

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

November 17, 2008

The Medina County District Library Board of Trustees met in regular session on Monday, November 17, 2008 at 7:00 pm 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, Shereen Lakhani, Maria Griffiths and Patricia Boyle. Also present were Library **Staff** members: Carole Kowell, Director; Judy Leuthaeuser, Assistant Director; Brian Hertzal, Business Manager; Craig Harwick, Human Resources Manager; Heather Rollins and Elaine Frankowski.

President Walker indicated that she would like to make the following changes/revisions to the Revised Agenda previously distributed: *There will be an Executive Session after the Personnel Report, Item VIII - Committee reports - to discuss Item 1 – Professional/Administrative Salary Increases. Also since the scheduled Policy & Bylaws Committee was not held due to lack of a quorum, the listed items under the Policy & Bylaws Committee will be moved to Item XI - New Business.* A motion was made by Shereen Lakhani and seconded by Maria Griffiths to approve the **Revised/Corrected Agenda**. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Recognition of Guests and Comments From the Public – President Walker welcomed all in attendance this evening.

Brian Hertzal discussed the distributed October 31, 2008 **Financial Report** and indicated that activity for the month was normal. There were no questions. A motion was made by Karen Hammon and seconded by Maria Griffiths to accept the October 31, 2008 Financial Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Hertzal distributed a letter/quotation from Dovetail Solar & Wind regarding the possibility of installation of solar panels that could be used to save energy at the Medina Library. The Board will review the material to be discussed at a later date. The Board also asked Hertzal if we could obtain one more quote from another company. Updates will follow.

Director's Report – Director Kowell, in addition to her written report, praised all involved in the recent Writer's Live at the Blue Heron Country Club with featured author David Giffels. He delighted his audience of 265, which was an attendance record. Kowell also thanked the Board for Staff Development Day and especially the four Board members that were able to attend: Scott Snyder, Shereen Lakhani, Maria Griffiths and Patricia Boyle. There were many staff awards and the day turned out to be a big success. Staff was grateful to the Board for authorizing this very worthwhile day.

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

At 7:14 pm upon a motion made by Karen Hammon and seconded by Maria Griffiths, the Board moved to enter into **Executive Session** to discuss compensation of a public employee. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 7:20 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, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Karen Hammon indicated that the **Personnel** Committee met on November 12, 2008. For information purposes, the Minutes of this meeting were distributed to the Board.

Professional/Administrative Salary Increases - As a result of implementing a new salary structure for the professional/administrative group, and then mapping all existing employees to their proper salary grade, and determining where each employee falls within their grade, the Personnel Committee is recommending that salary increases for 2009 be applied based upon the formula outlined in the attached document, Exhibit A. **RESOLUTION 08-60** Upon motion made by Karen Hammon on behalf of the Personnel Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the adoption of the attached salary increase guideline, Exhibit A, for the Professional/Administrative employees and it is to be effective January 4, 2009.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - nay and Patricia Walker - aye. Motion passed.

The next item was **HR Related Policy & Procedure Changes** - During the process of combining the existing Policy and Procedure Manual, the Board of Trustees Manual, and the Personnel Manual into one document that will be housed online, all of the policies and procedures related to HR activity have been reviewed. This includes approximately 75 policies, the organization chart, and job descriptions for all levels of employees. Management is requesting that the Personnel Committee recommend to the Board that they adopt all policies (new, modified, updated, and reformatted) for inclusion in the new Policy and Procedure Manual. All policies will become effective upon approval by the Board and will be made available to all employees as soon as they can be posted on the intranet. All future changes to any HR policy will be reviewed by the Personnel Committee before being posted for employee review. All members of the Board have received a detail summary of changes to policies. **RESOLUTION 08-61** Upon motion made by Karen Hammon on behalf of the Personnel Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the attached listing of policies and procedures and directs that they be posted on the intranet for viewing by all employees. They will become effective immediately.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The next item was **Bargaining Unit Job Descriptions** - All job descriptions for bargaining unit positions have been reviewed and updated or modified by a committee made up of both bargaining unit personnel and management. During this process we were able to combine several positions into one description. No major functions were changed in any of the descriptions. The bargaining unit contract requires that this process be done at least once during each contract period. The current review satisfies this requirement for the current contract. Management requests that the Personnel Committee recommend the Board adopt the descriptions as presented. **RESOLUTION 08-62** Upon motion made by Karen Hammon on behalf of the Personnel Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the adoption of all bargaining unit job descriptions as presented. The new descriptions will be effective January 1, 2009.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

Shereen Lakhani indicated that the **Finance** Committee met on November 12, 2008. For information purposes, the Minutes of this meeting were distributed to the Board.

Approval of 2009 Appropriation Budget – A recommended resolution was offered that would authorize the Director, Fiscal Officer and/or Deputy Fiscal Officer to establish and certify the appropriation levels for all funds for fiscal year 2009. The proposed 2009 appropriation budget together with comparative data was distributed to the entire Board prior to the meeting. As indicated above, the Finance Committee met prior to this meeting and discussed this document in great length. There were no further questions. **RESOLUTION 08-63** 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 2009 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: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The **Planning Committee** had no report.

Scott Snyder indicated that the **Policy & Bylaws Committee** had no report.

Communications – Director Kowell indicated that the Library received a nice thank you letter from The Ruhlin Company about the wonderful experience they had when holding a meeting at our Highland facility and thanked everyone for their kindness and efficiency.

Unfinished Business – **Victorian Village** – Director Kowell indicated that everything is going well and pretty much on target. Weather permitting; we hope to be on target for completion. One of the Board members indicated that perhaps we could place some sort of “thank you” sign letting the public know that we are grateful for their support. A good idea but will need to check with the city about sign guidelines.

City/County Parking Garage – Brian Richter of the Prosecutor’s office is working on the draft contract that we received from the city. Updates will follow.

It was announced to the Board that a letter was received from the State Auditor’s office pertaining to a complaint from a citizen with regard to using public money for the proposed parking deck. We had already received approval from the Prosecutor’s office that this could be done. A response letter will be written to the State Auditor’s office indicating this decision and asking what other information, etc. is needed to put this issue to rest. Hertzell will compose a letter for Board approval before mailing.

There was no **Other Unfinished Business**.

New Business – Since we were unable to hold the Policy & Bylaws Committee earlier, the following items were now presented.

Changes to Circulation Policies - Consistent with the Strategic Plan - Strategy 1.2, parts of which have already been approved at the October 20, 2008 Board Meeting as a part of the entire MCDL Strategic Plan, the following proposed changes to the Medina County District Library’s Circulation Policies were offered. The Board was given this information prior to this meeting for review.

Goal 1, Strategy 1.2 – by 2010 develop, provide and promote services that are convenient and customized and provide at least two new services:

To make library services more convenient:

1. Allow patrons to renew items via telephone.

Facts from Circulation Committee for this recommendation:

- 80% of Clevnet libraries currently offer phone renewals for patrons.
 - Patrons LOVE phone renewals.
 - Staff are in favor of phone renewals.
 - Estimated 30-50 calls per day, one hour staff time (throughout day).
 - Can call patron back if staff is busy.
 - Can sort by due dates or do a bulk renew in SIRSI.
 - We currently offer remote renewal ability for patrons with computers; phone renewals would offer same service to patrons without Computer access.
2. Raise blocked card limit from 10 to 25 items overdue. This makes it easier to renew online, so that patrons don't need to telephone or visit the library as often to renew items.
 3. Expand "Change of Borrowing Privileges" form to "Change of Library Privileges" form to allow parents to easily block their own children from using library computers.

A discussion was held. **RESOLUTION 08-64** Upon motion made by Scott Snyder and seconded by Karen Hammon, it was: **RESOLVED:** That the Medina County District Library Board of Trustees hereby adopts the Circulation Policy changes outlined above. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The next item was **Changes to MCDL Policies to Comply With CLEVNET** - A recommended resolution was offered to tie in with CLEVNET standard policies to take effect January 1, 2009.

- Raise loan period for books, audio books and CD's to 21 days, except for new books, which would retain the 14 day loan period. (DVD's and videos would also remain 14 day loans.)
- Lower number of renewals allowed from six to five for all items.
- Change maximum fine limit to \$3.00 for all items.

Director Kowell indicated that although this is not mandatory it would make it simpler for patrons and staff to have these standard policies in place. **RESOLUTION 08-65** Upon motion made by Scott Snyder and seconded by Karen Hammon, it was: **RESOLVED:** That the Medina County District Library Board of Trustees hereby adopts the changes outlined above in order to comply with CLEVNET'S recommended standard policies effective January 1, 2009. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

The next item was **Lowering CASSIE limit from \$200 to \$25** - A recommended resolution was offered that would lower the CASSIE limit from \$200 to \$25. The following rationale was given for this recommendation:

When MCDL established the CASSIE computer management system as a reservation system for all of our public computers nearly two years ago, the staff adult services team and our technology department put together a long list of functions and profiles to guide its use. This includes time periods,

printing guidelines, passwords, session lengths and library card limits for use. As a default, the maximum amount of fines and fees a patron can accrue on his/her account before computer use is blocked was set at \$200. In reviewing the default amount, the adult services team and the circulation services team recommend changing the maximum amount of fines and fees a patron can accrue on his/her account before computer use is blocked to \$24.99. This is the same limit which is set on library card use for borrowing library materials. This change would simplify library card use limits, as patrons would know that if they accrue \$25 or more in fines and fees, they can not use their library cards at the library for any purpose. It would also encourage those patrons who are currently using our computers and who have fines in between the \$25 and \$200 limits to pay what they owe. A discussion was held. **RESOLUTION 08-66** Upon motion made by Scott Snyder and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the lowering of CASSIE limit from \$200 to \$25 in order to prevent a patron whose card is blocked from using a CASSIE computer and to encourage payment of library fines and fees.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

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

- \$40 FROM WILMA ROSE FOR OBITUARY RESEARCH
- \$500 FROM WESTFIELD INSURANCE FOUNDATION ON BEHALF OF SCOTT SNYDER IN RECOGNITION OF VOLUNTEERISM
- \$400 FROM FRIENDS OF THE LODI LIBRARY FOR DESIGN-A-BOOK BAG CONTEST
- \$2,000 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR 2008 SUMMER READING PROGRAM
- \$4,500 FROM THE FRIENDS OF THE MEDINA LIBRARY FOR 2009 WRITER'S LIVE PROGRAM
- \$500 FROM FRIENDS OF THE MEDINA LIBRARY FOR DESIGN-A-BOOK BAG CONTEST

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

The next item was **Presentation of Westfield Insurance Foundation Check on Behalf of Scott Snyder.** Board member Scott Snyder presented a check to Director Kowell from the Westfield Insurance Foundation on behalf of Scott Snyder in recognition of volunteerism. Westfield honors their employees when they donate their time on behalf of the community. Scott certainly does this by being a very active member of the MCDL Board of Trustees. We will purchase a nice outdoor bench for the Medina Library in his behalf honoring him and Westfield. We are very grateful to both Scott and Westfield.

There was no **Other New Business.**

Trustees' Comments – The Board congratulated Staff for a really nice and worthwhile Staff Development Day. Walker also indicated that she attended the recent Writer's Live Event and it was really a great day and thanked staff for all their hard work. Walker also thanked the various "Friends Groups" for their continued support of MCDL. Their continuous support help to make our system a much better place.

At 7:50 pm upon a motion made by Scott Snyder and seconded by Karen Hammon, the Board moved to enter into **Executive Session** to discuss compensation of a public employee. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle and Patricia Walker - aye.

The Board came out of **Executive Session** at 8:12 pm upon motion made by Shereen Lakhani and seconded by Patricia Boyle. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle and Patricia Walker - aye.

RESOLUTION 08-67 Upon motion made by Patricia Walker and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby declines to renew the contract of Brian Hertzl as Business Manager/Fiscal Officer of the Medina County District Library. Mr. Hertzl shall not perform any further duties, but shall be entitled to all benefits and payments due under the contract.** The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - abstained and Patricia Walker - aye.

The meeting was adjourned at 8:20 pm upon motion made by Patricia Boyle and seconded by Maria Griffiths. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye, Patricia Boyle - aye and Patricia Walker - aye.

NEXT BOARD MEETING

**Monday, December 15, 2008, 7:00 pm
At Medina Library**

**Patricia Walker
President**

**Karen Hammon
Secretary**