

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

**February 17, 2014**

The Medina County District Library Board of Trustees met in regular session on Monday, February 17, 2014 at the Medina Library. With a quorum present, President Maria Griffiths called the meeting to order at 6:04 p.m.

**Roll Call** was taken with the following members noted as present: Maria Griffiths, Mary Ogden, Robert Tomaselli, Adrienne Appleby-Bures, Howard Elko and Brad Rice. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Sylvia Williams, Collection Resources Manager; Sue Demis, Technology Manager; Lisa Buzalka, Deputy Fiscal Officer; Marilyn Plitt, SEIU President and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

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

**Recognition of Guests and Comments from the Public** – Dr. Griffiths welcomed all in attendance. There were no guests.

**Disposition of Minutes** – A motion to approve the January 20, 2014 minutes was made by Ms. Bures and seconded by Mr. Tomaselli. The motion to approve the minutes as written was carried unanimously.

**Financial Report**– Fiscal Officer Kelly Kroll provided to the Board the financial statements for January. She reported that receipts totaled about \$514,300 and expenditures were about \$1,051,773. The unexpended balance of \$10,500,000 minus outstanding encumbrances of \$2,262,500 left an ending balance of \$8,233,171. In January, investments earned about \$3,010 with a principal of about \$11,192,074 in bank accounts and investments at an average interest rate of .307%. Ms. Kroll reported that experts are predicting that the interest rates will remain steady for some time, so she is investigating some longer term investments.

The PLF is up slightly over last year with the MCDL county share currently at 79.34% of the revenue collected. Dr. Griffiths asked what year the share is expected reach 80%. Ms. Kroll replied that the 80% share will be reached in 2016.

Howard Elko asked if adjustments can be made to maintain the targeted \$3,000,000 carry-over if the tax based revenue increases. The adjustments could easily be made.

Director Carole Kowell asked if the future estimated revenues were based on the replacement levy or if there were more factors involved. Ms. Kroll made it very clear that the estimated revenues were based on the renewal of the levy and that passage was critical. Mr. Elko inquired as to how soon planning should begin for placing the renewal on the ballot, to which Ms. Kroll replied, "Starting now".

A motion was made by Mr. Elko and seconded by Ms. Ogden to approve the Financial Report. The motion carried unanimously.

**Director's Report:** Carole Kowell shared with the trustees a summary of notable information and events which had taken place within the library system during the month of January. She reviewed some key statistics and noted that there were new data spreadsheets being developed that will provide a more clear and functional resource for collecting and reporting statistics. The Buckeye Mystery Theater was successful and, having attended, Bob Tomaselli gave a nice review noting that the food was very good. It is in the works for Highland branch to host a similar event.

Maria Griffiths asked for clarification of the reference to "baby showers". Ms. Kowell explained that they are focused attempts to reach new mothers in Medina County and introduce them to the importance of early childhood literacy. Dr. Griffiths also asked how the e-cards were being marketed and also what was meant by a passive program. Technology Manager Sue Demis informed her that the e-cards are advertised on the website, social media and on the exterior of the MCDL vehicles. Ms. Kowell provided an explanation of a passive program as not having set times or requiring registrations. It is an activity set up and available to any member present who wishes to participate.

The revised December and January **Personnel Reports** were reviewed and a motion was made by Mr. Elko and seconded by Ms. Bures to approve the reports as distributed. The motion was carried unanimously.

**Board Committee Reports:** No Committees met

**Communications:** Ms. Kowell shared the following communications:

- Medina County Economic Development Corporation thanked MCDL for hosting their member meeting at the Highland Library.

- The American Red Cross (Medina County Chapter) thanked the library for the donation to the Chocolate Eve Affair and for the sponsorship at the Deluxe Cocoa Bonbon Level (\$100) at the Chocolate Festival.
- Medina County Treasurer John A. Burke thanked the Buckeye Library for hosting an unclaimed funds program where \$166.42 was returned to their rightful owners.
- Leadership Medina County thanked Highland Manager Diane Dermody for volunteering during LMC's Health Care and Human Services Day.
- The Highland Foundation thanked MCDL for supporting their auction.
- Run for the Trails, Inc. thanked the Seville Library for the donation of books, travel mug and bookmarks for their raffle.

**Unfinished Business:** none

**New Business:**

**A. Appointment of Committees:** President Maria Griffiths announced her appointment of positions to the following Board committees.

**FINANCE** -Mary Ogden –Chair, Howard Elko, Brad Rice

**PERSONNEL**- Bob Tomaselli – Chair, Kate Dunlap, Brad Rice

**POLICY AND BY-LAWS**- Adrienne Appleby-Bures - Chair, Bob Tomaselli, Kate Dunlap

**BUILDINGS**- Howard Elko – Chair, Adrienne Appleby-Bures, Bob Tomaselli

**B. 2013 List of Accomplishments:** Ms. Kowell shared a list of 2013 accomplishments with the Trustees. She explained that she had selected the items from a much longer list as being extraordinary or challenging. The list in its entirety is available upon request.\*

**C. Vehicle Purchase for Outreach:** The 2014 budget included replacing a problematic vehicle with a new van for Outreach. Facilities and Operations Manager Keith Maynard researched prices and vehicles and found the most qualified vehicle for the best price in a Dodge Caravan at Brunswick Auto Mart for a cost of \$19, 552.50. Mr. Elko asked what amount had been budgeted for the vehicle and was told the budgeted amount was \$20,000.\*

**Resolution 14-06:** Upon a motion made by Ms. Ogden and seconded by Ms. Bures, it was resolved that: The Medina County District Library Board of Trustees hereby approves the purchase of a 2014 Dodge Grand Caravan SE from Brunswick Auto Mart at a cost not to exceed \$19,552.50. The motion carried unanimously.

**D. Increase in Appropriations for the 701 Endowment Fund for Buckeye Mystery Theater:** The Buckeye Mystery Theater was proposed and produced after the approval of the 2014 budget. Even though the registration fee for the event covered the cost of food, it was still necessary to appropriate the funds for the payment to the vendor.

**Resolution 14-07:** Upon a 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 following increase in appropriations in the 701 Endowment Fund:

701-5-3700 Programming Presenters	<u>\$ 912.00</u>
<b>Total</b>	<b>\$ 912.00</b>

The motion carried unanimously.

**E. Increase in Appropriations for the 701 Endowment Fund for Symphonyland Books:** As part of an Early Childhood Education grant that MCDL applied for and received last year from the PNC Foundation, there were additional copies of books purchased that will be available for check out by children at all branches during the Canton Symphony Orchestra's multiple Symphonyland performances in February. A total of \$300 was slated for the purchase of these books. As it was unknown exactly when the funds would be spent, it was not specified in the budget and, therefore, approval of the Board is required to appropriate the funds.

**Resolution 14-08:** Upon a motion made by Ms. Ogden and seconded by Ms. Bures, it was resolved that: The Medina County District Library Board of Trustees hereby approves the following increase in appropriations in the 701 Endowment Fund:

701-5-4100 Library Materials -- Books	\$ 300.00
<b>Total</b>	<b>\$ 300.00</b>

The motion carried unanimously.

**F. Approval of Change Orders #6-11 to Simmons Brothers Corp.:** Ms. Kroll presented change orders in the Simmons Brothers contract for the Lodi reconstruction #6 through #10 listed below to the trustees for approval. The result is a net reduction to the contract of \$4,872.

#6 – Reduction for removing cleaning from their contract – (\$5,000.00). Keith would like to get the building cleaned by an outside company after the work from both Simmons and Lauren is complete.

#7 – This is a reduction in the labor costs for no longer needing to install electrical cable for some light fixtures – (\$1,184.00)

#8 – Simmons is proposing that the carpet and tile installation be taken out of their contract and instead contracted directly with the library – (\$6,658.00)

#9 – Additional labor and materials to correct problems in the existing concrete floor - \$2,634.00

#10 – Additional hardware needed to hang existing light fixtures - \$913.00

**Resolution 14-09:** Upon a motion made by Mr. Tomaselli and Ms. Bures, it was resolved that: The Medina County District Library Board of Trustees hereby approves Change Orders #6-10 to Simmons Brothers Corporation in the amount of (\$9,295.00) for changes outlined in these documents.\*

Roll call vote was taken and the motion passed unanimously.

Change Order #11 came about when Simmons Brothers Corp. decided it would be in the best interest of all parties if they retained in their contract the services of installing the carpet.

**Resolution 14-10:** Upon a motion made by Ms. Ogden and seconded by Mr. Tomaselli, it was resolved that: The Medina County District Library Board of Trustees hereby approves Change Orders #11 to Simmons Brothers Corporation in the amount of \$6,658.00 for changes outlined in the change order document.\*

Roll call vote was taken and the motion passed unanimously.

**G. Increase in Appropriations for the 701 Fund for Lodi Redesign Furniture and Technology Equipment:** The trustees were provided with a list of furniture, equipment and technology expenses for the completion of the Lodi circulation area redesign project. Dr. Griffiths asked if the cost of these items had not been included in the bids to contractors. Ms. Kroll clarified that there is a separate budget for these items. Ms. Demis also explained that the wiring of the networking system is different from the electrical wiring. A list was provided of all the items totaled in the request for appropriations.\*

**Resolution 14-11:** Upon a motion made by Ms. Ogden and seconded by Mr. Tomaselli, it was resolved that:The Medina County District Library Board of Trustees hereby approves the following increase in appropriations in the 701 Endowment Fund:

701-5-3310 Building/Site Repair	\$10,000.00
701-5-5510 Furniture and Equipment	<u>69,500.00</u>
<b>Total</b>	<b>\$79,500.00</b>

Roll call vote was taken and the motion passed unanimously.

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

1. Westfield Group Insurance: donated 4 copies of *History of Ohio Farmers Insurance Company*
2. Friends of MCDL: donated \$500 for acquisition of children's books

**Trustee's Comments:**

Dr. Griffiths wished to point out some corrections that needed to be made to the website. She noted that the 2014 Board meeting schedule needed to be updated and said that she would get her letter to members done as soon as possible so the annual report could be completed. She also mentioned that she had visited the new Parma branch of CCPL and felt MCDL's libraries were more appealing in both aesthetics and functionality. She would like to see the new recording studio in Lodi get as much press coverage as the CCPL locations that have them.

Board of Trustees Meeting  
Page Seven  
February 17, 2014

Bob Tomaselli mentioned that he had a very nice visit with Brunswick manager Susan Ungham when he paid a visit to that branch. He said that Ms. Ungham had very positive things to report about Mr. Maynard and his maintenance of that facility. He also thanked all those responsible for getting all of the information and reports prepared and organized for the monthly meetings.

Mary Ogden thanked Ms. Kowell for sending photos of the progress at Lodi.

Brad Rice complimented the Harpists program at the Lodi branch and said it was very enjoyable.

Adrienne Appleby-Bures commended Mr. Maynard for keeping good care of the library vehicles.

**Adjournment:** Upon motion made by Ms. Ogden and seconded by Mr. Elko, the meeting was adjourned at 7:09 p.m. The motion was carried unanimously.

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

**NEXT BOARD MEETING  
Monday March 17 at 6:00 p.m. at the Buckeye Library**

---

**Maria Griffiths  
President**

---

**Robert Tomaselli  
Secretary**