

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

February 28, 2011

The Medina County District Library Board of Trustees met in regular session on Monday, February 28, 2011 at the Medina Library. President Adrienne Appleby-Bures called the meeting to order at 6:00 p.m.

Roll Call was taken with the following members noted as present: Adrienne Appleby-Bures, Maria Griffiths, Patricia Boyle, Scott Snyder, Mary Ogden, Robert Tomaselli and Howard Elko. Also present were library staff members: Carole Kowell, Director; Theresa Laffey, Assistant Director; Jack Masterson, Business Manager/Fiscal Officer; Heather Coontz; Sylvia Williams; Marilyn Plitt and Judy Hamer. There were no guests in attendance.

Approval of Agenda - A motion was made by Maria Griffiths and seconded by Patricia Boyle to approve the agenda as distributed. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye and Adrienne Bures - aye.

Recognition of Guests and Comments from the Public - President Bures welcomed all in attendance. There were no comments.

Approval of Minutes – A motion to approve the January 24, 2011 minutes was made by Maria Griffiths and seconded by Patricia Boyle. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye and Adrienne Bures - aye.

Financial Report - Business Manager/Fiscal Officer, Jack Masterson explained that the negative percentages in the Monthly Snapshot were related to operating levy tax revenues for January and will balance out over time. He also noted that expenses are down as conservative spending continues. PLF receipts are currently showing an increase, but that is likely to change later this year. Mr. Masterson will check on the telephone and security expenses and report back to the board. A motion to accept the January 31, 2011 Financial Report as distributed was made by Scott Snyder and seconded by Robert Tomaselli. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye and Adrienne Bures - aye.

Director's Report - Director Carole Kowell noted with pleasure that the library system's circulation showed an 8% increase last month. The new Clevnet reports that we are now using really do reflect a more accurate picture of the libraries' activity. Passport acceptance service continues to be popular; 241 were issued by the Medina and Brunswick libraries in February. One Brunswick customer told the board how pleased she was with the service.

Mrs. Kowell was invited to attend the two-day Medina City Schools Summit: Taking Education beyond the Classroom. Over 300 teachers, students, alumni and community leaders gathered to envision the future of the schools, much the same process that we went through to create our Strategic Plan 2010-12. Mrs. Kowell learned that the schools face many of the same issues that MCDL does. She was impressed with the event and made many good contacts.

Keith Maynard, Facilities/Operations Manager, is presenting the revised plans for the Seville Project: Phase 2 at the Seville Zoning Board tonight.

Mrs. Kowell explained the plans for Leadership U, a program that Administration is organizing to recognize and train future MCDL leaders. Staff will apply to be considered for the class. Kickoff will be held in May with the first class graduating on July 30, 2012.

Mrs. Kowell attended the Medina County Commissioner's meeting to discuss local government funding issues. The director handed out information on and the history of LGF (Local Government Fund) and PLF (Public Library Fund). The County Commissioners Association of Ohio is lobbying to take free county prosecutor representation away from libraries.

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

Finance Committee – No meeting

Personnel Committee – No meeting

Policy and By-laws Committee No meeting

Communications - None

Unfinished Business - None

New Business – Strategic Plan 2010-2012 Update – The Strategic Plan was discussed and the results of the MCDL Member Survey were handed out. Accomplishments to-date include:

- Goal 1 - MCDL will broaden community connectedness
- Survey results have been tallied. 84.3% of respondents are very satisfied with the library's customer service.
- MCDL's Facebook has 682 fans!
- Web specialist was hired, but left at the end of the year. Staff web page was completed. As it has been impossible to refill that position on a part-time basis, the hours will be divided between the Community Relations office for their

graphic abilities and Technology for their computer skills. Together they will design MCDL's new website.

Goal 2 - MCDL will promote positive interaction among staff.

- Staff newsletter SystemWise is up and running.
- STAR Committee was formed. High Five program recognized staff achievement in 2010.
- Benefits statement put on hold since MCDL changed payroll vendors.
- Six new training sessions are on target for completion.

Goal 3 - MCDL will strengthen fiscal stability.

- System-wide county friends group was established. The newly formed board met on February 10. Committees are being established.
- New funding sources, such as passport applications, are bringing in extra revenue and a new service for members.

Goal 4 - MCDL will provide an exceptional, innovative library experience.

- Innovation Team formed in early 2011.
- Collection is being promoted innovatively through: reader's advisory training, new merchandising team, weekly RA updates to staff, book clubs.
- Innovations using technology: OverDrive download stations to download audio books and music to compatible devices, Nook e-reader purchases for each library, implementing text messaging service to answer online questions through CLEVNET starting in April, 2011.

Donations - Upon motion made by Mary Ogden and seconded by Maria Griffiths the following were accepted with gratitude:

- \$50 from Janice Clark for the Lodi library
- \$100 from AMHOR, Kathleen Demitrus, treasurer, in appreciation of the use of the Lodi meeting room at the Lodi Library
- Burritos and avocados for use at Brunswick's Teen Advisory Group program
- \$30 from Kim Kenzig for the Lodi Library
- \$200 from Kristina Feagan for the Lodi Library

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

Other New Business – Director Kowell asked for the board's thoughts on the possibility of the new Friends of MCDL holding a fundraiser and membership drive in the Medina Library where alcohol would be served. She has done much research into the matter and after considering several approaches, the board agreed that the Friends could host the party. The board also agreed that considering the current economy, it seems a good time for the Friends to try this sort of venture.

Trustees' Comments - Dr. Griffiths mentioned that she liked the idea of Leadership U.

Board of Trustees Meeting
Page Four
February 28, 2011

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

Adjournment - The meeting was adjourned at 6:50 p.m. upon motion made by Maria Griffiths and seconded by Patricia Boyle. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye and Adrienne Bures - aye.

NEXT BOARD MEETING

**Monday, March 21, 2011, 6:00 p.m.
at Medina Library**

**Adrienne Bures
President**

**Patricia Boyle
Secretary**