

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

May 16, 2011

The Medina County District Library Board of Trustees met in regular session on Monday, May 16, 2011 at the Medina Library. President Adrienne Appleby-Bures called the meeting to order at 6:02 p.m.

Roll Call was taken with the following members noted as present: Adrienne Appleby-Bures, Maria Griffiths (arrived at 6:40), Patricia Boyle, Scott Snyder, Mary Ogden, Robert Tomaselli and Howard Elko. Library staff members in attendance: Carole Kowell, Director; Jack Masterson, Business Manager/Fiscal Officer; Theresa Laffey, Assistant Director; Craig Harwick, Human Resources Manager; Heather Coontz, Community Relations Manager; Sylvia Williams, Collections Resources Manager; Marilyn Plitt, SEIU Representative and Judy Hamer, Senior Administrative Assistant. There were no guests in attendance.

Approval of Agenda - A motion was made by Patricia Boyle and seconded by Robert Tomaselli to approve the agenda as distributed. The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

Recognition of Guests and Comments from the Public - President Bures welcomed all in attendance. There were no comments.

Disposition of Minutes – A motion to approve the April 18, 2011 minutes was made by Mary Ogden and seconded by Robert Tomaselli. The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

Financial Report - Business Manager/Fiscal Officer, Jack Masterson noted PLF revenues for May were 22.76% higher than last year and the five month actual receipts are 4.7% higher than the five month estimated PLF receipts. General Fund receipts are at 39.8% of the annual budget projection as of April 30, and expenditures for the same period are 27.5% of the annual budget. A motion to accept the April 30, 2011 Financial Report as distributed was made by Mary Ogden and seconded by Robert Tomaselli. The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

Director's Report – Comparing this April to April 2011, Director Carole Kowell reported that circulation is up 11%, self-check was used in 44% of transactions, door count is down slightly (-2%) and computer use is up 18%. 182 passports were processed during the month.

Leadership U. students had their first class. Guest speaker Jim Gerspacher, local real estate broker and community leader, gave an inspirational talk to the group.

Teen poetry booklets and SRC game boards and bookmarks were passed around to board members.

There has been no progress on the Seville Project as we are waiting for the architect and county prosecutor to finalize the bid process.

Mrs. Kowell will ask Clevnet for the number of inactive library cards.

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

Finance Committee – met at 5:15 this evening to review the 2012 Tax Budget. In the past, the Tax Budget was used to justify the amount of the Public Library Funds that MCDL receives. Since the library has a formal PLF distribution agreement with the Wadsworth Library, the Tax Budget has become a formality. **Resolution 11-10** Upon recommendation of the Finance Committee and seconded by Robert Tomaselli it was RESOLVED: That the Medina County District Library Board of Trustee hereby approves the 2012 Tax Budget for submittal to the Medina County Budget Commission. The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

Personnel Committee – met on Wednesday, May 11 to consider two resolutions proposed by management; a change to the Board's By-laws and another to update the Page Job Position Description.

The Personnel Committee recommends that the Board adopt the following amendment to the By-Laws of the Board of Trustees to ease administration and to more consistently reflect actual actions of the administrative staff. The amendment provides for the actions of hiring and firing in the absence of the Director or based upon the delegation of the Director. It does not change the Board's responsibility of reviewing and ratifying the Personnel Report of staff changes each month. **Resolution 11-11** Upon recommendation of the Personnel Committee and seconded by Patricia Boyle it was RESOLVED: That the MCDL Board of Trustees hereby approves the following amendment to the Board of Trustees By-Laws, Article V, Section 1: This statement is added to the end of the existing paragraph – "In regard to matters of employment, the Director may delegate authority for hiring and firing to the HR Manager in consultation with the Assistant Director." This should be effective immediately. The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

The Personnel Committee recommends that the Board adopt the updated job description for a page. The description is now more consistent with actual page activities and reflects consistency from branch to branch. The position description has been reviewed with the bargaining unit for their input and they are in agreement with the proposed description.

Resolution 11-12 Upon recommendation of the Personnel Committee and seconded by Patricia Boyle it was **RESOLVED**: That The MCDL Board of Trustees hereby approves the adoption of the updated Page job description. This should be effective immediately. The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

Policy and By-laws Committee - No meeting held

Communications - Mrs. Kowell read a note to Lodi Library from the Good Samaritans thanking the library for its greatly appreciated donation of food and money.

She received a note from Joyce Stockman to the Brunswick Library complimenting the library's cleanliness and peaceful atmosphere - an example of tax dollars put to a good use.

Spiral notebook from the Learning Garden pre-kindergarten class and their artistic answers to why they like going to the Lodi Library.

Unfinished Business – None

New Business -

Strategic Plan - An updated version was included in the board packet. Objectives are being met as planned.

Donations - Upon motion made by Scott Snyder and seconded by Mary Ogden the following donations were accepted with gratitude:

- From Ronald McDonald House Charities of Northeast Ohio a \$493.29 grant to purchase books for the Bookmobile Buddies program
- \$50 from Mildred Lam in memory of Eileen Wilson
- Breakfast for 100 and two costumed characters together valued at \$1,000 from the Brunswick Bob Evans for Brunswick's Pet Palooza Program
- Two certificates for dog grooming valued at \$50 from the Medina County Career Center for Brunswick's Pet Palooza
- 3500 coupons for a free milkshake valued at \$8,265 from Eat'n Park to be used as prizes in the children's and teens SRC

The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

At 6:23 p.m. upon motion made by Adrienne Bures and seconded by Patricia Boyle entered into **Executive Session** for the purpose of compensation of public employees. The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

Maria Griffiths arrived at 6:40 p.m. and joined the executive session.

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The Board came out of **Executive Session** at 6:43 p.m. upon motion make by Scott Snyder and seconded by Pat Boyle. The vote was unanimous. No action was taken.

Trustees' Comments - None

Adjournment - The meeting was adjourned at 6:48 p.m. upon motion made by Patricia Boyle and seconded by Scott Snyder. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko – aye, Adrienne Bures - aye.

NEXT BOARD MEETING

**Monday, June 20, 2011, 6:00 p.m.
at Buckeye Library**

Adrienne Bures
President

Patricia Boyle
Secretary