about “green related questions” during National Library Week for the children to participate in and the first 400 correct quizzes will receive one of the bags. The bag

and design is very impressive and the company that made them will feature this design on their Web page. They also plan to show this bag and design at an upcoming Library conference. There were quite a few excellent entries.

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

- \$500 FROM CAROL & BRUCE CAMPBELL FOR DONOR WALL OF RECOGNITION AT LODI LIBRARY
- \$1,000 FROM CAROL & BRUCE CAMPBELL FOR DONOR WALL OF RECOGNITION AT LODI LIBRARY IN MEMORY OF SYLVIA KAYLOR
- \$400 FROM FRIENDS OF THE BRUNSWICK LIBRARY TO BE USED FOR DESIGN-A-BOOK BAG CONTEST
- \$50 FROM JAMES & JANICE CLARK FOR THE LODI LIBRARY

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

Trustees' Comments – The Board was thanked for their participation at the Retreat held on Saturday, February 21, 2009. Director Kowell presented a list of money saving plans that have already been put in place by staff and the Board was pleased that staff have already begun the process. It was stated that approximately \$200,000 will be saved so far. Community Relations Manager, Heather Rollins announced some substantial cuts in her area already, one being to have the Library Live placed in various areas in the county, along with it being on our Web page for easy downloading. This saves the cost of placing in the newspapers. A tentative Retreat has been planned for May wherein Director Kowell will report on additional ideas for cost cutting for Board discussion.

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

The meeting was adjourned at 7:40 pm upon motion made by Maria Griffiths and seconded by Patricia Boyle. The vote was as follows: Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

NEXT BOARD MEETING

Monday, March 16, 2009, 6:00 pm
At Medina Library

Scott D. Snyder
President

Shereen Lakhani
Secretary