

**MEDINA COUNTY DISTRICT LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING**

March 15, 2010

The Medina County District Library Board of Trustees met in regular session on Monday, March 15, 2010 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, Patricia Boyle, Shereen Lakhani, Mary Ogden and Robert Tomaselli. Adrienne Bures and Maria Griffiths arrived several minutes after the meeting began. Also present were Library **Staff** members: Carole Kowell, Director; Judy Leuthaeuser, Assistant Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Karen Clark, Heather Coontz, Diane Dermody, Jim Haprian, Marilyn Plitt, Sylvia Williams and Elaine Frankowski. There were no guests in attendance.

**Approval of Agenda** – President Snyder indicated that he would like to change the Agenda under “New Business” to move the “Development Coordinator Report” (B) before “Approval of MCDL 2010 Strategic Plan” (A). He indicated that information provided in the Development Coordinator report would be helpful in discussing the Strategic Plan. A motion was made by Patricia Boyle and seconded by Shereen Lakhani to approve the **Agenda** as revised. The roll call vote was as follows: Patricia Boyle - aye, Shereen Lakhani, - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

**Recognition of Guests and Comments From the Public** – President Snyder welcomed all in attendance.

**Approval of Minutes** – A motion was made by Patricia Boyle and seconded by Mary Ogden to approve the February 15, 2010 **Minutes** as distributed. The roll call vote was as follows: Patricia Boyle - aye, Shereen Lakhani, - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Both Ms. Bures and Ms. Griffiths arrived at this time.

Business Manager/Fiscal Officer, Jack Masterson discussed the distributed February 28, 2010 **Financial Report**. Masterson indicated that we are in-line with projections. The March Public Library Fund is 1.5% less than the three month average. He also indicated that traditionally they are down in March and April and then pick up again in May. He did report that we received \$104,000 more in county taxes than was conservatively estimated by the county auditor. Despite the word from the auditor’s office that property values are predicted to be down 5-10%, MCDL should be okay, as Ohio House Bill 920 guarantees that we will receive the amount we are due. Masterson recommended that we stay on a “conservative track” in spending, which is in line with the thinking of the Board.

Masterson also indicated that a maturing six month CD at a rate of .36% rate was transferred to First National Bank for a six month period at a rate 1% interest rate. He also announced that the library just received an AA negative bond rating from Standard & Poor’s with a stable outlook. A motion was made by Shereen Lakhani and seconded by Maria Griffiths to accept the February 28, 2010 **Financial Report** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

**Director’s Report** - In addition to the distributed monthly report, Kowell indicated that circulation was down in February due most likely as a result of the three week loan period and the low door counts were due to heavy snowfall. Kowell mentioned the very successful Medina County Art League’s Aquarius Art Exhibit on the third floor of the Medina Library and the very popular Alternative Health Fair in Buckeye. She also indicated that the BluRays are here to the delight of many

of our patrons. Kowell also announced that there is an artist display at the Highland Library and invited all to visit the great display.

Board packets went out in paper form via US mail and electronically to help make the decision as to how the Board would prefer this to be done in the future. Doing this electronically would save from about \$11.00 to \$13.50 per month in postage and about \$6.50 in paper. Administrative time would be reduced from about 1-1/2 hours to about 1/2 hour. President Snyder will address this later in the meeting.

The February **Personnel Report** was reviewed. A motion was made by Maria Griffiths and seconded by Shereen Lakhani to approve the Personnel Report as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Shereen Lakhani indicated that the **Finance Committee** met on March 10, 2010. (*Minutes of this meeting were given to the Board.*) She reported that the Committee discussed the budget and various financial strategies that would trigger Board involvement, as well as any financial items that may impact the budget. They discussed the adopting of several matrixes that would trigger board action should the library finances show a trend either upward or downward. Two triggers would be if we were getting closer to the carryover balance limitation or a PLF three month decrease in funds. A second meeting will be scheduled before our April Board meeting to decide if a resolution should be presented to the full board for any additional action that might be taken. The goal of all these discussions is to take the Board out of a crisis management mode and into a more comfortable position knowing that there are "flags" in place for any necessary actions that need to be made.

Adrienne Bures indicated that the **Personnel Committee** had no report.

Maria Griffiths indicated that the **Policy & Bylaws Committee** had no report.

There were no **Communications**.

**Unfinished Business – Seville Project Update** – This project is awaiting approval of the contract and some legal matters need to be addressed. Updates will follow.

**New Business – Development Coordinator Report** - Development Coordinator, Karen Clark gave an overview of her position, what has been accomplished, what she hopes to do and the purpose of a development plan. (*An outline of her presentation was distributed prior to the meeting.*) Since joining MCDL she has had increased professional training and has joined several affiliated organizations in which she has already participated. She has spoken to key organizations, as well as visited some major companies to present MCDL partnership opportunities. Karen has also helped design awareness brochures. A considerable amount of her time was spent to establish a Fundraiser Event, which is a vital part of our new Strategic Plan that will be presented to the Board for vote later in the Agenda. She has made a lot of progress and will continue this with her committee when some legal issues are resolved. We had hoped to have our first event in the fall of this year, but it looks like it will need to wait until 2011. The main thing is that she has an excellent plan in place with a lot of staff willing to participate. She will work with Director Kowell to help establish a central Friends group. This new group will combine the entire Friends' groups that we presently have and we are hoping that this larger group will entice more supporters to want to belong. Establishing awareness and visibility

are the key factors. This new group would spearhead the Fundraiser with direction from Clark and the Director. Several questions were asked by the Board and answered. The Board thanked Clark for her presentation and felt that they had a better knowledge of her position, what she has accomplished and what she hopes to accomplish in the future.

The next item was **Approval of MCDL 2010 Strategic Plan** - A recommended resolution was presented that would approve the Goals and costs associated with the 2010 Medina County District Library Strategic Plan. (*The complete Strategic Plan was scanned and sent to the Board via email prior to this meeting.*) After a day long retreat, eighteen staff members came together to form a direction for Medina County District Library for the next three years. Using our Mission Statement and Core Beliefs as a foundation, the group set goals that seek to define who we are as a system, how we hope to change for the future, ways to strengthen our fiscal bottom line, and innovative ideas and services to please our patrons.

- GOAL 1: MCDL will broaden its community connectedness.
- GOAL 2: MCDL will promote positive interaction among staff.
- GOAL 3: MCDL will strengthen its fiscal stability.
- GOAL 4: MCDL will provide an exceptional, innovative library experience.

Costs for the Strategic Plan are primarily in staff (time) costs. (See attached worksheet) Included in the Strategic Plan one part-time staff position (Web Specialist) would be added in July, 2010. The web specialist would be assuming the hours left open after a retirement of a technology assistant in 2008. Director Kowell then introduced Jim Haprian, Technology Manager, to explain and discuss the importance of redesigning MCDL's website and the hiring of a part-time Web Specialist to work on this project. Haprian distributed a handout outlining key items of the strategy which will be helpful for discussion. The Board very much appreciated this presentation and handout which helped them to understand and ask questions. **RESOLUTION 10-10 Upon motion made by Mary Ogden and seconded by Adrienne Bures, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the 2010 Medina County District Library Strategic Plan and instructs the Director and Fiscal Officer to incorporate the costs into the 2010, 2011 and 2012 Appropriation Budgets.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **Custodial Services** – A recommended resolution was presented that would award the custodial services contract to Mark's Cleaning Service Inc. of Medina for the period of April 1, 2010 through March 31, 2012. A Request for Proposal (RFP) was sent to eighteen (18) vendors – twelve (12) of whom responded. A summary of the bid analysis was attached and will be part of these minutes. The MCDL Facilities/Operations Manager and members of the Business Office reviewed each bid and the analysis, and believe that it would be in the best interest of the Library to select Mark's Cleaning Service, Inc. to provide custodial services. Various criteria was considered in the selection process including the cost per hour, the number of hours devoted to the MCDL facilities, the location of the cleaning firm and the company's past experience in the custodial service industry. They were the third lowest bidder, are headquartered in Medina and have the commercial/industrial cleaning experience desired. **RESOLUTION 10-11 Upon motion made by Adrienne Bures and seconded by**

Maria Griffiths, it was RESOLVED: That the Medina County District Library Board of Trustees hereby awards the custodial services contract to Mark's Cleaning Service Inc. for the period of April 1, 2010 through March 31, 2012. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

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

- \$200 FROM BUCKEYE FRIENDS OF THE LIBRARY TO COVER COST OF PROGRAM IN JULY AT THE BUCKEYE LIBRARY
- \$700 FROM FRIENDS OF THE LODI LIBRARY FOR THE 2010 SUMMER READING CELEBRATION
- \$50 FROM BETTY C. TAYLOR/TAYLOR FAMILY TRUST IN MEMORY OF JOE MORROW
- \$850 FROM FRIENDS OF THE HIGHLAND LIBRARY FOR MAINTENANCE OF THE AQUARIUM AT THE HIGHLAND LIBRARY

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

**Other New Business** - President Snyder indicated that the Board would like the Board packets sent out both ways one more month. It will be sent via US mail and via email attachments/scanning. Any Board members that does not want them mailed for the next meeting should let the office know. A final decision will be made at next month's meeting.

**Trustees' Comments** – The Board thanked Karen Clark and Jim Haprian for their presentations and appreciated all the information. It helped in their decision to approve the Strategic Plan. They also thanked all involved in the entire planning process.

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

The meeting was adjourned at 7:55 pm upon motion made by Maria Griffiths and seconded by Adrienne Bures. The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

#### **NEXT BOARD MEETING**

**Monday, April 19, 2010, 6:00 pm  
At Medina Library**

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**Scott D. Snyder  
President**

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**Patricia Boyle  
Secretary**