

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

January 16, 2012

The Medina County District Library Board of Trustees met in regular session on Monday, January 16, 2012 at the Medina Library. Vice President Maria Griffiths called the meeting to order at 6:00 p.m.

Roll Call was taken with the following members noted as present: Maria Griffiths, Mary Ogden, Scott Snyder, Robert Tomaselli, Howard Elko and Kate Dunlap. Adrienne Appleby-Bures was unable to attend. Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Pauline Chapman, Temporary Fiscal Officer; Craig Harwick, Human Resources Manager; Sylvia Williams, Collection Resources Manager; Heather Coontz, Community Relations Manager; Marilyn Plitt, SEIU President. Elizabeth Nelson and Barb Chase, Medina Reference Librarians, also attended for brief periods.

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

Installation of New Board Member - Pauline Chapman, Temporary Fiscal Officer and Notary Public, read the Board of Trustees Oath to Kathryn Dunlap. She responded "I do" making her our newest member. All welcomed Mrs. Dunlap to the board.

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

Disposition of Minutes - A motion to approve the December 2011 minutes was made by Mr. Snyder and seconded by Mr. Elko. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - abstained.

Election of Officers - The Nominating Committee announced at the December meeting their selections for officers for 2012:

President	Adrienne Bures
Vice-President	Maria Griffiths
Secretary	Mary Ogden

A motion to accept these nominated officers as presented was made by Scott Snyder and seconded by Howard Elko. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - aye.

Board of Trustees Meeting
Page Two
January 16, 2012

Committee members remain the same as 2011 with Kate Dunlap joining the Personnel Committee to fill the space vacated by Pat Boyle. An Ad Hoc Facilities Committee was formed: Howard Elko - Chair, Dr. Maria Griffiths and Bob Tomaselli.

Financial Report - Temporary Fiscal Officer Pauline Chapman reported that MCDL ended the year with the PLF (Public Library Fund) down 5.5%, but the library made up the decrease in fines and fees, investments, and donations. Unexpected expenditures included the mold issue in Highland, as a result of a leak in the boiler room, HVAC issues in Highland and the replacement of a compressor in Medina. General Fund balance as of December 31, 2011 was \$6,935,946. A motion to accept the December Financial Report as distributed was made by Mr. Elko and seconded by Mr. Tomaselli. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - aye.

Director's Report - Compared to 2010, MCDL's 2011 circulation, the number of meetings held in our meeting rooms, meeting room attendance, computer usage - all stats were up double digits, except circulation. The greatest increase was in the number of programs (over 2,000), up 17.36% and program attendance, up 28.42%. 1,793 passports were processed. Door count and new cards issued decreased in 2011.

Snuggle Up and Read - a new system-wide program - was a success, collecting 98 pajamas and 102 books. United Way will distribute the pajamas and books to families in need.

The Strategic Planning Retreat will be held on February 3. Twenty-five staff members will be attending this all-day event to plan the future direction of the library for 2013-2014.

The December **Personnel Report** was reviewed. A motion to approve the report as distributed was made by Ms. Ogden and seconded by Mr. Elko. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - aye.

Board Committee Reports:

Finance Committee – No meeting.

Personnel Committee - No meeting.

Policy and By-laws Committee - No meeting.

Communications - Mrs. Kowell shared a letters from The Medina County Women's Club thanking MCDL for donating books for their annual outreach holiday party.

Unfinished Business

Lodi Update – Board members reviewed last Tuesday's meeting at the Lodi Library and discussed the possibility of opening a section of the building as a temporary library.

Resolution 12-01 Upon motion made by Dr. Griffiths and seconded by Mr. Elko it was **RESOLVED**: that the Medina County District Library Board of Trustees begins a cost benefit analysis for a temporary Lodi Library pending approval by the Medina County Building Inspector on the availability of a section of the library. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - aye.

Seville Update - Construction is progressing on time with no problems.

New Business -

Tax Advances Request – First Half of 2012 - The purpose of this resolution is to authorize the Temporary Fiscal Officer to submit for an advance on property taxes collected by Medina County and distributed by the Medina County Auditor to MCDL. This request permits MCDL to receive a portion of the tax collections monthly with allows for a steady cash flow and increased investment income. **12-02** Upon motion made by Scott Snyder and seconded by Robert Tomaselli, it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby authorizes the Temporary 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 2012. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - aye.

2012 Banking Resolutions - A resolution was presented that would provide the necessary authorizations related to performing various banking functions throughout the 2012 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 12-03 Upon motion made by Scott Snyder and seconded by Robert Tomaselli, it was: **RESOLVED**: that the Medina County District Library Board of Trustees hereby approves the following 2012 Fiscal Year Banking Resolutions A-C (see resolution). The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - aye.

2012 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. Pauline Chapman 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 co-mingled 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 12-04** Upon motion made by Howard Elko and seconded by Mary Ogden, 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: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - 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 12-05** Upon motion made by Mr. Tomaselli and seconded by Mr. Elko, 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: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - aye.

Approval of Contract for the Forensic Architect – The Board discussed a contract to pay for the services of a forensic architect to be hired by the Medina County Prosecutor’s Office in regard to potential litigation involving the Lodi Library, at a rate not to exceed \$275.00 per hour. They decided to table the matter until the next meeting. Mrs. Kowell will contact Brian Richter at the County Prosecutor’s Office and set a special board meeting for Tuesday, January 24, 2012.

Lowering the Fine Threshold to \$10 – the majority of CLEVNET libraries set the fine threshold at \$10. If implemented, a member’s card would be blocked when fines and/or fees total \$10.00. Management recommends that MCDL follow suit. According to a report prepared by Cleveland Public Library at the end of 2011, \$94,399 is owed MCDL for overdue items. Management believes this figure might be reduced substantially if the threshold is lowered. **RESOLUTION 12-06** Upon motion made by Mr. Snyder and seconded by Mr. Elko, it was: **RESOLVED**: That the Medina County District Library Board of Trustees, upon recommendation

of Management, hereby approves the lowering of the fines/fees threshold on a MCDL library card from \$25 to \$10, effective April 1, 2012. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - aye.

Forming a Committee to address Building Issues – After discussion the board decided to form an ad hoc committee to address facilities issues and serve as liaison with the whole board and ease the burden of dissemination of information for the director. Mr. Elko was appointed to chair the committee and Mr. Tomaselli and Vice President Griffiths

Donations: - Upon motion made by Mr. Tomaselli and seconded by Mr. Elko the following donations were accepted with gratitude. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - aye.

- Staples donated a Kindle e-reader valued at \$125 as a door prize for Highland's E-book Panel Presentation
- From the Brunswick Buehler's, cookies valued at \$37.50 for the Elf School program at Brunswick
- A \$750 grant from the American Library Association for expenses associated with the Civil War display
- From FUNimation a DVD, several toys and accessories for Medina's Teen Mini Con
- From David Muniak, two weekend passes to the Ohayocon Convention valued at \$100 to be used as prizes at Medina's Teen Mini Con
- From Jimmy John's, 50 sample sandwiches and 50 gift cards valued at \$290 for Medina's Teen Mini Con
- From James and Janice Clark, \$50 for the Lodi Library
- From Jerry and Janet Bender, \$500 for a plaque on Medina's Wall of Recognition
- A copy of Jack D. Arters book *The Life that Jack Built* from the Chatham Historical Society
- From author Colleen Pasquale, A copy of her family's history, *The Mark Family Story*

Retirement Recognition, Paul Goethke – The Trustees congratulated Paul Goethke on his many years of steadfast service to MCDL and wished him well in his retirement.

Trustees' Comments –

Mr. Elko feels we are making the right decisions for Lodi.

Mr. Snyder welcomed Mrs. Dunlap to the Board.

Ms. Ogden also welcomed Mrs. Dunlap and thanked Mr. Elko and Dr. Griffiths for attending the meeting at the Lodi Library.

Board of Trustees Meeting
Page Six
January 16, 2012

Mrs. Dunlap said she was very glad to be on the Board.

Dr. Griffiths welcomed Mrs. Dunlap to the board and thanked Ms. Ogden and Mrs. Kowell for taking notes in Mrs. Hamer's absence.

At 7:45 p.m., upon a motion made by Scott Snyder and seconded by Howard Elko, the Board moved to enter into **Executive Session** for the purpose of discussing employment of a public official or employee. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - aye.

The Board came out of Executive Session at 8:04 p.m. upon motion made by Scott Snyder and seconded by Howard Elko. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - aye. No action was taken.

Adjournment - The meeting was adjourned at 8:05 p.m. upon motion made by Mrs. Duncan and seconded by Mr. Tomaselli. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Maria Griffiths - aye.

NEXT BOARD MEETING
Monday, January 24, 4:00 p.m. at Medina Library

Adrienne Bures
President

Mary Ogden
Secretary