

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

September 21, 2009

The Medina County District Library Board of Trustees met in regular session on Monday, September 21, 2009 at the Highland Library. President Scott Snyder called the meeting to order.

Roll Call was taken with the following members noted as present: Scott Snyder, Shereen Lakhani, Patricia Boyle and Adrienne Bures. (Mary Ogden arrived about 6:15 pm.) Also present were Library **Staff** members: Carole Kowell, Director; Jack Masterson, Business Manager/Fiscal Officer; Judy Leuthaeuser, Assistant Director; Craig Harwick, Human Resources Manager; Heather Coontz, Diane Dermody Marilyn Plitt, and Elaine Frankowski. There were no Guests in attendance.

Approval of Agenda - A motion was made by Patricia Boyle and seconded by Shereen Lakhani to approve the **Agenda** as distributed. The roll call vote was as follows: Shereen Lakhani - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Approval of Minutes – There were two corrections to the distributed August 17, 2009 minutes. On page one – the **Approval of Minutes** was not listed so this was added and then on page two – under Director’s Report – the **Signature Program was at Buckeye** and not Highland. A motion was made by Adrienne Bures and seconded by Patricia Boyle to approve the August 17, 2009 **Minutes** as corrected. The roll call vote was as follows: Shereen Lakhani - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye. *(The Board received a corrected copy of the Minutes prior to this evening’s meeting.)*

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

Business Manager/Fiscal Officer, Jack Masterson discussed the distributed August 31, 2009 **Financial Report**. Masterson indicated that there was nothing out of the ordinary in the past month and we continue to hold our own with the recent cuts. We continue to watch our expenses very carefully. There will be a change in Investments for September due to a CD maturing. He was able to find a better rate at First National Bank and the September report will show this information. Masterson also distributed a Timeline through the end of the year showing what information and reports will be given to the Board each month.

The Board asked Masterson if he had any updated information on the tax receipts for the coming months due to the anticipated property values predicted to be lower. Masterson indicated that all his calls from the Auditor’s office indicate they are stable but he will contact them again. The Auditor’s office is presently working on the budgets and hopefully will have some new information soon. Board member Shereen Lakhani wanted to be placed on record that she is very concerned that property values will be going down and this would have further impact on our receipts. She also asked Masterson to see if he could obtain some projections as to how far in the future predictions on property tax receipts could be determined. A motion was made by Shereen Lakhani and seconded by Patricia Boyle to accept the August 31, 2009 **Financial Report** as distributed. The roll call vote was as follows: Shereen Lakhani - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Director's Report - In addition to the distributed monthly report, Kowell indicated that August is usually a slow month at the Library but this year August reached an all time high in attendance. SRC registration was also an all time high this year as well. Kowell also reported that once again we ranked fifth in the country in the 100,000 population area in the recent Hennan rating. This is with statistics from prior years and it is very possible that this rating could be even higher in the future.

The fence has been removed at the Brunswick Book Drop so that we can once again use our Community Room. The Book Drop is close to completion. This past month has been a difficult one with the laying off of staff, reducing some staff and reducing library hours in three of our branches. Morale is down somewhat but everyone seems to be coping.

Kowell also thanked Diane Dermody and Staff for their hospitality and great meal this evening.

The August **Personnel Report** was reviewed. A motion was made by Patricia Boyle and seconded by Adrienne Bures to approve the Personnel Report as distributed. The roll call vote was as follows: Shereen Lakhani - 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.

Adrienne Bures indicated that the **Policy & Bylaws Committee** met on September 10, 2009 and discussed the following:

MCDL Donation Policy – After discussing at the Committee meeting, some issues were brought up by the Business Office and it is felt that this policy should be reviewed by the Prosecutor's office before presenting to the full Board for adoption.

Changes to Board of Trustees By-Laws - These were discussed in great detail. Section 2 under Membership was eliminated as the appointing authority no longer accepts recommendations from the Library as to the choice of a prospective Board member. Also it was decided to change the Annual meeting to December instead of January in order to make sure that there is an elected President in place for the New Year. **RESOLUTION 09-44** Upon motion made by Adrienne Bures on behalf of the **Policy & By-Laws Committee**, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby accepts the changes to the Board of Trustees By-Laws as presented.** The roll call vote was as follows: Shereen Lakhani - aye, Patricia Boyle - aye, Adrienne Bures - aye, Mary Ogden - aye and Scott Snyder - aye.

Communications – Kowell announced that she received a letter from the SEIU 1199 of MCDL Executive Board acknowledging the difficult times in the past month due to lost revenues and their hope that there will not be any additional layoffs. They also indicated their continued willingness to work with us to meet the challenges ahead together. The Board thanked them for their understanding and willingness to work together.

Masterson provided the Board with an opinion letter from the County Prosecutor's Office pertaining to the use of the unexpected balance from the construction bond issue fund. The opinion letter provided a way to determine how the excess funds can be used for library equipment and capital improvement needs. A list of needs will be completed and sent by the Director to the Board members for review. The Board will make a determination regarding the requests from the list. Any remaining funds that are left after the Board's determination could be used to pay down the debt.

Kowell also passed out for the Board's information the new book put out by all the local Chambers in the County. It has several pictures inside of our libraries and an ad that MCDL submitted.

Kowell also called the Board's attention to the banner made for the Bookmobile staff showing their appreciation on their last trip to that one location.

Unfinished Business – Addendum to Director's Contract - The contract was reviewed by the Prosecutor's Office and presented for signature by the Board. *(Due to an oversight, the Contract had been previously discussed but not approved by the Board as originally thought. This will be done at the October meeting.)*

Unique Management Contract Update This contract was approved by the Board at our last meeting with the understanding that it would be reviewed and approved by the Prosecutor's Office before signing. They are still reviewing the contract and hope to have it for our October meeting.

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

- \$500 FROM LODI AMERICAN LEGION POST 523 TO HELP SPONSOR "WINTER WONDERLAND" SIGNATURE PROGRAM AT LODI LIBRARY
- \$800 FROM FRIENDS OF THE MEDINA LIBRARY FOR TEEN PROGRAMS & SNACKS FOR FALL 2009 PROGRAM
- \$50 FROM MATTHEW & ALISON ORCUTT TO HELP SPONSOR "WINTER WONDERLAND" SIGNATURE PROGRAM AT LODI LIBRARY
- \$2,000 GRANT FROM TARGET CORPORATION FOR "EARLY CHILDHOOD" READING PROGRAM

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

There was no other **New Business**.

Retirement Recognitions for Peggy Burns, Sandy Burton, Judy Green, Mary Lou Mack and Carole Mullen - President Snyder recognized the recent retirees and thanked them for their many years of service as follows:

- Peggy Burns – 17 years
- Sandy Burton – 21 years
- Mary Lou Mack – 16 years
- Judy Green – 11 years
- Carole Mullen – 25 years

RESOLUTION 09-45 Upon motion made by Shereen Lakhani and seconded by Adrienne Bures, it was: RESOLVED: That the Medina County District Library Board of Trustees and staff congratulate Peggy Burns, Sandy Burton, Mary Lou Mack, Judy Green and Carole Mullen on their many years of steadfast service to Medina County District Library. We honor their dedication, special talents and service and we wish them well in their retirement. The roll call vote was as follows: Shereen Lakhani - aye, Patricia Boyle - aye, Adrienne Bures - aye, Mary Ogden - aye and Scott Snyder - aye.

Trustees' Comments – The Board thanked Diane Dermody and the Highland staff for their hospitality and great dinner provided this evening. The Board also thanked Staff for all that they had to do with the cutting of hours, reducing some staff, etc. during these trying times and wanted them to know that they are also saddened by all these necessary events. They also acknowledged the large amount of staff that have chosen to retire. The length of time they have been with MCDL speaks well for the system.

President Snyder indicated that we will need to hold the required Records Commission meeting before the end of the year; therefore he indicated that we will hold this meeting next month before our regularly scheduled meeting. We will begin the Records Commission meeting at 6:00 on Monday, October 19 at the Medina Library followed by the regular MCDL Board of Trustees meeting at 6:15 pm.

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

The meeting was adjourned at 6:30 pm upon motion made by Adrienne Bures and seconded by Patricia Boyle. The roll call vote was as follows: Shereen Lakhani - aye, Patricia Boyle - aye, Adrienne Bures - aye, Mary Ogden - aye and Scott Snyder - aye.

NEXT BOARD MEETING

Monday, October 19, 2009, 6:15 pm
After the Records Commission Meeting at 6:00 pm
At Medina Library

Scott D. Snyder
President

Shereen Boyer Lakhani
Secretary