

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

**June 18, 2012**

The Medina County District Library Board of Trustees met in regular session on Monday, June 18, 2012 at the Medina Library. President Bures called the meeting to order at 6:02 p.m.

**Roll Call** was taken with the following members noted as present: Adrienne Appleby-Bures, Maria Griffiths, Mary Ogden, Scott Snyder, Robert Tomaselli, Howard Elko and Kate Dunlap. Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Kelly Kroll, Fiscal Officer/Business Manager; Craig Harwick, Human Resources Manager; Marilyn Plitt, SEIU President; and Judy Hamer, Senior Administrative Assistant.

**Approval of the Agenda** - A motion to approve the agenda as distributed was made by Dr. Griffiths and seconded by Mr. Tomaselli. The roll call vote was as follows: Maria Griffiths - aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-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 June 18, 2012 minutes with a correction on Page 3, Item 4 Vehicle Purchase noting that the resolution was made by Scott Snyder and not the Finance Committee was made by Mr. Snyder and seconded by Ms. Ogden. The roll call vote was as follows: Maria Griffiths - aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Another motion to approve the June 4, 2012 minutes as distributed was made by Dr. Griffiths and seconded by Mr. Tomaselli. The roll call vote was as follows: Maria Griffiths - aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - abstained, Kate Dunlap - aye, Adrienne Appleby-Bures - abstained.

**Financial Report** – Fiscal Officer Kelly Kroll reviewed the new reports. The cash balance of all funds at the end of May was \$14,097,913. Expenditures year-to-date was \$3,839,486.75.

The new Investment Report and PLF Revenues Report were reviewed with the Board. Investments are earning an average of only .21%. Mrs. Kroll will be meeting with First Merit and other investment bankers soon to see how that rate might be improved.

The auditors are finishing their final report. The report will show a very clean audit for MCDL. The Board is interested in holding an exit interview with the auditors and Mrs. Kroll will ask if it can be done by phone.

PLF funds are averaging 9% less than last year – well above the 6.5% we should be experiencing. After checking, Mrs. Kroll reported that adjustments will be made in the second half of the year and we should see increased revenue so that by December the whole year will average the 6.5% decrease that was expected.

At the next Board meeting Mrs. Kroll will have a list of all the records to be disposed of in accordance with the state's Records Retention Policy.

A motion to accept the May Financial Report as distributed was made by Mr. Elko and seconded by Dr. Griffiths. The roll call vote was as follows: Maria Griffiths - aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**Director's Report** – Director Kowell noted that her report is now including a section called Our Stories – individual stories about how the library has made a difference in someone's life.

Two program standouts in May: Brunswick's May the Fourth be With You (722 members in attendance) and Seville's Open House to celebrate the completion of the second phase of renovation (300 attended).

Semi-annual director visits to the branches are underway with visits to Seville, Medina, Lodi, Brunswick, and Outreach already concluded.

During Food For Fines campaign last March, the library forgave \$14,401.41 in fines. The appreciation of members, the Akron-Canton Foodbank and Lodi Good Samaritans was well worth the lost revenue.

Passport processing revenue continues to increase, with 163 passports processed in May, an increase of 26% from last May.

May's **Personnel Report** was reviewed. A motion to approve the report as distributed was made by Dr. Griffiths and seconded by Mrs. Dunlap. The roll call vote was as follows: Maria Griffiths - aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**Board Committee Reports:**

**Finance Committee** – No meeting.

**Personnel Committee** – No meeting.

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

**Building Committee** - No meeting.

**Communications** – Director Kowell received thank you cards from The Lodi Good Samaritans for our donation of food during Food for Fines Month; from the Economic Development Corporation for our support and leadership of Medina County's economic development efforts; and from two of our Highland volunteers who were very pleased with the thank you gifts during Volunteer Appreciation Week.

**Unfinished Business**

**Lodi Update** – Lodi staff held their SRC kick-off at the Outlet Mall. Mr. Luckino, forensic architect, has inspected the building and has finished his report but we don't have it yet. Keith Maynard has three quotes from moving companies for removing and storing the contents

of the building during repairs. A recommendation will most likely be brought to the Board next month. Board members would like to have a representative from Bricker and Eckler at board meetings if possible. Perhaps a video conference might be possible.

**Seville Update** – The landscaping is done and the porch furniture arrives this week. And that completes the project.

**New Business**

Mr. Elko stepped out of the meeting to take a phone call.

**Tax Advance Request - Second Half 2012** - This resolution authorizes the Medina County Auditor to distribute a portion of property taxes to MCDL as collected, on a monthly basis. The Medina County Auditor requests that the MCDL Board approve the advance on the tax collection for each half of the year. Monthly distribution allows for a more predictable cash flow. **Resolution 12-28** Upon motion made by Dr. Griffiths and seconded by Mr. Tomaselli, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the second half of 2012. The roll call vote was as follows: Maria Griffiths - aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - absent, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Mr. Elko rejoined the meeting.

**Custodial Services** – MCDL's current contract for custodial services expires June 30, 2012. During May, a Request For Proposal (RFP) for custodial services for two years was sent to fifteen vendors and eight responded. A summary of the proposals is attached. Mrs. Kroll and Keith Maynard reviewed the proposals and Mr. Maynard recommended Control Cleaning of Brunswick. Various criteria were considered in the selection process including the cost per hour, the number of hours devoted to the MCDL facilities, the location of the cleaning firm and the responses from references. **Resolution 12-29** Upon motion made by Ms. Ogden and seconded by Dr. Griffiths, it was RESOLVED: That upon recommendation from Management, The Medina County District Library Board of Trustees hereby awards the custodial services contract to Control Cleaning for the period of July 1, 2012 through June 30, 2014. The roll call vote was as follows: Maria Griffiths - aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**Letter of Engagement - Resolution 12-30** Upon motion made by Mr. Snyder and seconded by Dr. Griffiths, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes Board President Adrienne Appleby-Bures to sign the Letter of Engagement with Bricker and Eckler to become MCDL's legal counsel in the Lodi Library litigation. The roll call vote was as follows: Maria Griffiths - aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**Donations:** - Upon motion made by Ms. Ogden and seconded by Mr. Tomaselli the following donations were accepted with gratitude. The vote was unanimous.

1. From the Kiwanis Club of Medina, \$250 for a sponsorship of the Medina Bee Festival
2. Six coupons for free subs from Subway/Pilot Travel Center in Seville for the Summer Reading Celebration
3. From Nancy Primer, a colorful quilt created by Barb Flowers to be hung on the wall of the activity room in Highland Library
4. In memory of Marilyn Weiss from her husband Gary, her collection of craft supplies, rolls of ribbon and boxes of silk flowers that will be used in craft programs and library décor throughout the system
5. From Terry and Marcia Hart, two copies of the book they compiled, *Veterans Buried in Medina County Vol. II War of 1812*, that will be added to the Franklin Sylvester Room collection
6. From Lixin Shi, a recent immigrant to Medina who just received his library card, the gift of a book of photographs of his home province, Yunnan, China
7. Two snow tubing tickets from Boston Mills-Brandywine for Lodi's Winter Wonderland Signature Program

**Service Recognition**

**Beverly Masek – Resolution 12-31** Upon motion made by Maria Griffiths and seconded by Howard Elko, it was RESOLVED: That the Board of Trustees of the Medina County District Library congratulates Beverly Masek on her many years of steadfast service to Medina County District Library. We honor her dedication, special talents and service. We wish her well in her retirement. The vote was unanimous.

Board of Trustees Meeting  
Page Five  
June 18, 2012

**Trustees' Comments**

Kate Dunlap thanked the staff for the colored financial charts. She also likes the stories added to the Director's report.

Howard Elko noted that the landscapers are doing a good job.

President Bures thanked Mr. Harwick for all his work.

**Executive Session** At 6:46 p.m. upon motion made by Scott Snyder and seconded by Maria Griffiths, the Board moved to enter into **Executive Session** for the purpose of discussing union negotiations. The roll call vote was as follows: Maria Griffiths – aye, Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

The Board came out of Executive Session at 7:50 p.m. upon motion made by Dr. Griffiths and seconded by Ms. Ogden. The roll call vote was as follows: Maria Griffiths – aye, Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.. No action was reported.

**Adjournment** - The meeting was adjourned at 7:52 p.m. upon motion made by Mr. Snyder and seconded by Mr. Elko. The roll call vote was as follows: Maria Griffiths – aye, Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**NEXT BOARD MEETING**  
**Monday, July 16, 6:00 p.m. at the Brunswick Library**

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**Adrienne Appleby-Bures**  
**President**

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**Mary Ogden**  
**Secretary**