

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

March 21, 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, Robert Tomaselli and Howard Elko. Mary Ogden was detained but did arrive in time for the group photo. Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Jack Masterson, Business Manager/Fiscal Officer; Heather Coontz; Sylvia Williams; Pauline Chapman 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, 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.

**Disposition of Minutes** – A motion to approve the February 28, 2011 minutes was made by Scott Snyder and seconded by Maria Griffiths. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye and Adrienne Bures - aye.

**Financial Report** - Business Manager/Fiscal Officer, Jack Masterson noted that PLF is 9% above expectations this month and that property tax and general fund receipts are up. General fund expenses are down as conservative spending continues. If the proposed 5% cut to the PLF becomes law in July, MCDL will be in a solid financial position to withstand the funding loss. The Finance Committee will examine more closely the budget and cost cutting scenarios at their meeting before next month's board meeting.

A motion to accept the February 28, 2011 Financial Report as distributed was made by Maria Griffiths and seconded by Howard Elko. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye and Adrienne Bures - aye.

**Director's Report** - Director Kowell reported that our circulation and computer use is up again this month.

She attended Highland's Celebrate the Arts program and was especially impressed by a group of middle school students who were constructing a Rube Goldberg-esque device to water a

plant. MCDL participated in the Red Cross' Chocolate Festival and received many positive comments. Over fifteen staff will be participating in Project: LEARN's Match Wits trivia competition later in the week.

The Seville Zoning Board did approve the construction plans for the Seville branch. Community members seem very pleased with our plans.

Director Kowell will have a final report of the SpyGlass Telecommunications Expense Management proposal. We have acted on many of their suggestions and have saved a considerable amount of money. She will make sure that staff is aware of these cost saving measures.

The posting for Web Specialist position has been withdrawn and instead will be filled internally by assigning ten hours each to the Community Relations and Technology Departments for the project.

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

**Finance Committee** - No meeting held

**Personnel Committee** - No meeting held

**Policy and By-laws Committee** - No meeting held

**Communications** - Director Kowell received an e-mail from Board President Adrienne Appleby-Bures thanking the Medina library for the space and hospitality which allowed a group of science-minded kids from Claggett Middle School and their parents to train for the Regional Science Olympiad. The team placed first in eight events.

Dr. Griffiths reported a conversation she had with a grateful Outreach user who has begun to have materials delivered to her home. She wasn't aware until recently that such a wonderful service was available to her.

**Unfinished Business** – None

Pauline Chapman arrived at the meeting at 6:26.

**New Business** –

**Donations** - Upon motion made by Patricia Boyle and seconded by Howard Elko the following were accepted with gratitude:

- Gift basket valued at \$250 from BilJac Foods, Inc. to be given as a prize at Brunswick's Pet Palooza signature program
- \$250 from Friends of Brunswick Library for Brunswick's Pet Palooza signature program

- Gift basket valued at \$50 from the Brunswick Optimist Club to be given as a prize at Brunswick's Pet Palooza signature program
- \$50 from Parrotville Bird Shop for Brunswick's Pet Palooza signature program
- \$100 from the Hinckley and Sharon Center branches of FirstMerit Bank for sponsorship of Highland's Celebrate the Arts signature program
- Two \$120 gift certificates from Basics and Beyond Dog Academy to be given as prizes at Brunswick's Pet Palooza signature program
- \$100 from Perram Electric and Lampion Companies for sponsorship of Highland's Celebrate the Arts signature program
- \$100 from Dr. David Hammond, DVM for Brunswick's Pet Palooza signature program

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

**Other New Business** – The board was saddened to learn that Kym Lucas was stepping down as manager of the Buckeye Library.

**Trustees' Comments** – Mr. Snyder announced that he will hold a Finance Committee meeting prior to the April meeting.

Mr. Elko thinks at least one representative from MCDL, one of the top-rated library systems in the country, should attend the ALA annual meeting. It's a great opportunity for idea sharing and networking.

Dr. Griffiths commends the job that Mrs. Kowell and Mr. Masterson have done to control the budget, but noted that we still need to be cautious.

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

**Adjournment** - The meeting was adjourned at 6:38 p.m. upon motion made by Maria Griffiths and seconded by Howard Elko. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye and Adrienne Bures - aye.

#### **NEXT BOARD MEETING**

**Monday, April 18, 2011, 6:00 p.m.  
at Medina Library**

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**Adrienne Bures**  
**President**

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**Patricia Boyle**  
**Secretary**