

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

September 16, 2013

The Medina County District Library Board of Trustees met in regular session on Monday, September 16, 2013 at the Medina Library. 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, Adrienne Appleby-Bures, Robert Tomaselli, Howard Elko and Brad Rice. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Sylvia Williams, Collection Resources Manager; Keith Maynard, Facilities and Operations Manager; Julie Carragher, Human Resources Manager; Sue Demis, Technology Manager; Lisa Buzalka, Deputy Fiscal Officer; Marilyn Plitt, SEIU President and Tammy Nandrasny, Senior Administrative Assistant.

Approval of the Agenda - A motion to approve the agenda as distributed was made by Ms. Bures and seconded by Mr. Tomaselli. The agenda was approved unanimously.

Recognition of Guests and Comments from the Public – Dr. Griffiths welcomed all in attendance. There were no guests. Director Carole Kroll introduced Julie Carragher as the new Human Resources Manager and Julie offered a brief history of her background. Fiscal Officer Kelly Kroll introduced Lisa Bazalka, Deputy Fiscal Officer, and Lisa offered a brief history of her background, as well.

Disposition of Minutes – A motion to approve the July 15, 2013 minutes was made by Ms. Ogden and seconded by Mr. Elko. The motion was carried unanimously.

Financial Report–Kelly Kroll informed the Board that, although July and August Finance Reports required approval, she would focus on the August report. She did point out that the July investment journal reflected mature CD's which resulted in an appearance of an unusual amount of revenue. That revenue had been immediately reinvested.

Ms. Kroll stated that, in the month of August, receipts totaled almost \$1,028,480 and expenditures were about \$772,500. The unexpended balance of \$16,085,000 minus outstanding encumbrances of \$3,000,000 leaves an ending balance of \$13,065,000. In August, investments earned about \$1,785.00 with a principal of about \$16,000,000 in bank accounts and investments, at an average interest rate of .25%. The PLF is no longer in a freeze since the new state biennium budget is now in effect. This makes it even more difficult to predict future revenues as the amounts will vary much more. Current PLF revenues are up 2% over last year.

A motion was made by Mr. Tomaselli and seconded by Mr. Elko to approve the Financial Reports. The motion carried unanimously

Director's Report – Carole Kowell summarized the activities of MCDL that took place during the month of August. Circulation was down even though e-media numbers are on the rise. It is thought that e-media will continue to increase and staff will need to be ready to help members navigate their electronic devices.

Ms. Kowell informed the Board that the summer reading program numbers were down in 2013 for the children's age level. A close look will be taken at the reasons for the decline and steps will be taken to try to bring the numbers up in 2014. Dr. Griffiths commented that children like the tactile aspect of playing the games and that perhaps on-line participation for children is not the best course of action. All aspects will be examined.

Outreach Early Childhood Librarian, Dawn Roginski, has been successful in getting gently used, out of circulation, books placed in day-care facilities. They have been gratefully appreciated by care givers and children, particularly by a young boy who loves stories about cats.

The July and August **Personnel Reports** were reviewed and a motion was made by Ms. Bures and seconded by Mr. Tomaselli to approve the reports as distributed. The motion was carried unanimously.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: No meeting

The **Policy and By-Laws Committee** met on August 27th to review the Board of Trustees By-Laws and recommend revisions to the full Board. As a result of that meeting and upon recommendation of the committee, the following resolutions were presented to the full Board for approval:

Resolution 13-27: Upon motion made by Adrienne Appleby-Bures on behalf of the Policy and By-Laws Committee it was RESOLVED that: the Medina Country District Library Board of Trustees resolves to hold their annual organization meeting in December in compliance with Ohio Revised Code 3375.32. . Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Ms. Bures, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice, aye; Dr. Griffiths, aye. The motion carried unanimously.

Resolution 13-28 Upon motion made by Adrienne Appleby-Bures on behalf of the Policy and By-Laws Committee it was RESOLVED that: the Medina County District Library Board of Trustees hereby approves revisions to the MCDL Board of Trustees By-Laws as recommended by the committee. Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Ms. Bures, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice, aye; Dr. Griffiths, aye. The motion carried unanimously. *

Buildings Committee: No meeting

Communications:

- Colorful notes from three preschoolers at Lafayette School House Day Care thanked Ms. Dawn for coming to their classroom.
- The Greater Medina & Brunswick Area Chambers of Commerce thanked MCDL for contributing to the success of the 2013 Shared Golf Outing.
- The Family-A-Fair Committee thanked MCDL and the bookmobile staff for participating in the 21st annual Family-A-Fair Event.
- The bookmobile staff was thanked for attending the Waite Community Family Fun Night.
- The Senior Day Committee thanked MCDL and the bookmobile staff for their support of the Medina County Senior Day with a booth sponsorship and door prizes.

Unfinished Business: None

New Business

A. Telecommunications Provider-Sue Demis provided information to the Board regarding the ongoing project to find the most sensible way to provide adequate bandwidth to MCDL buildings. Ms. Kröll asked that she and Ms. Kowell be given authorization to move forward with the vendor offering the best proposal once all proper steps in soliciting vendors have been completed. Ms. Ogden asked if it was necessary to involve the county prosecutor to which Ms. Kröll replied that it was not. Kate Dunlap said that she had recently undergone a similar process at her place of work and that it takes time, but allows comparisons of all services provided by each vendor.

Ms. Demis stated that a contract would last 5 years and she assured that, whichever provider is chosen, MCDL would be in a position to upgrade whenever necessary. The option most agreeable to the library is a copper/fiber composition. Brad Rice suggested that the resolution before the Board be amended to state that selection of a service provider will be reviewed by the Finance Committee before being approved. It was agreed upon by all.

Resolution 13-29 Upon motion made by Kate Dunlap and seconded by Adrienne Appleby-Bures it was RESOLVED that: The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to execute a contract with the best telecommunications provider for the period beginning July 1, 2014 for a period of up to five years, not to exceed \$4,500 per month pending review of the Finance Committee. Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Ms. Bures, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice, aye; Dr. Griffiths, aye. The motion carried unanimously.

B. Lodi Update – Ms. Kowell informed the Board that in one week the final structural beam will be set in place in the Lodi reconstruction. She suggested that the trustees might want to take the opportunity to gather for a photograph and to place their signatures on the beam. It was arranged that they would meet at the site on Tuesday, September 24 at 1:00 p.m.

Keith Maynard showed a slide presentation of pictures documenting the process of the deconstruction and the raising of the new steel beams.

Ms. Kowell shared updates of the progress being made in the redesigning of the circulation area. She will be meeting with all of the key players and the design architect from HBM on Wednesday, September 18 to enter into the final design phase. The proposed timeline determines the project to be completed on February 28, 2014 which coincides nicely with the projected completion date of the building project.

A resolution was presented to the Board to approve a change order to the Simmons Brothers contract which would provide funds for a temporary chain link fence to secure the large timbers removed from the building. The timbers are valuable and would be very desirable to those who scavenge construction sites for materials. Dr. Griffiths inquired as to whether a fence would need a zoning permit. Options were discussed to come up with ideas of what will become of the timbers once the project is complete.

Resolution 13-30 Upon motion made by Brad Rice and seconded by Howard Elko it was RESOLVED that: The Medina County District Library Board of Trustees hereby approves Change Order #1 to Simmons Brothers Corporation in the amount of \$3,071.00 for temporary fence installation to store timbers at the Lodi construction site. The Fiscal Officer is hereby authorized to make this payment out of the 401-5-3310 Building/Site Maintenance account. Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Ms. Bures, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice, aye; Dr. Griffiths, aye. The motion carried unanimously.

C. Donation to Medina County Historical Society- When author Steve Berry agreed to speak at the most recent Writers Live event it was under the condition that a donation be made to the MCHS in lieu of a speaking fee. Ms. Kroll asked that the Trustees approve payment to the historical society in the amount of \$550.

Resolution 13-31 Upon motion made by Brad Rice and seconded by Adrienne Appleby-Bures it was RESOLVED that: The Medina County District Library Board of Trustees hereby approves a one-time payment of \$550 to the Medina County Historical Society in lieu of speaking fee, to be paid out in the 701-5-3700 System Wide Program Presenters Account. Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Ms. Bures, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice, aye; Dr. Griffiths, aye. The motion carried unanimously.

D. Obsolete Equipment Policy- Recently the Business Office completed a comprehensive inventory of all library assets worth \$500 or more. Since the inventory is now complete, the Fiscal Officer asked the Board to approve a policy that would allow for the orderly recording and disposal of obsolete or unusable equipment. It was made clear that the items do not include any of the literary collections.

Resolution 13-32 Upon motion made by Brad Rice and seconded by Adrienne Appleby-Bures it was RESOLVED that: The Medina County District Library Board of Trustees hereby approves the FIN-19 Surplus/Obsolete Equipment policy. Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Ms. Bures, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice, aye; Dr. Griffiths, aye. The motion carried unanimously.*

E. Increase in Appropriations of 701 Endowment Fund Budget-MCDL was awarded a mini-grant in the amount of \$2000 from Target Corporation to be used to fund 2 system-wide “Baby Shower” programs. The programs will take place in Medina in November and Brunswick in March. Ms. Kroll asked for an increase in the appropriations of the 701 account so the funds could be spent for their intended purpose.

Resolution 13-33 Upon motion made by Kate Dunlap and seconded by Adrienne Appleby-Bures it was RESOLVED that: The Medina County District Library Board of Trustees hereby approves following increase in appropriation in the 701 Endowment Fund for 2013:

701-5-2100 System Wide Program Supplies	\$	2,000
Total	\$	2,000

Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Ms. Bures, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice, aye; Dr. Griffiths, aye. The motion carried unanimously.

F. Transfer of Appropriations in 401 Building/Repair Fund- Ms. Kroll reminded the Board that she will periodically be required to request appropriations and/or transfers to the 401 Building/Repair Fund to satisfy invoices received from the offices of Bricker and Eckler throughout the Lodi litigation process. The following request was made:

Resolution 13-34 Upon motion made by Kate Dunlap and seconded by Adrienne Appleby-Bures it was RESOLVED that:The Medina County District Library Board of Trustees hereby approves following transfers in the amount of \$35,000 in the 401 Building/Repair for 2013: From account:

401-5-5410 Building Improvements	- \$25,000
401-5-5500 Furniture & Equipment	- \$10,000
To account:	401-5-3700 Professional Services - \$35,000

Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Ms. Bures, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice, aye; Dr. Griffiths, aye. The motion carried unanimously.

G. Service Recognition for Craig Harwick – Dr. Griffiths read aloud the service proclamation for the retirement of Human Resources Manager, Craig Harwick. Mr. Harwick was commended for his dedicated years of service.

Resolution 13-35 Upon motion made by Adrienne Appleby-Bures and seconded by Mr. Tomaselli it was RESOLVED that: The Board of Trustees of Medina County District Library congratulates Craig Harwick on his years of steadfast service to Medina County District Library. We thank him for his dedication, expertise on all things HR and wish him well in his retirement. The motion carried unanimously.

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

- July**
1. Friends of MCDL; donated \$100 in memory of Tom Wolfe
 2. Janet and Robert Ziol; donated \$50
 3. Victoria Collings; donated \$25
 4. Dominos of Wooster; donated 350 coupons for free Parmesan Bites or Cinnastix
 5. Friends of MCDL; donated \$1500 to the Story Festival
 6. Romp-n-Stomp; donated an inflatable truck for the *Keep on Truckin'* signature program
- August**
1. A \$4,000 grant was awarded to MCDL by the Target Corporation intended for the following:
 - a. Early childhood MCDL *Baby Showers*
 - b. Arts and Culture in Schools; *Cleveland Chinese Music Ensemble* for 2014 music-themed programming
 2. Dan Meyer; donated two car detailing packages, total value \$498, to be awarded to the winner of the People's Choice and runner-up at the *Anglophiles British Car Show*
 3. Neil A. Miller; donated the book, *Morgan Exploration* to be given as a prize at the *Anglophiles British Car Show*
 4. Patricia Pelto; donated a subscription to *Smithsonian Magazine*

Board of Trustees Meeting
Page Seven
September 16, 2013

Trustee's Comments:

Adrienne Appleby-Bures welcomed the new Human Resources Manager and new Deputy Fiscal Officer.

Mary Ogden also welcomed the new staff members and thanked Mr. Maynard for his pictures and commentary of the Lodi construction process.

Kate Dunlap echoed Ms. Ogden's sentiments.

Maria Griffiths also welcomed the new staff, expressed gratitude to Mr. Maynard for his presentation and said to Ms. Kowell that she looks forward to seeing the design for the circulation area in the Lodi building.

Adjournment: Upon motion made by Mr. Elko and seconded by Mr. Rice, the meeting was adjourned at 7:45 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 October 21 at 6:00 p.m. at the Highland Library**

**Maria Griffiths
President**

**Robert Tomaselli
Secretary**

