

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

March 17, 2008

The Medina County District Library Board of Trustees met in regular session on Monday, March 17, 2008 at 7:00 pm in The Medina Room at the new Medina Library. President Patricia Walker called the meeting to order.

Roll Call was taken with the following members noted as present: Patricia Walker, Scott Snyder, Karen Hammon, Shereen Lakhani, Shoukat Ali Bhamani and Maria Griffiths. Also present were Library **Staff** members: Carole Kowell, Director; Brian Hertzal, Business Manager; Craig Harwick, Judy Leuthaeuser, Keith Maynard, Susan Ungham and Elaine Frankowski. Guest in attendance was Brian Richter of the Prosecutor's office.

President Patricia Walker asked that we suspend Article IV, Section 3 of the Board of Trustees Bylaws so that we could enter into Executive Session prior to other Agenda items to discuss a legal claim with our attorney, Brian Richter of the County Prosecutor's office, and the purchase of real estate. A motion was made by Shereen Lakhani and seconded by Karen Hammon that we suspend Article IV, Section 3 of the Bylaws as President Walker requested. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

President Walker asked that we move Item XIII - Executive Session to immediately follow the Recognition of Guests and Comments From the Public on the Agenda. There was no opposition. The **Revised Agenda** with the above stated change was then approved upon a motion made Karen Hammon and seconded by Maria Griffiths. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

Recognition of Guests and Comments From the Public – President Walker recognized Brian Richter of the Prosecutor's office and welcomed all staff in attendance.

At 7:05 pm upon a motion made by Shereen Lakhani and seconded by Maria Griffiths, the Board moved to enter into **Executive Session** to discuss a legal claim and the purchase of real estate. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 8:30 pm upon motion made by Shereen Lakhani and seconded by Karen Hammon. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye. No action was taken.

A motion was made by Maria Griffiths and seconded by Karen Hammon to approve the February 25, 2008 Regular Meeting **Minutes** as distributed. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

Brian Hertzal discussed the distributed February 28/29, 2008 **Financial Report** and indicated that there were no large or unusual activity. Included with this month's report Hertzal also provided a report/history of the Endowment Fund, which further clarifies this Fund's background for the Board's information. Hertzal also provided the following additional reports for the Board's use and

information: Building Construction Analysis as of February 29, 2008, a Historical Financial report that includes the current year budget information and a report on MCDL General Fund Percentages. Lastly, Hertzal provided a report for the month of February on all the activities in the Finance Department. The Board asked Hertzal for some clarification on the Endowment fund and how it operates. The Board also asked Hertzal's opinion on when some of the construction accounts will be closed for the facilities that have a negative balance. Hertzal indicated that he thought it best to do the closing of each of the facility accounts together as then we would know exactly which facilities are over and which might be short. We could at that time move the money from one project to another. A discussion was held as to if we should do some closeouts now and others later. It was then agreed by all to close out the projects and move necessary money at one time at the end of the completion of the buildings. Hertzal indicated he thought this could happen sometime this summer. A motion was made by Karen Hammon and seconded by Maria Griffiths to accept the February 28/29, 2008 Financial Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

Hertzal had also prepared a 10 Year Plan for MCDL but due to the lateness of the hour it would be discussed at a future meeting.

Director's Report – Director Kowell indicated that in addition to her previously distributed report she indicated that circulation figures exploded system-wide from one year ago. Circulation by owning library was up 25%; circulation by transacting library up 26%. Circulation by transacting library set a record in Medina with 119,007 items circulated, up 44% from one year ago. An amazing 1,356 new cards were issued in February. More than 15,000 new cards have been ordered. Hinckley Library closed its doors for the last time on February 23, and Highland opened its new doors on March 15. Opening day circulation was over 2,000 items, with self-check accounting for 46% of checkouts. "Listen at the Library" Canton orchestra program was very popular with over 100 in attendance in Brunswick. Kowell also reported that she attended the New Director Seminar in Columbus and found it very worthwhile. She will provide a report for the Board via email very soon. Also included with tonight's material is a report from the very successful "Meet the Director" events that Kowell held in all the branches on an individual basis.

Strategic Planning Update – Kowell discussed this item after her monthly report rather than under New Business and indicated that meetings are already being held pertaining to the various Goals that have been established. Each committee working on a specific goal are meeting separately in order to better decide and plan where we are on each goal, what are priorities are and where the Board can be involved. She will have a written report next month combining the results of all the various goals and individual meetings.

The **Personnel Report** was reviewed. A motion was made by Karen Hammon and seconded by Maria Griffiths to approve the Personnel Report as distributed. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The **Finance Committee** had no report.

Karen Hammon indicated that the **Personnel Committee** had no report.

The **Planning Committee** had no report.

Shoukat Ali Bhamani indicated that the **Policy & Bylaws Committee** met last month and discussed the recommended resolution that would revise the MCDL Board of Trustees By-Laws to better serve the procedures of monthly meetings of the Board pertaining to the change of order of business. This would allow more flexibility in the rotation of the manner in which the order of business comes before the Board each month. This could not be presented to the full Board at our last meeting as the required ten day notice was not given to the Board in time so it is now being presented **RESOLUTION 08-20** Upon motion made by Shoukat Ali Bhamani on behalf of the Policy & By-Laws Committee it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the change to Article IV, Section 2 of the MCDL Board of Trustees By-Laws to read “recommended to be” in order to provide more flexibility to change the order of business at the regular monthly meetings. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

There were no Communications

Unfinished Business – President Walker indicated that the Board had asked for an approximate cost of Staff Development Day with regard to salary cost. Hertzell indicated that with the information Craig Harwick provided him he was able to determine that the approximate salary cost for the day would be \$12,753.78. Including the cost of the event with the salary cost, this would be less than \$20,000. The Board agreed that this was a reasonable amount for this worthwhile day.

New Business – Board Meeting Time Change Discussion - This item was placed on the Agenda to come to a decision as to how we should handle the Board meetings when they last longer than the library is open. The Library closes at 8:30 and the doors are then locked. In order to have the public have access to the meeting should they wish to come late, a discussion was held as to how we could handle the situation. After several suggestions and further discussion, a motion was made by Maria Griffiths and seconded by Karen Hammon that we ask one of our Pages to be made available after 8:30 pm to be stationed at the main doors should anyone wish to attend the meeting. It was further stated that we would pay them at least one hour of time for this special job. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Garfield Parking Project Engineering Costs** – Since we do not have an Agreement at this time a motion was made by Maria Griffiths and seconded by Shereen Lakhani to table this item until our next meeting. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Surplus Equipment Inventory** – A recommended resolution was offered that would declare various equipment items as surplus and authorize the Director and the Business Manager to advertise the public auction of such equipment. A detailed list of

the items were distributed to the Board and will become public record. All of the items are of an unfit nature, obsolete, or no longer needed for public use by the Medina County District Library. It should be noted that due to the magnitude of items that this Resolution would include other items that might be found that may not be a part of this original actual list. All items will be sold as is, with all sales final and no refunds or returns allowed. Proceeds from the sale, less any auctioneer fees, will be deposited into the General Fund. Darrell Jenkins of Jenkins Auctions will most likely be performing the public auction. Typically a service contract is established with the auctioneer based upon a consignment arrangement wherein the auctioneer received a percentage of the gross income derived from all sales transaction plus a small fee for his support staff. **RESOLUTION 08-21** Upon motion made by Shoukat Ali Bhamani and seconded by Maria Griffiths it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby declares the items denoted on the 2008 Surplus Equipment Inventory to be of an unfit nature, obsolete, or no longer needed for public use by the Medina County District Library and further authorizes the Director and the Business Manager to advertise and conduct a public auction for sale of such equipment to the highest bidder, with any items not sold being appropriately disposed of as refuse.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Retirement Recognition – Sandy Nannfeldt** - Board President Walker read a Retirement Recognition proclamation thanking Nannfeldt for her many years of service to the Medina County District Library. She was recognized for her positive attitude and for bringing all the people together in our Union, helping to establish the Member Connector program and raising awareness and respect for 1199 in the community. **RESOLUTION 08-22** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Sandy Nannfeldt on her years of steadfast service to Medina County District Library and wish her well in her retirement.** The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Retirement Recognition – Lou Tull** - Board President Walker read a Retirement Recognition proclamation thanking Lou Tull for his nine years of service to Medina County District Library. He was an intricate part of expanding all of our computers during the expansion of all our new libraries and was recognized for his willingness to answer any computer questions and always to go above and beyond in helping staff and patrons with any computer problems. **RESOLUTION 08-23** Upon motion made by Maria Griffiths and seconded by Shoukat Ali Bhamani it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Lou Tull on his years of faithful service to Medina County District Library and wish him well in his retirement.** The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

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

- \$750 FROM FRIENDS OF THE LODI LIBRARY FOR 2008 SUMMER READING CELEBRATION

- \$1,500 FROM THE AFTERNOON CLUD TO COVER COST OF “WORK OF ART” LAMP DESIGNED BY ELAINE LAMB
- \$42 FROM GOLDEN RULE CIRCLE/INTERNATIONAL ORDER OF KINGS’S DAUGHTERS TO PURCHASE THREE BOOKS FOR MEDINA LIBRARY
- \$2,000 FROM CAROLE KOWELL & CHARLES CROUSE FOR STAINED CLASS WINDOWS AT BRUNSWICK LIBRARY IN MEMORY OF CAROLYN CROUSE

The vote was as follows: Scott Snyder - aye, Karen Hammon- aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye

Trustees’ Comments – President Walker indicated that the Highland Grand Opening went really nice and thanked everyone for all their efforts to plan such a great event.

The **Executive Session** was held earlier in the meeting.

The meeting was adjourned at 9:28 pm upon motion made by Karen Hammon and seconded by Maria Griffiths. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

NEXT BOARD MEETING

**Monday, April 21, 2008, 7:00 pm
Medina Library**

**Patricia Walker
President**

**Karen Hammon
Secretary**