

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

**June 15, 2015**

The Medina County District Library Board of Trustees met in regular session on Monday, June 15, 2015 at the Medina Library. With a quorum present, President Mary Ogden called the meeting to order at 6:01 p.m.

**Roll Call** was taken with the following members noted as present: Mary Ogden, Howard Elko, Adrienne Appleby-Bures, Robert Tomaselli, Kate Dunlap, Brad Rice and Mary Schultz. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Lisa Buzalka, Deputy Fiscal Officer, Marilyn Plitt, SEIU President and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

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

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

**Disposition of Minutes** – A motion to approve the May 18, 2015 minutes as corrected was made by Ms. Bures and seconded by Mr. Tomaselli. The trustees voted unanimously to approve the minutes.

**Financial Report**– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of May. She reported that receipts totaled about \$843,861 and expenses were about \$1,123,446. The unexpended balance of \$10,238,242 minus outstanding encumbrances of \$1,304,390 left an ending balance of \$8,993,851. Ms. Kroll noted that, according to the budget, 42% of levy funds are expected to be received by the end of May. However, revenue to date is 51% partly due to first-half real estate taxes collected being higher than expected.

Mr. Rice asked if the higher expense vs. revenue was due to the interest payment out of the Debt Service Fund. Ms. Kroll confirmed that reason and explained that payments on the debt are due the by June 1 and Dec. 1 of each year.

In May, investments earned about \$7,308 with a principal of about \$10,324,533 in bank accounts and investments at an average interest rate of .661%.

Funds received in 2015 from the PLF which included the month of June were up 11% from the same time in 2014. Ms. Kroll remarked that the funds received in June were the highest she had seen in many years and added that the OLC is actively seeking to increase the PLF share of the state's general fund revenues in 2015.

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

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**Director's Report:** Director Carole Kowell shared with the trustees a summary of notable information, statistics and events which had taken place within the library system during the month of May. She reported that much preparation and activity had gone into launching the 2015 summer reading celebration and the number of participants was very encouraging. She was excited that MCDL had partnered with Medina County Parks to create a story walk at one of the county parks and encouraged everyone to go and see it. She added that the Brunswick Coffee Café was on schedule for a July opening and also informed the board that Ms. Kroll had been selected to be a member of the 2016 class of Leadership Medina County.

Mr. Tomaselli asked who provided the food being available to Buckeye teens that was mentioned in Ms. Kowell's report. He was told that the food was provided by Feeding Medina County.

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

- Adrienne Riggerbach thanked the library for the awesome author's luncheon with Regina Brett.
- Family-A-Fair Door Prize Committee thanked the library for contributing a door prize to the 2015 Family-A-Fair.
- Pastor John from Life Spring Community Church thanked Holly Camino for sharing with his congregation in their worship service, as well as Customer Service Clerk Terry Horton for sharing his awesome musical talent. The pastor ending his note with the hope that "we can continue our partnership with the library to help our community be a better place for all."
- Leadership Medina County Executive Director Colleen Rice thanked Holly Camino for hosting her class day at the Buckeye Library.
- The American Red Cross thanked Highland Manager Diane Dermody for sponsoring a blood drive on June 10 in the library.
- Paul Adams (Great Shows for Kids) thanked Holly Camino for providing him with such a great audience at his Dino Mania show.
- Friends of MCDL Trustee Pat Walker thanked the library for the wonderful MCDL key chain, pen and notebook for her volunteer service on the Friends Board.

**Personnel Report:** The May report on Human Resources activity was reviewed by the trustees. A motion was made by Mr. Elko and seconded by Ms. Dunlap to approve the report as distributed. The motion was carried unanimously.

Labor Attorney Jim Wilkins arrived at 6:14 p.m.

**Board Committee Reports:**

**Finance Committee:** Chair Brad Rice reported that the committee met on Tuesday, June 9 with the main topic being a conversion to a comprehensive managed payroll system with ADP Payroll Solutions. Having carefully considered the cost and services, a recommendation was made by the committee to approve a 2 year contract with the company effective immediately. \*

**Resolution 15-24:** Upon recommendation of the Finance Committee, it was resolved that: , the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to contract with ADP for Managed Payroll, Enhanced HR and Benefits for two years effective June 16, 2015, at an annual cost not to exceed \$88,000 with an implementation fee of \$6,735.

Roll call vote was as follows: Howard Elko-aye, Kate Dunlap-aye Adrienne Appleby-Bures-aye, Robert Tomaselli-aye, Brad Rice-aye, Mary Schultz-aye and Mary Ogden-aye.

The committee also had discussed how the labor contract impacts the library's finances and payroll process and agreed that the upcoming negotiations should include finding better ways for the two factors to work together more fluidly. Mr. Tomaselli noted to the board that he felt that the fiscal officer should be a member of the contract negotiating team.

**Personnel Committee:** Chair Kate Dunlap reported that a Personnel Committee meeting had taken place on May 27. The committee discussed what steps involving the trustees need to be taken by administration in the event of an employee termination. It was decided that the trustees do not need to be notified unless there is legal action taken as a result of the termination.

It was also agreed that the monthly personnel report presented to the board will specify whether separations are voluntary or involuntary.

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

**Unfinished Business:** none

**New Business:**

Mr. Rice requested to revisit the negotiating committee topic that had been introduced in the Finance Committee section. He asked the board to formally agree that their recommendation was to include the fiscal officer on the committee and made a motion for their approval. Ms. Kowell commented that the team had been chosen previous to the meeting and that Ms. Kroll had already been selected. Mr. Tomaselli seconded the motion and the trustees unanimously voted to support the decision that Ms. Kroll represent the business interests of the library in the 2015 contract negotiations on their behalf.

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

1. Theresa Laffey: donated \$25 in memory of Salvator Torquati
2. Judith Parish: donated \$100 in memory of Clare Dougherty.
3. Ophelia Mallori: donated a Richard Hall print valued at \$500 for the Highland branch
4. Ann Arbaugh: donated \$20 for a cart for Outreach Services home deliveries

5. Kristin Strauser of Eat-n-Park: donated 2500 kid's meal coupons and 1000 milkshake coupons for Summer Reading Celebration.
6. Home Depot of Brunswick: donated 20 plants valued at \$35 for a Mother's Day program at the Brunswick branch.  
For Pet Palooza raffle prizes:
  7. Awesome Paws Pet Salon: donated a gift basket valued at \$57
  8. The Cleveland Zoological Society: donated a family membership valued at \$100
  9. Bil-Jac Foods: donated a gift basket valued at \$125
  10. Valley Tack Shop: donated a Breyers horse and a \$25 gift certificate
  11. Dog Gone Crazy Kennels: donated a \$100 gift basket

**B. Labor/Management Contract Negotiations:** Labor Attorney Jim Wilkins has asked to join the meeting to update and inform the trustees on preparations for the upcoming labor/management negotiations. A motion was made by Mr. Rice to call for an executive session to discuss collective bargaining matters. The motion was seconded by Mr. Tomaselli and a roll call vote was taken with the following results: Howard Elko-aye, Kate Dunlap-aye Adrienne Appleby-Bures-aye, Robert Tomaselli-aye, Brad Rice-aye, Mary Schultz-aye and Mary Ogden-aye. Invited to attend the session with the trustees were Carole Kowell, Julie Carragher, Kelly Kroll and Jim Wilkins. Executive session commenced at 6:35 p.m.

Regular session resumed at 7:10 p.m. with no action taken.

### **Trustee's Comments**

Adrienne Appleby-Bures: thanked the director for her birthday card.

Kate Dunlap: thought the switch to the ADP Managed Payroll was a good move, coming at an opportune time, which will give Kelly more time. She congratulated the library on the grant for Books for Babies. She loves the Our Stories section in the director's report.

Mr. Tomaselli complimented Kelly Kroll for her excellent work with the finances.

Ms. Schultz congratulated Kelly on her LMC class selection.

Mr. Rice seconded his congratulations to Kelly.

Ms. Ogden congratulated Kelly and said she was pleased to read about Holly's invitation to attend the service at Life Spring Community Church, which she felt says a lot about the partnerships MCDL is forming.

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**Adjournment:** Upon motion made by Mr. Elko and seconded by Mr. Rice, the meeting was adjourned at 7:15 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 July20 at 6:00 p.m. at the Brunswick Library**

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**Mary Ogden- President**

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**Kate Dunlap - Secretary**