

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

April 20, 2009

The Medina County District Library Board of Trustees met in regular session on Monday, April 20, 2009 at 6:00 pm 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, Maria Griffiths, Patricia Boyle and Adrienne Bures. Also present were Library **Staff** members: Carole Kowell, Director; Pauline Chapman, Interim Fiscal Officer; Craig Harwick, Human Resources Manager; Karen Clark, Marilyn Plitt, Heather Rollins and Elaine Frankowski. There were no Guests in attendance.

President Snyder indicated that he would like to add Item "E" under **Unfinished Business - Union Contract Negotiations Update** to the Agenda for tonight's meeting.

A motion was made by Maria Griffiths and seconded by Adrienne Bures to approve the **Revised Agenda** as distributed. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Recognition of Guests and Comments From the Public – There were no guests in attendance, however, Director Kowell introduced our new Development Coordinator, Karen Clark to the Board and attendees. Clark gave a brief background of her previous work experience and indicated she was very excited to be a part of MCDL. She hopes to be helpful in soliciting donors to help with the costs of our MCDL programs and other areas. The Board welcomed Clark to MCDL.

Approval of Minutes - A motion was made by Maria Griffiths and seconded by Adrienne Bures to approve the March 16, 2009 Meeting Minutes as distributed. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye

Interim Fiscal Officer, Pauline Chapman discussed the distributed March 31, 2009 **Financial Report**. She indicated that there was nothing new or unusual to report. Chapman also indicated that we are reviewing all purchases very carefully and continue to work to find ways to cut costs in order to help stretch our budget. Cost cutting ideas/discussions will be held at the MCDL Board of Trustees Special/Retreat meeting to be held on Saturday, May 2, 2009.

Board member, Shereen Lakhani arrived at the meeting at this time at approximately 6:04 pm.

A motion was made by Patricia Boyle and seconded by Maria Griffiths to accept the March 31, 2009 Financial Report as distributed. The roll call vote was as follows: Shereen Lakhani - abstained, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

Director's Report - In addition to the distributed monthly report, Kowell announced that the system-wide transacting circulation was down slightly system-wide due to the longer loan period of three weeks, but healthy increases in computer usage, door count, self-check transactions and pick up locker use. The new Playaways are such a big hit that the shelves were nearly emptied in the first few

weeks of their introduction. More have been ordered. Seville patrons and staff are excited about the twelve new computers recently installed, which in most cases has eliminated the wait time. An apparent virus scare on the MCDL network sent Technology Manager, Jim Haprian and his staff scrambling to disconnect the network from CLEVNET to minimize any potential damage. The culprit – thankfully – was not a virus, but our own antivirus software. Quick thinking by the technology staff and excellent support from CLEVNET resulted in the network only being down for one day. Needless to say, MCDL will be switching soon to a new antivirus vendor, Endpoint. The new deposit collection for area trucking companies has been delivered which contains discontinued donated audio cassettes.

Lakhani asked Director Kowell if something could be done about placing the bar codes over the description of the book and/or tapes as it is difficult to read what the book/tape is about. Kowell will look into it but believes that this done by the distributor before MCDL receives it not in-house.

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

Shereen Lakhani indicated that the **Finance Committee** met on April 15, 2009 primarily to prepare for the upcoming Retreat on May 2, 2009. Discussions were held regarding Updates on Actual and Projected Revenues, Impact on Current Fiscal Year and Future Years, Implications and Next Steps. Obviously it is difficult to project too far into the future since no one knows exactly what will happen. The Committee asked Director Kowell and staff to prepare various scenarios using assumptions of several percentages pertaining to the state and local projections. This information will be used for discussion at the Retreat/Special Meeting.

The **Personnel Committee** had no report but announced that there will be a Special Meeting of the entire Board on Thursday, April 23, 2009 at 6:00 pm to conduct the second interview for the selected two Business Manager candidates. Hopefully a decision will be made at this time.

The **Planning Committee** had no report.

Maria Griffiths indicated that the **Policy & Bylaws Committee** did not meet.

Communications – Director Kowell indicated that in addition to the scanned articles sent to the Board she shared a very nice thank you letter received from the Medina County Branch of the American Association of University Women and members of the Sister-to-Sister planning committee. Donalynn Prosak, Brunswick Teen Department Supervisor, has been an active participant in this event for years.

Unfinished Business – Brunswick Book Drop Update - Kowell indicated that the bids for the Book Drop Addition will be opened at the Medina Library on Wednesday, April 22, 2009. The Ruhlin Company will then review them and choose the lowest and/or best bidder for the project. The Board

indicated that they will consider approval of a Resolution for awarding the contract at the Special/Retreat Meeting of the Board on Saturday, May 2, 2009.

Victorian Village Parking Lot Update – There was a minor setback due to the wet weather. The area is ready for the asphalt and will be done as soon as we have a couple of dry days. Once that is completed everything else should move very quickly.

Parking Garage Update – A check was delivered to the City of Medina for MCDL's portion of the project and work has begun. They are still anticipating a late October completion.

Additional Solar Quote – An additional solar panel quote for Brunswick was received and distributed to the Board. The energy savings are minimal and the cost of the system would not be recouped for at least 20 years. It is therefore recommended that we take no action at this time.

Contract Negotiations Update - Director Kowell reported that Dean Holman of the Prosecutor's office has approved of his office to act on our behalf with the upcoming union negotiations. They are very qualified and look forward to the challenge.

New Business – Donations Upon motion made by Maria Griffiths and seconded by Shereen Lakhani the following **Donations** were accepted **with gratitude**:

- \$150 FROM FRIENDS OF THE BUCKEYE LIBRARY FOR JUNE PROGRAM
- \$75 FROM FRIENDS OF THE BUCKEYE LIBRARY FOR JIM GILL PROGRAM
- \$150 FROM BOB & JANEEN PURCELL TO PURCHASE BOOKS IN MEMORY OF FLORENCE PURCELL
- \$25 FROM MEDINA NEEDLEWORK GUILD TO PURCHASE BOOK IN MEMORY OF TERRY DUDASH

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

Trustees' Comments – Board Member Shereen Lakhani thanked everyone again for the new Playaway audio collection. She recently went on vacation with her children and these proved to be very helpful and enjoyable. President Snyder reminded everyone of the Board Special/Retreat meeting on Saturday May 2, 2009 at 9:00 am. All are urged to attend

There was no need for an **Executive Session**.

Board of Trustees Meeting
Page Four
April 20, 2009

The meeting was adjourned at 6:30 pm upon motion made by Maria Griffiths and seconded by Patricia Boyle. The vote was as follows: Shereen Lakhani -aye, Maria Griffiths - aye, Patricia Boyle - aye, Adrienne Bures - aye and Scott Snyder - aye.

NEXT BOARD MEETING

**Monday, May 18, 2009, 6:00 pm
At Medina Library**

**Scott D. Snyder
President**

**Shereen Boyer Lakhani
Secretary**