

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

May 19, 2008

The Medina County District Library Board of Trustees met in regular session on Monday, May 19, 2008 at 7:00 pm in The Medina Room at the 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, Philip Duke and Maria Griffiths. Also present were Library **Staff** members: Carole Kowell, Director; Judy Leuthaeuser, Assistant Director; Brian Hertzell, Business Manager; Craig Harwick, Human Resources Manager; Marilyn Plitt, Susan Ungham and Elaine Frankowski. Guest in attendance was Mayor Jane Leaver.

A motion was made Karen Hammon and seconded by Maria Griffiths to approve the **Agenda** as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

Recognition of Guests and Comments From the Public – President Walker welcomed everyone present and recognized Mayor Jane Leaver who gave an update on the on-going discussions with the City and the County and other interested parties regarding the parking situation around the square and the proposed parking garage construction. The City would very much like MCDL to be a part of the parking garage if possible. Walker thanked Mayor Leaver for speaking to the Board with current information on this issue and indicated the Board would continue to discuss if we would be able to participate.

A motion was made by Karen Hammon and seconded by Maria Griffiths to approve the April 21, 2008 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

Brian Hertzell discussed the distributed April 30, 2008 **Financial Report** and indicated that there were no large or unusual activity for the month. Hertzell did bring to the Board's attention that our annual workers compensation premium increased 291% from \$7,271 to \$28,460. Expenses relating to a 2005 claim were the reason for the increase. Since the annual premium is based upon the previous four (4) year history of claims paid, future annual premiums will continue to be high until such time as the large claim no longer appears on the claim summary. Should there be a continued increase in claims, there is a distinct possibility that we may lose our group rating. A discussion was held and the Board indicated they would like to see a summary of this activity. Hertzell will provide this. (*This summary was emailed to the Board on May 21, 2008*) Hertzell also mentioned that the estimated utility figure could be low as it is difficult to judge what our utility bills will be with all the new and larger buildings. He will report back to the board of any changes. Included with this month's report Hertzell also provided an updated Building Construction Analysis and a report for the month of April on all the activities in the Finance Department. A motion was made by Karen Hammon and seconded by Maria Griffiths to accept the April 30, 2008 Financial Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

Director's Report – Director Kowell indicated that in addition to her previously distributed report statistics continue to rise. Circulation jumped over 25% from last April. Self-check machines accounted for nearly 30% of total checkouts, which surpassed our expectations. We

issued 1,114 new cards this month. The people count was up 70% over one year ago and we are pleased to announce that our Genealogy Department is now open. The New Fiction Room is now completed and we will have a grand re-opening on May 27, 2008 at 9:00 am. Brunswick's circulation by transacting library was up 22%. On April 3rd they had a "crate blitz" wherein the team processed 30 crates of route-ins in 90 minutes. Due to the increase in hours, Buckeye's door count is up 17% and circulation was up 8% from one year ago. Highland's circulation was up 177%, due of course to the facility being so much larger than Hinckley. They issued 226 new cards. Kowell shared some artwork, letters, etc. that was sent to Shirley McDougal from teachers and students in appreciation of all her programs and work on the Bookmobile. Additional information was given in Kowell's monthly report.

The **Personnel Report** was reviewed. There were a considerable amount of New Hires, Change in Hours, Change in Status and Job Titles for last month. A motion was made by Philip Duke and seconded by Karen Hammon to approve the Personnel Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

The **Finance Committee** met on May 12, 2008 and discussed the 2009 Tax Budget. – Prior to the meeting, Hertzal had provided the proposed 2009 Tax Budget. He also provided an additional report showing an overview listing assumptions, explanations and projections along with a two-page financial report outlining the following:

- Actual results for the fiscal years of 2006 and 2007
- The Appropriation Budget for 2008
- The proposed Tax Budget for 2009

Hertzal reminded the Board that this continues to be simply a formality since we have had an agreement with Wadsworth Library for a good number of years and the percentages have already been agreed to. This Agreement expires in 2012. Administration reminded the Committee that the Tax Budget must be filed with the County Budget Commission by the end of May. This report will be used to help prepare the Appropriation Budget for 2009 later in the year.

Hertzal then referred to the first page of the Tax Budget which shows the assumptions used, explanations and line items adjustments where needed. A discussion was held. **RESOLUTION 08-29** Upon motion made by made by Scott Snyder on behalf of the Finance Committee it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the 2009 Tax Budget for submittal to the Medina County Budget Commission.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

Karen Hammon indicated that the Personnel Committee met prior to this evening's meeting and discussed several issues that will be discussed further and brought to the Board. The Human Resources Department LTD Proposal was reviewed and discussed by the Committee. This is a proposal for a market analysis and recommendation of a new professional/administrative salary

structure. There will be a cap of \$7,000 for the total project. There are funds already in the budget for this project. **RESOLUTION 08-30** Upon motion made by made by Karen Hammon on behalf of the Personnel Committee it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the attached proposal, after we have an opinion by our attorney regarding the confidence clause, from The Human Resource Department LTD for a market analysis of select jobs along with development of a new salary structure system for the professional/administrative jobs. Costs for this project are not to exceed \$7,000 and will be funded out of the current salary budget.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

Philip Duke indicated that the **Planning Committee** met on May 12, 2008 and discussed the Garfield School Parking/Library Parking Overall and the Strategic Plan Contract. Duke indicated that some progress was made on both issues. Updates will continue.

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

There were no **Communications**.

Unfinished Business – The next item was **Garfield Parking Project**, This will be discussed in Executive Session with regard to purchase of real estate.

New Business - Vehicle Purchase – A recommended resolution was presented that would authorize the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to establish and certify an additional appropriation of funds from the Building and Repair Fund (Fund 401) in the amount of \$22,000 to purchase a new cargo van for the Maintenance Department and also approve the actual purchase of a cargo van. As a result of an increase in the amount of supplies and materials delivered to the various branches, the current fleet of cargo vans lacks the capacity to efficiently deliver the supplies and materials. In addition, there is a need for another vehicle to be used by our second maintenance technician. The purchase of a new and larger capacity cargo van to replace one of the current vans will solve both problems by ensuring that supplies and materials are delivered economically and also freeing-up a vehicle to be used by the library's second maintenance technician. Keith has reviewed the various makes and models of cargo vans to determine which one would best fit the needs of the library and has decided on a Ford van at a cost of just under \$22,000. **RESOLUTION 08-31** Upon motion made by made by Philip Duke and seconded by Maria Griffiths it was: **RESOLVED: That the Medina County District Library Board of Trustees approves an additional appropriation of funds from the Building and Repair Fund (Fund 401) in the amount of \$22,000 to cover the costs associated with purchasing a new cargo van for the Maintenance Department and further approves the purchase of a cargo van.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Strategic Planning Update** - Director Kowell reported that the committees have met and updates have been distributed to the Board and Committee members. Most of the pages should be placed in the "Update" section and there was one Goal replacement page. The Parsons Group has agreed to facilitate a mini retreat to wrap up their contract to make sure we are on the right track to complete the project. This Retreat will be Wednesday, June 11, 2008 from approximately 9:00 – 11:00 at the Medina Library.

The next item was **Retirement Recognition Albert Scheimann** - Board President Walker read a Retirement Recognition proclamation thanking Scheimann for his years of service to the Medina County District Library. He was recognized for his knowledge and very capable assistance helping our building project to reach a highly successful conclusion. **RESOLUTION 08-32** Upon motion made by Karen Hammon and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Albert Scheimann on his many years of steadfast service to Medina County District Library and honor his dedication and leadership. We wish him well in his retirement.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - 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**:

- \$25 FROM TOM & KAREN COOK IN MEMORY OF GEORGE A. YOUNG
- \$75 FROM WESTFIELD INSURANCE FRIENDS IN MEMORY OF GEORGE A. YOUNG
- \$25 FROM DR. KEVIN & KATHLEEN SHAFER IN MEMORY OF ESTHER R. WOLSTENCROFT
- \$1,495 FROM SHEREEN & ALKARIM LAKHANI TO BE USED FOR ARTWORK BY ARTIST MEL GRUNAU FOR NEW HIGHLAND LIBRARY
- \$25 FROM MEDINA COUNTY SHOW BIZ COMPANY IN MEMORY OF MARGARET M. LINDEN
- \$25 FROM MEDINA COUNTY SHOW BIZ COMPANY IN MEMORY OF BENJAMIN WILLARD
- \$10,000 FROM MEDINA SUNRISE ROTARY TO BE USED TO SPONSOR NEW COMMUNITY ROOM IN MEDINA LIBRARY IN MEMORY OF MIKE DOLANSKY
- \$1,000 FROM JOHN & PEGGY DAGUE FOR DONOR WALL AT MEDINA LIBRARY IN MEMORY OF DAUGHTER REBECCA DAGUE
- \$25 FROM SANDY ARGENIO IN MEMORY OF LOU ZAREMBA
- \$25 FROM PATRICIA MASTER/WILL DAUGHERTY IN MEMORY OF ESTHER R. WOLSTENCROFT
- \$30 FROM SANDRA L. O'CONNOR IN MEMORY OF CHRISTINE SUE MULLINS

The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

Trustees' Comments – Philip Duke asked if we would consider meeting in the Community Room at the Library instead of the Medina Room. This will be discussed and considered next year. The June, July, August and September meetings have already been scheduled at the various branches. An updated schedule was distributed to the Board in their folders. President Walker indicated she attended the recent Writer's Live and Volunteer Tea and both were very well done and enjoyed by all.

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At 7:55 pm upon a motion made by Karen Hammon and seconded by Scott Snyder, the Board moved to enter into **Executive Session** to discuss the purchase of real estate and Personnel issues. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 9:34 pm upon motion made by Maria Griffiths and seconded by Scott Snyder. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye. No action was taken.

The meeting was adjourned at 9:35 pm upon motion made by Scott Snyder and seconded by Maria Griffiths. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Philip Duke - aye, Maria Griffiths - aye and Patricia Walker - aye

NEXT BOARD MEETING

**Monday, June 16, 2008, 7:00 pm
Brunswick Library**

**Patricia Walker
President**

**Karen Hammon
Secretary**