

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

January 24, 2011

The Medina County District Library Board of Trustees met in regular session on Monday, January 24, 2011 at the Medina Library. President Scott Snyder called the meeting to order at 6:00 p.m.

Roll Call was taken with the following members noted as present: Scott Snyder, Adrienne Bures, Patricia Boyle, Maria Griffiths and Robert Tomaselli. Mary Ogden was absent. Howard Elko our new board member, who will be installed this evening, was also in attendance. Staff members noted as present: Carole Kowell, Director; Theresa Laffey, Assistant Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Pauline Chapman, Deputy Fiscal Officer; Heather Coontz; Marilyn Plitt; Sylvia Williams and Judy Hamer. No other guests were in attendance.

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

Installation of New Board Member - Pauline Chapman, Deputy Fiscal Officer and Notary Public, read the Board of Trustees Oath to Howard Elko. He responded "I do" making him our newest member. All welcomed Mr. Elko to the board.

Mary Ogden joined the meeting at 6:05 p.m.

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

Disposition of Minutes - A motion to approve the December 20, 2010 Revised Minutes as distributed was made by Maria Griffiths and seconded by Patricia Boyle. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - abstain, Robert Tomaselli - aye and Scott Snyder - aye.

Election of Officers - The Nominating Committee announced at the December meeting their selections for officers for 2011:

President Adrienne Bures
Vice-President Maria Griffiths
Secretary Patricia Boyle

A motion to accept these nominated officers as presented was made by Mary Ogden and seconded by Robert Tomaselli. The roll call vote was as follows: Adrienne Bures - aye, Patricia Boyle - aye, Maria Griffiths - aye, Mary Ogden - aye, Robert Tomaselli - aye, and Scott Snyder - aye. Mr. Snyder immediately traded places with Ms. Bures and handed her the gavel.

Financial Report - Business Manager/Fiscal Officer Jack Masterson discussed the year-end “snapshot” of library finances. He reported that the library did well last year; PLF receipts were 3.48% above the estimate for the year, General Property Taxes were 6.22% above what was expected, General Fund Receipts were up 5.28% and expenses were down 7.88%. The financial monthly snapshot showed PLF funds increased 12.42% from last January, resulting in a 0.7% positive difference between budgeted/estimated and actual PLF funds for the month. Masterson also discussed the 2010 End-of-Year Appropriation Transfer Summary sheet that details the necessary transfers that were made to cover all expenditures in various accounts. Spending will have to remain conservative in 2011 while we brace ourselves for negative results from the new state budget this summer. A motion was made by Maria Griffiths and seconded by Robert Tomaselli to accept the December 31, 2010 Financial Report 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.

Director’s Report - Director Carole Kowell noted that almost all library statistics were inexplicably down a little in 2010; shorter hours may have been a contributing factor or we may have just leveled off. On the other hand, our new passport acceptance service in Medina and Brunswick is on the rise - dramatically. Last weekend alone, Medina processed 30 passports, 25 of them on Saturday! The public is very appreciative of the quality of service they receive at the library. Director Kowell also mentioned that library meeting rooms are very heavily used. She called attention to two especially successful recent programs, Lodi’s Winter Wonderland Signature Program and the Mini Con event in Medina that attracted 43 teens. The new 15-member Friends board will have their first meeting either February 10 or 17. Karen Hammon will be the president. Facilities/Operations Manager Keith Maynard is presenting Seville’s Phase II construction plans at the Township Zoning Board meeting tonight. He will also meet with Mars Electric later this month to look for less expensive solutions to our lighting needs. The first meeting with SpyGlass to discuss their audit of MCDL’s telecommunications system was productive. A follow-up meeting is scheduled for February. Total annual savings to MCDL, depending on which recommendations we choose to implement, could be over \$30,000. After listening to Medina County’s state legislators speak at Legislative Day at Westfield’s Blair Center on Monday, the director left with a positive feeling that our state economy is showing signs of economic recovery.

The December **Personnel Report** was reviewed. A motion to approve the Personnel Report as distributed 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.

The **Finance Committee** had no report.

The **Personnel Committee** had no report.

Policy and By-laws Committee - The committee met before the board meeting to discuss four resolutions. President Bures indicated that she would like to move New Business agenda items E through H for discussion at this time. The Policy and By-laws Committee recommended to the full board that the proposed resolutions be approved.

Limiting Video Games - To guarantee a better selection of a very limited collection for all members and to safeguard against theft, Management proposes limiting the number of MCDL owned video games to three (3) on a member's record. **Resolution 11-01** Upon motion made by Adrienne Bures on behalf of the Policy and By-laws Committee it was RESOLVED: That the Medina County District Library Board of Trustees approves limiting to three (3) the number of MCDL owned video games on a member's record. 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.

Blocked Borrowing Privileges - To agree with the limit set by Cleveland Public Library and the majority of libraries in the CLEVNET system, Management recommends lowering the item limit that a member may have checked out on his/her record from 60 to 50 items. **Resolution 11-02** Upon motion made by Adrienne Bures on behalf of the Policy and By-laws Committee it was RESOLVED: That the Medina County District Library Board of Trustees approves the policy change in borrowing privileges to limit a member to 50 items on his/her record. All borrowing privileges will be suspended and the member's card is blocked when that limit is reached. 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.

Collection Materials Disposal COL-2 - With the change from separate Friends of the Library groups in each library branch to all Friends being members of one group, The Friends of Medina County District Library, Management recommends the following change in wording in Policy COL-2, Collection Materials Disposal from "local Friends of the Library organizations" to "Friends of the Medina County District Library." **Resolution 11-03** Upon motion made by Adrienne Bures on behalf of the Policy and By-laws Committee it was RESOLVED: That the Medina County District Library Board of Trustees approves the changes to Policy COL-2, Collection Materials Disposal to reflect the consolidation of all local Friends groups into one organization, Friends of the Medina County District 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.

Non-Sufficient Funds (NSF) Check Policy - Management recommends the Library charge the writer of any check to the Library which is returned to the Library for non-sufficient funds (NSF) the amount of the incurred bank charges. **Resolution 11-04** Upon motion made by Adrienne Bures on behalf of the Policy and By-laws Committee it was RESOLVED: That the Medina County District Library Board of Trustees approves the policy of charging the writer of

any check returned due to non-sufficient funds (NSF) the amount of the incurred NSF bank charges. 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.

Communications - There was a nice article and picture in the Medina Hospital newsletter mentioning the partnership between the hospital and MCDL. Director Kowell read a letter from Community Services Center thanking the Medina Staff for their generous holiday contribution to families in need in Medina County. There was a letter from a mom and her children that thanked the Highland story ladies, Keni Hansen and Noreen Stone, for their wonderful story times over the years. The Director and Board discussed the not-so-complimentary letter published in the Post from a member upset because she feels the library allows teens to take over the library buildings after school, discouraging others from using the facilities during that time period.

Unfinished Business - None

New Business:

Tax Advances Request - First Half of 2011 - A recommended resolution was offered that would authorize the Fiscal Officer or 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 monthly which allows for a steady cash flow and increased investment income. **RESOLUTION 11-05** Upon motion made by Scott Snyder and seconded by Maria Griffiths, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer or Deputy Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the first half of 2011.** 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.

2011 Banking Resolutions - A resolution was presented that would provide the necessary authorizations related to performing various banking functions throughout the 2011 fiscal year. This request allows for the normal day-to-day financial functions of the Library to be performed in accordance with the Ohio Revised Code and the Ohio Administrative Code. In summary, these resolutions authorize various appointed positions within the Medina County District Library as follows:

- To have access to any safe deposit boxes.
- To sign any checks, drafts, notes or ordered drawn against checking or saving accounts.
- To invest or redeem investments through wire transfers at various banking institutions.

RESOLUTION 11-06 Upon motion made by Patricia Boyle and seconded by Maria Griffiths, it was: **RESOLVED: that the Medina County District Library Board of Trustees hereby approves**

the following 2011 Fiscal Year Banking Resolutions A-C. 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.

2011 Interest On Investments - A recommended financial resolution was presented that would authorize the Fiscal Officer and/or the Deputy Fiscal Officer to segregate and accrue all interest earned on investments within each specific fund to that particular fund, or any other as shall be designated, for the fiscal year 2011. Mr. Masterson will send the Board an update of the investment portfolio and interest rates.

H.B. 674 went into effect on March 30, 1999 and amended O.R.C. 135.21 that had required libraries to credit all investment earnings from any funds, other than fiduciary funds, to the General Fund. The amendment, O.R.C. 3375.391, provides for an exception wherein a board of library trustees may pass a resolution designating that all investment earnings accrued within a specific fund may be credited to that fund or any other as the board specifies. The only exclusion to this legislation would be to the earnings made on the investment of any bond retirement fund or sinking fund. Also, investment earnings made within the Endowment Fund may never be commingled with any other funds due to our fiduciary responsibilities in appropriating said funds for specific purposes and bequests. This recommendation would allow investment earnings accrued in the General Fund, Building and Repair Fund, Grant Fund, and Endowment Fund to remain in each of their respective funds. **RESOLUTION 11-07** Upon motion made by Mary Ogden and seconded by Robert Tomaselli, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer or the Deputy Fiscal Officer to credit investment earnings from the General Fund, Building and Repair Fund, Grant Fund, and the Endowment Fund to the respective funds from which they accrued for fiscal year 2011. 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.**

Investment Policy - A recommended resolution was presented that would formally renew the Medina County District Library Investment Policy. The Investment Policy was attached with no changes from the last annual approval by the Board. **RESOLUTION 11-08** Upon motion made by Maria Griffiths and seconded by Patricia Boyle, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Investment Policy for the 2011 fiscal year. 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.**

Donations - Upon motion made by Scott Snyder and seconded by Patricia Boyle the following donations were accepted with gratitude:

- \$50 from Grace Wilson in honor of Rita M. Russell
- \$1000 from Jerry and Janet Bender for Medina's donor wall
- \$500 from the Friends of the Medina Library for staff day lunches
- \$40 from Jack and Genevieve Esgar in memory of Paula Arner
- Twelve dozen cookies (\$47.40 value) from Buehler's for Brunswick's Polar Express program

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.

There was no **Other New Business**.

Trustees' Comments - Ms. Boyle said that though statistics may be down she is amazed at the number of events happening in our buildings. Dr. Griffiths appreciates the speed of the Director's response to the board's inquiries. Mr. Elko thanked the staff for organizing an informative and enjoyable orientation day for him. Mr. Tomaselli thinks that budget-wise the library is going in the right direction. Ms. Ogden thanked Mr. Snyder for his leadership during his presidency. Mr. Snyder commended the staff for their thriftiness and being fiscally smart in 2010. Ms. Bures welcomed Mr. Elko and promised to show him the secret handshake.

No **Executive Session** was necessary.

The meeting was adjourned at 7:10 p.m. upon motion made by Patricia Boyle and seconded by Maria Griffiths. The 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, February 28, 2011, 6:00 p.m.
at Medina Library**

**Adrienne Bures
President**

**Patricia Boyle
Secretary**