

**MEDINA COUNTY DISTRICT LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING**

June 21, 2010

The Medina County District Library Board of Trustees met in regular session on Monday, June 21, 2010 at the Buckeye Library. President Scott Snyder called the meeting to order.

**Roll Call** was taken with the following members noted as present: Scott Snyder, Adrienne Bures, Patricia Boyle, and Robert Tomaselli. (Mary Ogden arrived at about 6:28 pm.) Also present were Library **Staff** members: Carole Kowell, Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Heather Coontz, Theresa Laffey, Kym Lucas, Marilyn Plitt, Sylvia Williams and Elaine Frankowski. There were no Guests in attendance.

**Approval of Agenda** – A motion was made by Patricia Boyle and seconded by Adrienne Bures to approve the **Revised Agenda** that was distributed this evening. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Robert Tomaselli - aye and Scott Snyder - aye.

**Recognition of Guests and Comments From the Public** – President Snyder welcomed all in attendance and thanked Manager Kym Lucas for hosting the meeting this evening.

**Approval of Minutes** – A motion was made by Patricia Boyle and seconded by Adrienne Bures to approve the May 17, 2010 **Minutes** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Business Manager/Fiscal Officer Jack Masterson distributed an article that appeared recently in *The Plain Dealer* pertaining to notification that the State Budget Panel will finally be meeting on June 29 to try to solve the \$8 billion problem in Ohio. In addition to the regular Financial Report for the month, Masterson distributed a report of a monthly “snapshot” of receipts and expenses through May 31, 2010. He also provided an updated report on PLF monthly comparisons. We are solid for the year so far and about 5% ahead for PLF at this point in time. These figures do change from month to month. We will continue to watch our spending and stay on budget. No further questions were asked pertaining to the distributed May 31, 2010 **Financial Report**. A motion was made by Patricia Boyle and seconded by Adrienne Bures to accept the May 31, 2010 **Financial Report** as distributed. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Robert Tomaselli - aye and Scott Snyder - aye.

**Director’s Report** - In addition to the distributed monthly report, Kowell indicated that the statistics show that circulation is down again this month. Since this has been the case for the last several months, Kowell decided to do some further research on this. She also discovered that most all of the mid size libraries, which we are a part of, have been down about 9% from last year. She had staff check on this further by calculating the actual hours that we are open and determine the circulation per hour from May of last year compared to May of this year. Since we have cut Sunday hours and our regular hours at three of our branches and the Bookmobile is on the road two less days per week this made a big difference. It was discovered that our circulation per “open hours” is up from 642.76 circs per hour in 2009 to 664.6 circs per hour in 2010. So, if we are feeling busier than ever, we are!

Kowell also indicated that registrations for this years’ SRC program was much higher than previous years with an open enrollment the first week of 4,593. In 2009 we had an enrollment of 6,800 for the entire program. All good news. The “Pet Palooza” Signature Program at Brunswick

was a huge success with over 1,500 patrons coming through the door on one day of the event! The staff survey deadline was Friday and we are in the process of compiling the results and will report to the Board and Staff.

Kowell distributed a "Wish List" to the Board. These are items that were never done originally during the building process or that is now felt should be done with the remaining bond money. We would like to proceed with obtaining quotes, if the Board has no objections. Kowell did discuss the digital camera system for all branches. All of the present ones need updating. The other item was the enlarging of the Friends area so that we could open up a store-like room once the County Friends have been formed. The Board had no problems with the proceeding of obtaining quotes for the items listed. Updates will follow.

Kowell then discussed the idea of MCDL offering passport services to patrons. This is being done at Cuyahoga County Public Library with much success. This could increase our revenue quite a bit. She will continue to obtain more information and so that we can present a Resolution to the Board at our July meeting.

An Update on the 2010-2012 Strategic Plan was sent to the Board prior to the meeting and some questions were asked and explained. Updates will continue.

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

The **Finance Committee** had no report. We will determine if a meeting will be needed prior to our July regular meeting.

Adrienne Bures indicated that the **Personnel Committee** met this evening prior to the regular meeting. A discussion was held pertaining to **Exempt Status of Employee** - Craig Harwick presented a Resolution for consideration. A review of current FLSA standards and past practice at Medina County District Library as it relates to payment of overtime and extra hours worked has led to the determination that we seem to classify certain levels of employees as exempt but then pay them as if they were non-exempt. In discussion with other libraries in the state he found that we are all different in how we treat librarians and supervisors. It is his opinion that our safest approach is to first decide how we want to classify certain levels of employees and then we need to bring our payment practice into line with that classification. He suggests that we limit the number of exempt employees to only management level employees. Also, for those that we now change from exempt to non-exempt we should look back to September of 2009 and determine if we would have paid them differently if the classification had been changed then. That is when we made the change to pay Sundays as straight time instead of time and a half. Therefore, he recommends that the attached policy outlining who is exempt be adopted and added to the Policy and Procedure Manual and that we make retroactive payments of around \$1,300 to correct payments from last fall and this spring for Sunday hours. A discussion was held. **RESOLUTION 10-20** Upon motion made by Adrienne Bures on behalf of the Personnel Committee, it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby approves the

adoption of a new policy on FLSA classification and retroactive payments of under \$1,300 to correct payments from 2009 and 2010 for Sunday work. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Robert Tomaselli - aye and Scott Snyder - aye.

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

There were no **Communications**.

**Unfinished Business – Seville Project Update** – Kowell reported that the Prosecutor's office has been extremely busy so we do not have the final approved contract at this time. (This was approved by the MCDL Board at our May meeting pending approval by the Prosecutor's office.) We should have the contract for our July Board meeting.

The last item was **Board Packet Distribution Discussion** – The Board agreed that we would distribute the Board packets electronically going forward. Staff indicated that if anyone has a problem at any time to contact the office for assistance. We will revisit this from time to time to make sure all is going well. We anticipate this cutting costs and employee time. All were thanked for their input and cooperation on this new method.

Mary Ogden arrived at this time at approximately 6:28 pm.

**New Business – Tax Advances Request – Second Half of 2010** - A Resolution was presented from Jack Masterson, Business Manager/Fiscal Officer that would authorize the Business Manager/Fiscal Officer and/or the Deputy Fiscal Officer to submit for an advance on property taxes collected by Medina County and distributed by the Medina County Auditor to the Medina County District Library. This request permits MCDL to receive a portion of the tax collections to allow for a steady cash flow. **RESOLUTION 10-21** Upon motion made by Patricia Boyle and seconded by Adrienne Bures, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer and/or the Deputy Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the second half of 2010.** The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The next item was **MCDL Social Media Policy** - A recommended resolution was presented that would adopt the following Social Media Policy:

**Medina County District Library recognizes the importance of the Internet in the exchange of ideas and information about our libraries. We also recognize the importance of our staff utilizing social networking communities. MCDL is committed to the promotion of our libraries through the use of social media.**

A discussion was held. Kowell indicated that other libraries were researched and that MCDL is not up-to-date with other libraries so this policy will bring MCDL up-to-date. The Board was assured that any policy and procedure changes will be brought to the Board prior to adoption.

**RESOLUTION 10-22** Upon motion made by Adrienne Bures and seconded by Patricia Boyle, it was **RESOLVED**: That the Medina County District Library Board of Trustees, upon recommendation from staff, hereby approves the Social Media Policy as stated above. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

Upon motion made by Mary Ogden and seconded by Robert Tomaselli the following **Donations** were accepted **with gratitude**:

- \$100 FROM ANONYMOUS DONOR FOR PET PALOOZA SIGNATURE PROGRAM AT BRUNSWICK LIBRARY
- \$250 FROM FRIENDS OF THE HIGHLAND LIBRARY FOR STAFF DEVELOPMENT DAY
- \$200 FROM FRIENDS OF THE BUCKEYE LIBRARY FOR STAFF DEVELOPMENT DAY
- \$300 FROM FRIENDS OF THE LODI LIBRARY FOR STAFF DEVELOPMENT DAY
- 5,000 FROM FRIENDS OF THE MEDINA LIBRARY FOR 2010 WRITER'S LIVE PROGRAM
- \$4,875 FROM FRIENDS OF THE MEDINA LIBRARY FOR 2010 SRC PROGRAM AND MEDINA TEEN DRAMA CLUB
- \$50 FROM MEDINA NEEDLEWORK GUILD TO PURCHASE BOOK/BOOKS FOR BRUNSWICK LIBRARY
- \$250 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR PET PALOOZA SIGNATURE PROGRAM AT BRUNSWICK LIBRARY
- \$240 FROM SEVILLE GRADUATES OF CLOVERLEAF HIGH SCHOOL CLASS OF 1964 FOR CHILDREN'S BOOKS FOR SEVILLE LIBRARY IN MEMORY OF EILEEN MASON
- \$300 FROM ANONYMOUS DONOR FOR CHILDREN'S BOOKS IN MEMORY OF EILEEN MASON
- \$25 FROM PAULINE THORNBURG IN MEMORY OF GLADYS BEAR

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

There was no **Other New Business**.

**Trustees' Comments** – Patricia Boyle thanked all the Friends groups for their continued generosity in helping MCDL in many ways. Also for their additional donations to help subsidize the upcoming Staff Development Day. The entire Board thanked the Friends groups for their generosity. Kym Lucas and Staff were thanked again for hosting this meeting and providing refreshments.

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At 6:36 pm upon a motion made by Adrienne Bures and seconded by Patricia Boyle, the Board moved to enter into **Executive Session** for the purpose of compensation of public employees. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

The Board came out of **Executive Session** at 7:05 pm upon motion made by Patricia Boyle and seconded by Robert Tomaselli. The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye. No action was taken.

The meeting was adjourned at 7:06 pm upon motion made by Adrienne Bures and seconded by Robert Tomaselli. The vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Mary Ogden - aye, Robert Tomaselli - aye and Scott Snyder - aye.

**NEXT BOARD MEETING**

**Monday, July 19, 2010, 6:00 pm  
At Lodi Library**

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**Scott D. Snyder  
President**

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**Patricia Boyle  
Secretary**