

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

December 21, 2009

The Medina County District Library Board of Trustees met in regular session on Monday, December 21, 2009 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, Patricia Boyle and Adrienne Bures. Also present were Library **Staff** members: Carole Kowell, Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Heather Coontz, Marilyn Plitt and Elaine Frankowski. Guests in attendance were former Board members Dale Lynk, Patricia Walker, Cindie Schneider and Tom Horwedel. In addition newly appointed Board member Robert Tomaselli, who will be installed at our January 2010 meeting, was also in attendance.

Approval of Agenda - A motion was made by Karen Hammon 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, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Recognition of Guests and Comments From the Public – President Snyder welcomed former Board members who were in attendance to honor Karen Hammon as she prepares to retire from the Board after this meeting. Newly appointed Board member Robert Tomaselli was also welcomed.

Approval of Minutes – A motion was made by Maria Griffiths and seconded by Patricia Boyle to approve the November 16, 2009 **Minutes** as distributed. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Election of Officers – The Nominating Committee had previously announced their selections for the year 2010 as follows:

President –	Scott Snyder
Vice-President –	Adrienne Bures
Secretary –	Patricia Boyle

A motion was made by Patricia Boyle and seconded by Maria Griffiths to accept the above nominated officers as presented. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Business Manager/Fiscal Officer, Jack Masterson discussed the distributed November 30, 2009 **Financial Report**. Masterson indicated that property tax remains stable and he will continue to monitor it closely. There was nothing new or unusual to report at this time. A motion was made by Karen Hammon and seconded by Maria Griffiths to accept the November 30, 2009 **Financial Report** as distributed. The roll call vote was as follows: Karen Hammon - aye, 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 indicated that two additional architects have been interviewed regarding the renovation process at Seville. We hope to have a presentation for the Board's consideration at the January meeting.

The November **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, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The **Finance Committee** met on December 17, 2009 and discussed the proposed 2010 Appropriation Budget. After considerable questions and/or discussions the Committee recommended to the full board that the proposed budget be approved. **RESOLUTION 09-53** Upon motion made by Shereen Lakhani on behalf of the Finance Committee, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the 2010 appropriations and authorizes the Director, Fiscal Officer and/or Deputy Fiscal Officer to certify such appropriations as necessary and required. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.**

The **Personnel Committee** had no report.

The **Planning Committee** had no report.

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

Communications - Kowell shared a letter from the Community Services Center thanking MCDL for their donation of boxes of hats, gloves, slippers & afghans to them which they distributed to all the needy in our county. They were very grateful.

Unfinished Business – Unique Management Contract Update - The revised contract was received from the Prosecutor's Office and signed by Unique Management Company. Since the contract had been previously approved by the Board, President Snyder signed the contract that made it official. This will go into effect on February 1, 2010. Publicity is being prepared so that the public will be aware of this change before it becomes effective. The Board would like reports of the results as soon as they are available with reasonable additional updates.

Strategic Plan Update – Director Kowell indicated that that the Strategic Plan Committees have been very busy planning and discussing the action steps, cost benefit analysis, etc. The results will be presented to the Strategic Planning Advisory Board at a meeting on January 8, 2010. The recommendations from the Advisory Board will then be presented to the MCDL Board of Trustees at the January 18, 2010 meeting.

Recognition of service – Karen A. Hammon – Recognition noting all Hammon's accomplishments during her seven years on the MCDL Board of Trustees was read. She was thanked for her dedication and endless hours serving on the Board to complete all our building projects, her knowledge of human resource issues and her extensive knowledge on personnel matters as well as being an uplifting presence on the Board. **RESOLUTION 09-54** Upon motion made by Maria Griffiths and seconded by Patricia Boyle, it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Karen A. Hammon on her service to Medina County District Library. We honor her dedication to public service in our county libraries, her guidance to the library building project and for being such an uplifting presence on the Board. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.**

At 6:15 pm upon a motion made by Karen Hammon and seconded by Patricia Boyle the Board moved to recess so that we could honor outgoing Board member Karen A. Hammon. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Carol Shockley from the Prosecutor's office arrived at approximately 6:30 pm.

The Board reconvened at 6:40 pm

New Business –Health Insurance Program For 2010 – A recommended Resolution was presented that would approve the change in vendors at MCDL for health insurance for 2010. Documentation was provided to the Board to explain this Resolution. After review of proposals from several different vendors, and discussion with Anthem their proposed 23% increase to our existing rates, management is recommending a change in vendors for the health insurance program at MCDL. The plan design and rates proposed by Aetna are very comparable to the exiting plan design with rates that average less than current rates. Their network of providers and hospitals is almost identical to the one we had with Anthem. Over the course of a year, with enrollment remaining the same, the library should save almost \$20,000 in expense over what would have been spent with Anthem's current rates and almost \$120,000 over the new proposed rates from Anthem. **RESOLUTION 09-55** Upon motion made by Adrienne Bures and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the change in vendors for health insurance for 2010 to Aetna Health Inc. Plan design will be as outlined on the attached document.** The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **2009 End-of-Year Appropriation Transfers** - A recommended resolution was presented that would authorize the Business Manager/Fiscal Officer or Deputy Fiscal Officer to make the necessary appropriation transfers at the end of the 2009 fiscal year. The purpose of this resolution is to allow the Business Manager/Fiscal Officer or Deputy Fiscal Officer to make the necessary transfers to cover line item expenditures that may have exceeded appropriated allocations within a given fund at the close of the current fiscal year. As a matter of sound fiscal practice, transfers should be made to adjust any end-of-year appropriations to cover all financial disbursements of funds. A detailed transfer report will be provided to the Board at either the January or February 2010 Board Meeting. **RESOLUTION 09-56** Upon motion made by Patricia Boyle and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer or Deputy Fiscal Officer to make such appropriation transfers as are necessary at the close of the 2009 fiscal year in the following funds to adequately cover all expenditures: General Fund (101), Grant Fund (201), Debt Service Fund (301), Building and Repair Fund (401), Facility Construction and Renovation Fund (402), and Endowment Fund (701). All such transfer shall be reported to the Board at the earliest time possible subsequent to the closing of the financial records for 2009.** The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **Amended Resolution Authorizing Tax Rates to County** – A recommended Resolution was offered that would amend Resolution 09-48, adopted October 19, 2009, that would certify the tax rates through the Medina County Auditor for fiscal year 2010. This action is required annually to officially accept the amounts and rates of property taxes related to the 1.25 mill operating levy and 1.00 mill facility construction bond levy. The Medina County Budget Commission certifies the amounts that the

levies will generate to the Library and in return the Board of Trustees must vote to accept the rates and amounts for them to be effective next year. This initial action has been amended by the Medina County Budget Commission whereby the tax rate for the facility construction bond levy has been changed from 1 mill to .8 mills.

The 2010 tax receipts from the 1.25 mill operating levy are estimated to be \$4,713,012. The 2010 tax receipts from the construction bond levy at .8 mills are estimated to be \$3,174,200. Debt service payments for 2010 will be \$3,259,012.50, with \$774,506.25 in interest to be paid in May and principal of \$1,710,000 plus interest of \$774,506.25 to be paid in November. The estimated tax revenue will be supplemented by the debt service fund carryover to cover the 2010 debt service expenses. **RESOLUTION 09-57 Upon motion made by Shereen Lakhani and seconded by Adrienne Bures, it was: RESOLVED: That the Medina County District Library Board of Trustees accepts the amended amounts and rates of each tax necessary to be levied by this Board, as determined by the Medina County Budget Commission in its amended certification, thereby authorizing the necessary tax levies and certifying them to the County Auditor for fiscal year 2010.** The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The next item was **MCDL Goals for 2010 by Director Kowell** - A printed list of Goals by Director Kowell was distributed to the Board prior to this meeting. Kowell announced her goals in various areas such as Strategic Plan, Construction, Collection Resources, Human Resources, Professional, Financial and Personal for 2010. Kowell indicated that any work that is done at Seville will come out of Bond money and that she will keep a close eye on the Budget. More information will be coming regarding the proposed Fund Raiser. The Board appreciated the report.

The next item was **MCDL Goals for 2010 by Business Manager Masterson** - A printed list of Goals by Business Manager Masterson was distributed to the Board prior to this meeting. The top three goals that Masterson announced were to obtain an independent auditing firm to help MCDL through the combined audit of the Library's finances for the years 2008 and 2009. Any recommendations for improvement in office efficiency will be carried out for a continuation of an efficient Business Office. Second goal is to initiate the stages to create a fixed asset system to better label and record MCDL assets. This is also a recommendation by the State Auditor's Office for all public entities. Lastly, Masterson would like to research the endowment fund to document the history of this fund and update the information. The Board appreciated the report and asks for updates on a regular basis due to the poor economic times.

The next item was **Approval of 2010 Meeting Dates** - A discussion was held pertaining to the meeting dates for 2010. Last year we moved the January and February meetings to the fourth Monday instead of the third Monday due to the legal holidays on those dates. It was decided to leave the January and February meeting dates this year on the third Monday as all other meetings. It was noted however that if the library decides to close on the February 15 holiday, the meeting would then be moved to the fourth Monday. Since the bylaws give the option of eliminating one meeting a year (eliminating the August meeting was discussed), it was decided to place the August date on the attached schedule and a change can be made later in the year if necessary. **RESOLUTION 09-58 Upon motion made by Karen Hammon and seconded by Patricia Boyle, it was: RESOLVED: That the Medina County Board of Trustees hereby approves the attached 2010 Meeting Schedule.** The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

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

- \$100 FROM FIRST CHURCH OF CHRIST IN APPRECIATION OF USE OF OUR FACILITY & EQUIPMENT THAT WAS USED ON TWO OCCASIONS
- \$25 FROM ED & JUDY GREEN IN MEMORY OF DOROTHY SHAW TO PURCHASE A BOOK
- \$60 FROM HEATHER COONTZ & TOM ROLLINS IN MEMORY OF JOSEPH ROLLINS TO PURCHASE BOOKS
- \$80 FROM MR. & MRS. ANDERSON, GILBERT, KOHANSKI & STRAUF IN MEMORY OF LIZ BROOKER CONRAD

At 6:55 pm upon a motion made by Karen Hammon and seconded by Maria Griffiths, the Board moved to enter into **Executive Session** for the purpose of compensation of public employees. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The Board came out of **Executive Session** at 7:30 pm upon motion made by Maria Griffiths and seconded by Patricia Boyle. The vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

New Business Continued – Approval of Renewal of Business Manager/Fiscal Officer Contract - Pursuant to the original contract (which expires December 31, 2009) for Business Manager/Fiscal Officer John Masterson; the Board has now completed their performance review of John Masterson. **RESOLUTION 09-59** Upon motion made by Scott Snyder and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County Board of Trustees hereby approves the renewal of the contract for John Masterson as MCDL Business Manager/Fiscal Officer through December 31, 2010.** The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

The last item was **Approval for Extension of Bargaining Unit Contract** – A motion was made by Karen Hammon and seconded by Patricia Boyle that the Board table the extension of the bargaining unit contract at this time. The roll call vote was as follows: Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Retirement Recognition – Marilyn Sobotincic - The Board distributed the Retirement Recognition for Marilyn Sobotincic among themselves so that they would be aware of all the achievements made by Marilyn to MCDL for the past nineteen plus years. **RESOLUTION 09-60** Upon motion made by Maria Griffiths and seconded by Adrienne Bures, it was: **RESOLVED: That the Medina County Board of Trustees and staff congratulate Marilyn Sobotincic on her many years of steadfast service to the Medina County District Library. We honor her dedication, special talents and service. We wish her well in her retirement.** The roll call vote was as follows: Karen Hammon - aye,

Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye

There was no other New Business.

Trustees' Comments – The entire Board once again congratulated and thanked Karen Hammon for her many years of dedicated service and for all the contributions that she has made during the sometimes challenging times. Her special talents helped the Board make many team decisions. She will be missed. Karen thanked everyone for their kind words and good wishes indicating that she very much enjoyed working with everyone.

New Board member Robert Tomaselli was welcomed again and everyone looks forward to working with him in the new year.

The Board thanked the public and staff for the difficult decisions that had to be made this year due to the cutbacks in funding. It was very much appreciated. The Officers were thanked for all their hard work during this past year.

President Snyder indicated that he will be working on the Committee assignments during the next few weeks and will contact everyone with the information.

The meeting was adjourned at 7:35 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, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye

NEXT BOARD MEETING

**Monday, January 18, 2010, 6:00 pm
At Medina Library**

Scott D. Snyder
President

Shereen Boyer Lakhani
Secretary