

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

January 21, 2013

The Medina County District Library Board of Trustees met in regular session on Monday, January 21, 2013 at the Medina Library. President Griffiths called the meeting to order at 6:01 p.m.

Roll Call was taken with the following members noted as present: Maria Griffiths Adrienne Appleby-Bures, Mary Ogden, Robert Tomaselli, and Howard Elko. Kate Dunlap was absent. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Craig Harwick, Human Resources Manager; Theresa Laffey, Assistant Director; Sylvia Williams, Collection Resources Manager and Tammy Nandras, Senior Administrative Assistant.

Approval of the Agenda - A motion to approve the agenda as distributed was made by Ms. Bures and seconded by Mr. Elko. There being no discussion, the agenda was approved unanimously.

Installation of New Board Member – Kelly Kroll, Business Manager/Fiscal Officer and Notary Public, administered the Oath of office to Brad Rice. All welcomed Mr. Rice to the board.

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

Disposition of Minutes – A motion to approve the December 17, 2012 minutes was made by Mr. Elko and seconded by Ms. Bures. The motion to approve the minutes as written was passed unanimously.

Financial Report– Mrs. Kroll reviewed the financial report for the board stating that, in the month of December, receipts totaled about \$305,000 and expenditures were about \$693,000. The unexpended balance of \$12,600,000 minus outstanding encumbrances leaves an ending balance of \$12,107,000. In December investments earned about \$1030.00 with a principal of almost \$12,800,000 in bank accounts and investments, at an average interest rate of .19%. Interest rates continue to decline, but Mrs. Kroll will continue to look for the best rates available. The real estate tax revenues for 2012 were about \$240,000 over the County Auditor's estimate and January 2013 MTD PLF receipts are \$1425.00 above what they were at the same time in 2012. In 2013 MCDL will receive 79% of the PLF collected in Medina County coming closer to the eventual 80/20 split with Wadsworth.

Mrs. Kroll presented the long range projections for the General Fund through 2019. She commented that the budget is headed in the right direction to achieve a healthy carry-over balance and to increase the percentage of budget designated for materials. Board members were pleased to see an increase in expenditures in materials and Mr. Elko inquired as to the availability of space in the branches for the new acquisitions. Sylvia Williams replied that Collection Resources will have a more expanded budget in 2013 which will allow her department to more effectively process material as well as weeding old material out of circulation. A motion was made by Ms. Ogden and seconded by Ms. Bures to approve the Financial Report. The motion was carried unanimously. *

Director's Report - Mrs. Kowell reported that most 2012 statistics, including circulation, door count, new cards and meeting room attendance are all down. However, factoring out Lodi stats from the equation reveals that circulation and people count have actually remained the same. New cards are down slightly but there has been an increase in computer usage, passports issued, number of programs, program attendance and wireless use is up 46%. Library staff was complimented on the decorations that each branch displayed over the holiday season. Medina Creative Housing received hand-knitted afghans from Warm Up Medina County and the recipients were very grateful. The MCDL Snuggle Up and Read campaign collected and assembled 82 bags of pajamas and books for United Way to distribute. Mrs. Kowell offered her support to staff members who are participating in the Chippewa Lake Lions Club Polar Bear Fun Run/Walk/Jump. She also reported that she will be serving on the board of directors for Main Street Medina, a nonprofit organization that promotes activities and businesses in downtown Medina. The director made a particular point of recognizing the MCDL staff and referred to the list of 2012 accomplishments as proof of their hard work and dedication.

The December **Personnel Report** was reviewed and a motion was made by Ms. Ogden and seconded by Mr. Tomaselli to approve the report as distributed. The motion was carried unanimously.

Communications: - The following communications were noted by Director Kowell:

1. USO thanked the library for the donation of 1600 handmade cards for the troops. "It means so much to the troops to know people back home keep them in their thoughts and prayers."
2. Medina Arts Council thanked MCDL for our membership.
3. Leadership Medina County thanked the library for participating in the Local Government Expo on December 12.

4. Member Karen Bonrell praised Medina Library Assistant Manager Eric Lucius for putting in 110% into his job of helping anyone who asks for his help. She praised the library for providing “far superior” customer service than the library in her hometown.

Board Committee Reports: No Committees met

Unfinished Business: None

New Business:

Tax Advance Request 2013: Mrs. Kroll approached the board on behalf of MCDL to request advance payment of Real Estate Tax Collections from the Medina County Auditor for 2013. She noted that the County Auditor is now requesting this resolution only once a year.*

Resolution 13-01 : Upon motion made by Ms. Bures and seconded by Mr. Elko 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 2013. The motion was carried unanimously.

Program Coordinator Job Description: A job description for the new position of Program Coordinator was submitted to the board for approval.*

Resolution 13-02 : Upon motion made by Ms. Bures and seconded by Mr. Elko it was Resolved: That upon recommendation from management, the Medina County District Library Board of Trustees hereby approves the adoption of the new Program Coordinator position to be effective January 2013 as part of the Medina County District Library. The motion was carried unanimously.

Donations: Upon motion made by Ms. Bures and seconded by Mr. Tomaselli, the following donations were accepted with gratitude. The motion was carried unanimously.

1. Gerald and Janet Bender; donated \$500.00 because they are pleased with the service.
2. Adrienne Appleby-Bures and Family; donated 5 copies of *In Search of Princess White Deer; The Story of Esther Deer.*
3. Robert S. Smith donated: \$300.00 to be used for a teen art project at the Medina Library

4. Barnes and Noble; donated 70.00

5. Janice Clark; donated \$50.00

For Highland Spring Fling:

6. Greensmith Landscaping Company; donated 6 to 8 pansy planters to be used as raffle prizes

In Memory of Julien C. Resnik

7. Chris and George Shy; donated \$200.00

8. Medina County Bar Association; donated \$75.00

9. Walker and Jocke Attorneys; donated \$100.00

10. Sally A. Finefrock; donated \$50.00

11. Lawrence Stewart; donated \$100.00

12. Matthew O'Hearn III; donated \$25.00

13. Mary Maurer; donated \$25.00

14. Joanne Neish; donated \$50.00

In Memory of Max G. Wilson

15. Susan E. Wilson; donated \$100.00

16. Richard Borton donated \$25.00

17. Joanne E. Callahan; donated \$25.00

In Memory of Paul Arner

18. Genevieve and Jack Esgar donated \$40.00

Trustee Comments: All trustees welcomed Mr. Rice to the board and wished him luck.

Mr. Tomaselli praised the staff for their impressive list of accomplishments in 2012. He suggested compiling a similar list every year and using them as proof of excellence to the voters when levy time comes around.

Mr. Elko said the board's prayers were with absent board member Kate Dunlap and wished her the best of luck.

Ms. Ogden congratulated the library on an extraordinary year of accomplishment.

Ms. Bures expressed appreciation to Mrs. Kroll for her clear and concise financial reports that were easy to understand.

Mr. Rice thanked the trustees for their warm welcome to the board. He thanked the administration staff members who took time out of their days that morning to meet with him. He was impressed with the staff. He had a special thank you to Ms. Nandrasy who made him feel welcome and provided so much information to him.

Dr. Griffiths congratulated Mrs. Kowell on her appointment to the Main Street Medina board.

Executive Session: A motion was made by Ms. Bures and seconded by Mr. Tomaselli to enter into Executive Session for the purpose of Pending Litigation. Roll call vote was taken as follows: Dr. Griffiths, aye; Ms. Ogden, aye; Ms. Bures, aye; Mr. Tomaselli, aye; Mr. Elko, aye; and Mr. Rice, aye. The board entered into Executive Session at 6:51 p.m..

A motion was made by Ms. Bures and seconded by Mr. Elko to come out of Executive Session at 8:41 PM. Roll call vote was as follows: Dr. Griffiths, aye; Ms. Ogden, aye; Ms. Bures, aye; Mr. Tomaselli, aye; Mr. Elko, aye; and Mr. Rice, aye.

Resolution 13-03: Upon a motion by Mr. Rice and seconded by Ms. Bures it was Resolved: That the Director and the Fiscal Officer shall negotiate with Prime Engineering Incorporated for architect/design service costs and/or monitoring costs for the Lodi building project and report back to the Board of Trustees at the next regular meeting. Roll call vote was as follows: Dr. Griffiths, aye; Ms. Ogden, aye; Ms. Bures, aye; Mr. Tomaselli, aye; Mr. Elko, aye; and Mr. Rice, aye. *

Adjournment: Upon motion made by Mr. Rice and seconded by Mr. Elko, the meeting was adjourned at 8:44 p.m. The motion was carried unanimously.

*Supporting documents are kept on file and viewable at the Medina County District Library administrative office.

NEXT BOARD MEETING
Monday February 18 at 6:00 p.m. at the Medina Library

Maria Griffiths
President

Robert Tomaselli
Secretary