

**Minutes  
Clermont County Public Library  
Board of Trustees  
November 13, 2007**

Attending: William Johnston, Judith Kocica, Anthony Cardinal, Joseph Braun, Marion Crosswell.

Absent: Patricia Pryor, Lois Luyster

Staff: Maura Gray, David Mezack, Laura Eckert, Pam Newman, Lynn Baird, Jacquie Sehr, Marlene Noschang, Joann Kiser, Holly Varley, Sue Riggs, Chris Wick, Julie Sigrist, Linda Kline, Marge Cook, Liz Fiene, Carolyn Kube, Leslie Jacobs.

President Joseph Braun called the meeting to order at 6:15 P.M.

Everyone joined in reciting the Pledge of Allegiance.

President Braun and Judith Kocica asked for amendments to the minutes from the October Special Meeting. Anthony Cardinal made a motion to approve the October Meeting Minutes and the October 22, 2007 Meeting Minutes as amended. William Johnston seconded the motion. None opposed. Motion carried.

**Clerk Treasurer's Report:**

William Johnston made a motion to accept the October Financial Report, the October bills paid and Resolution R-2007-19: Acceptance of Gifts to the Library: From The Doris Wood Friends Group, \$235.00 for Adopt-a-Magazine. From McDonalds, \$150.00 to purchase children's books for the Doris Wood Library. Anthony Cardinal seconded the motion. None opposed. Motion carried.

Temporary Appropriation:

The Clerk Treasurer recommended that the Board pass a resolution to make a temporary appropriation for the first three months of the year. She said that after the beginning of the year there will be two years of solid data on which to base budget decisions. She also pointed out that the Board will have the Performance Audit information by then as well. Mr. Mezack pointed out that everyone will need time to look at all of the data to make well informed budget decisions. President Braun agreed saying that everyone will need to be to look at the big picture. Anthony Cardinal commented that basing the decision on hard data is good. President Braun asked if there was a statute about a temporary appropriation. The Clerk Treasurer said that the Board will need to pass a resolution per ORC 5705.38. Judith Kocica said that passing a temporary appropriation is the prudent thing to do.

President Braun asked Mr. Mezack if there's anything upcoming that the Board should know about. The Interim Director mentioned the upcoming purchase of self checkout machines and how that's likely to affect staffing in the branches. He said that he wants to make sure to keep the managers and coordinators in the loop to be able to bring the most accurate information possible to the Board.

**Director's Report:**

Report:

Mr. Mezack asked the Board if they had any questions about his Director's Report. Ms. Kocica asked if the draft of the Public Records Retention Policy was sent to the Prosecutor's office. Mr. Mezack said that it was as well as sending it to Mr. Braun. Ms. Kocica suggested asking the Prosecutor's office to return the policy so that the Board can vote on it in December.

Collection Development Policy:

Mr. Mezack asked if the Board wanted to discuss the Collection Development Policy. President Braun said that they received the policy in their packets, would review it, and vote on it December. Ms. Kocica said that she read it and thought it was comprehensive and concise.

Staffing:

Mr. Mezack talked about filling vacant staff positions; he said he looked at documentation, including information from the performance audit and staff recommendations. His recommendation is to hire fourteen positions. He said that CCPL is currently in crisis mode and cannot continue that way. The fourteen positions are fewer than what the managers had asked for but appear to be the minimum to get the Library out of the crisis. He also asked the Board to allow the Library to fill positions as staff members leave to keep the staffing level the same. President Braun asked about prospects for the positions and the Interim Director said that he thought several of the positions would be filled from within.

Anthony Cardinal asked if the numbers included just salaries or included the benefit package. Mr. Mezack said that it just included salaries but since an average was taken for each position, the numbers were a bit on the high side. The Clerk Treasurer said that the Library has the money to fill the positions. Mr. Mezack said that if it's the intent of the Board of Trustees to offer programs then the positions need to be filled because at the moment there isn't the staff necessary to offer outreach. He said that it would be taking a step backward if the positions aren't filled.

Ms. Kocica noted that the staff is down a total of 32 positions and that the Interim Director was only asking to fill 14 and wondered what will happen with the other 18 positions. Mr. Mezack said that a lot of those other positions were pages. He added that filling the 14 positions was the first step of three in a reorganization process.

President Braun mentioned that he found the input from the managers to be helpful. He then asked the Clerk Treasurer to explain how the Library can afford to fill the positions. Ms. Gray asked the Board to look at the financial report. She pointed out that there's wiggle room because of a fund balance that can support hiring people for several years. Mr. Mezack noted that the Library should still pursue a levy. President Braun asked if the Library would be able to support hiring new staff even if a levy wasn't pursued and the Clerk Treasurer said that the Library would be able to support the new hires without additional funds from a levy for several years.

President Braun said that there was unspent money in the financial report and asked Ms. Gray to explain it to the rest of the Board. She said that the \$90,000 came from purchase orders that were closed in 2007.

**November 13, 2007 – Page 3**

He asked if filling the 14 positions would have an effect on the ability of the Board to give an increase to the staff. Ms. Gray gave Board members a handout showing different increases and how that would affect the budget. Ms. Gray said that there will be excess in the budget because this year all of the money in the budget for wages hasn't been spent. President Braun asked if the Library really needed those 14 positions. Mr. Mezack said that for the Library to move forward, we definitely need those positions filled. Mr. Johnston asked how many positions would the Library still be down and Ms. Gray said that the number of staff fluctuates with the Library employing 156 at the highest.

Ms. Kocica asked about the \$10,000 additional salary for the coordinator's position. Mr. Mezack said that it's a new position, being filled in-house. Ms. Kocica said that the position sounds like it's needed. President Braun said that he talked to Marion and that she didn't like the idea of the position. She wanted to know what happens to the position when the new director is hired. Mr. Mezack said that the coordinator's job is a permanent position. Mr. Johnston said that there shouldn't be an assistant director before we have a director. President Braun asked if hiring for the 14 positions included the new coordinator. Mr. Mezack said that it did. Ms. Kocica pointed out that the Library needs a branch manager at each branch so that another manager would need to be hired. Mr. Mezack said that that was factored into the figures. Ms. Kocica asked how many staff members have an MLS and Ms. Sehr replied about twenty. Ms. Kocica said that that seemed like a nice large applicant pool. President Braun said that he was in favor of going ahead with the Interim Director's plan that it seemed to fill in areas that have a desperate need. He said that it looked like it would provide the staff with a level of ease and that it seemed to be a good appropriation. He added that it was a good stop to show that the Board is supporting the staff.

Ms. Kocica said that the Board had talked about revising the vacation policy so that it's more in tune with the Ohio Revised Code. She asked if the new positions would have the current benefit package and Mr. Mezack said that yes, that was the intent. Ms. Kocica asked about revising the policy and Mr. Mezack said that it would take several months to research and discuss changes to the policy.

Mr. Cardinal said that the Interim Director's hiring plan is well thought out and that the dollars are available. President Braun said that Mr. Mezack put a lot of detail into the plan. Mr. Mezack said that having the lines of communication open was helpful. Ms. Kocica asked if the salaries were in line with the current positions and Ms. Gray said that salaries for the new positions were averages.

Anthony Cardinal made a motion to approve the Interim Director's plan to hire for 14 positions and to keep staffing at those levels. William Johnston seconded the motion. There was some more discussion before the voting.

Ms. Kocica said that she couldn't imagine how staff didn't have the lifeboats out by being down 32 positions. She said that she didn't know how staff kept the Library working. Mr. Mezack said that he wanted to hire as many as possible by the end of the year so that the new hires would be up to speed by the first quarter and then it would be time evaluate where the Library was.

## November 13, 2007 – Page 4

Mr. Mezack mentioned purchasing and using the self-checkout machines. Ms. Kocica asked if other libraries use them. Mr. Mezack said that they do; he added that the using them frees staff up for other duties.

The Board voted on the motion to hire new staff. None opposed. Motion carried.

Staff member Linda Kline thanked the Board for listening to the branch managers and for opening the lines of communication. All staff attending the meeting offered a thank you to the Board.

President Braun addressed the staff; he said that he wants a lot of input about what they want to see in the next director. He also asked them to keep communicating and sharing information with the Board. He asked that staff go to the Director if they have an issue that's about personnel or is administrative but that if it's something the Board will be voting on, to please communicate with them.

Mr. Mezack said he's been asking staff to comment on the direction that the Library is going.

### Staff Handbook:

President Braun asked about the status of the CCPL Employee Handbook. Ms. Sehr said that there's been no feedback from Liz Mason at the Prosecutor's Office. President Braun said that the handbook should be updated and voted on sooner rather than later.

### December Board Meeting:

President Braun asked for a preview of topics to be discussed at the December meeting. Mr. Mezack said that staff raises will be a topic as will firmer numbers for the budget. President Braun said that in December, the Board will appoint a committee to oversee the search for a new director. Mr. Johnston asked if there had been any applicants. Mr. Mezack said that there haven't been any yet. Liz Fiene said that at least eight other library systems are looking for a director. President Braun wanted to make sure that Board members and managers received copies of the ads for both CCPL's past director searches and ads from other systems.

### Gifts:

From Tracy Bergman, *Retz Syndrome Handbook* and from Liliias Folan, *Liliias! yoga gets better with age* (DVD) and *Will Yoga & Medication Really Change my Life?* (book) for Milford-Miami Township. From Spotlight Publications, a 4 color panel ad on the Clermont County Chamber Map.

## **Human Resources:**

**Resignations:** Leslie Massey, Director, effective October 22<sup>nd</sup>. Katy Dettinger, Librarian I, Milford-Miami Township Library, effective November 2<sup>nd</sup>. Sandy Prell, Reference System Floater, effective November 14<sup>th</sup>, and Barbara Lindhorst, Library Assistant, Bethel Library, November 30<sup>th</sup>.

**Appointment:** David Mezack, Interim Director

**November 13, 2007 – Page 5**

New Business as Introduced by the Board

Anthony Cardinal made a motion to go in to Executive Session pursuant to ORC 121.22 (G1) to discuss Interim Director's compensation. William Johnston seconded the motion. Motion approved by voice vote: Judith Kocica, Aye; Marion Croswell, Aye; Joseph Braun, Aye; William Johnston, Aye; Anthony Cardinal, Aye.

The Board went into Executive Session at 7:15P.M.

The regular Board of Trustees' meeting resumed at 8:25 P.M. Anthony Cardinal made a motion to increase Dave Mezack's salary as the Interim Director to \$78,000 until a permanent director is hired. Marion Croswell seconded the motion. None opposed. Motion carried.

Mr. Mezack thanked the Board for allowing him to fill the 14 positions. He said he wants the staff to enjoy where they work and enjoy their jobs.

Anthony Cardinal made a motion to adjourn the meeting. The motion was seconded by William Johnston. None opposed. Motion carried.

The meeting was adjourned at 8:40 P.M.

---

President

---

Secretary