

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

July 20, 2015

The Medina County District Library Board of Trustees met in regular session on Monday, July 20, 2015 at the Brunswick Library. With a quorum present, President Mary Ogden called the meeting to order at 6:02 p.m.

Roll Call was taken with the following members noted as present: Mary Ogden, Howard Elko, Adrienne Appleby-Bures, Robert Tomaselli, 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, Sylvia Williams, Collection Resources Manager, Susan Ungham, Brunswick Library Manager; Gail Furillo, Customer Service Brunswick Library; 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 Mr. Tomaselli and seconded by Ms. Bures. 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 June 15, 2015 minutes was made by Mr. Tomaselli and seconded by Mr. Elko. 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 June. She reported that receipts totaled about \$340,101 and expenses were about \$672,835. The unexpended balance of \$9,905,507 minus outstanding encumbrances of \$960,923 left an ending balance of \$8,944,585.

In June, investments earned about \$1,089 with a principal of about \$10,008,386 in bank accounts and investments at an average interest rate of .678%.

Ms. Kroll pointed out that the month shown on the investment report should read June instead of July as the numbers reflected on the report were for the month of June. Funds received in 2015 from the PLF which included the month of July were up 25.75% for the month and up 12.94% year-to-date from the same time in 2014. Ms. Kroll noted that the increasing trend in PLF funds could change as the state budget is decided and approved. The PLF portion of the general state revenue is set to increase from 1.66% to 1.70%.

A motion was made by Ms. Bures and seconded by Mr. Tomaselli to approve the Financial Report with the corrected date on the investment report. The motion carried unanimously.

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 June. She was happy to report that the statistics for June were very positive except for a slight decrease in computer use. She reported that the reduction in wireless numbers may be due to the new routers recently installed in the library buildings which may detect usage differently than the ones they replaced.

Ms. Kowell was very happy that the 2015 SRC is going so well and exceeding 2014 numbers by a significant amount. She also noted that the Brunswick "Books and Brew" café was off to a great start.

Kate Dunlap arrived at 6:14 p.m.

Communications: Ms. Kowell shared the following communications:

- United Way thanked the library for supporting their Unity in the Community event.
- Members of the Honeybee Quilters thanked the Highland staff for thinking of them for sewing programs. They enjoyed developing the PJ pants class with Nancy Boyer and had a hoot with the teens.
- A grateful member Barbara Starre thanked the Highland Library for the watercolor pencil workshop, which she thoroughly enjoyed.
- 3rd graders Molly Sullivan and Hannah Freedline from Waite Elementary thanked the Medina Library for coming to their Community Family Fun Night.

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

Board Committee Reports:

A. Finance Committee: No Meeting

B. Personnel Committee: No Meeting

C. Policy and By-Laws Committee: No meeting

D. Buildings Committee: Chair Howard Elko reported that the committee had met immediately prior to the regular board meeting to discuss the following topics.

1. Medina Renovations: Ms. Kowell shared with the trustees a floor plan for the latest designs for renovating the second floor of the Medina Library. The plan to include office space on that floor had been eliminating and new office space will be created on the third floor instead.*

a. Appropriation Increase for 401 Building and Repair Fund: Ms. Kroll asked that funds be appropriated to cover the cost of HVAC and electrical consultants for the project.

Resolution 15-25 Upon recommendation of the Buildings Committee, it was resolved that: The Medina County District Library Board of Trustees hereby approves the following increase in appropriations in the 401 Building & Repair Fund:

401-5-3700 Professional Services	\$ 3,300.00
Total	\$ 3,300.00

The motion carried unanimously.

2. Sound System in Medina Community Room: Technology Manager Sue Demis provided the committee with a proposal to replace the audio equipment in the Medina Community Room. She stated that the current equipment is original to the building and is very unreliable and of poor audio quality. Ms. Demis is hopeful that the visual equipment can be included in the 2016 budget. *

Resolution 15-26 Upon recommendation of the Buildings Committee, it was resolved that: The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to contract with SoundCom Systems - Cleveland to provide and install an audio system at the Medina Library in the amount of \$22,765.00. The motion carried unanimously.

3. Outdoor Digital Sign at Buckeye: Ms. Kowell reminded the trustees that it had been decided that old library signs should be replaced by programmable digital signs wherever it was allowable by the locality. A quote from Medina Signs to construct and install a digital sign at the Buckeye building was provided to all the trustees. Mr. Tomaselli expressed concern and felt that the amount of traffic passing the sign was insufficient for it to be effective. *

Resolution 15-27 Upon recommendation of the Buildings Committee, it was resolved that: The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to contract with Medina Signs to provide and install an exterior digital sign at the Buckeye Library in the amount of \$23,223.68. The motion carried with 6 ayes and 1 nay.

Unfinished Business: none

New Business:

A. Cancel August Meeting: Upon approval, the board is able to cancel one regular meeting per year. A motion was made by Mr. Elko and seconded by Mr. Rice to cancel the August 2015 regular meeting. Ms. Ogden asked if there were any pending topics that would need attention in August and, in particular, the contract negotiations. Ms. Carragher informed her that there was nothing that couldn't wait until the September meeting. The motion was carried unanimously.

B. 2016 Tax Budget: Ms. Kroll asked that the Board approve the 2016 Tax Budget for submittal to the Medina County Budget Commission. She noted that, in the past, the Tax Budget was used to justify the amount of the Public Library Fund (PLF) that MCDL receives as a source for operational funding. Since the library has a formal PLF distribution agreement with the Wadsworth Library, the Tax Budget has become a formality, but still requires formal approval.*

Resolution 15-28: Upon a motion made by Ms. Dunlap and seconded by Mr. Tomaselli, it was resolved that: The Medina County District Library Board of Trustees hereby approves the 2016 Tax Budget as attached for submittal to the Medina County Budget Commission. The motion carried unanimously.

C. Surplus/Obsolete Equipment: Due to the amount of staff and public computers being replaced, there was a large amount of surplus inventory and equipment which needed approval of the board in order to be sold or discarded. *

Resolution 15-29: Upon a motion made by Mr. Elko and seconded by Ms. Tomaselli, it was resolved that: The Medina County District Library Board of Trustees hereby approves the attached list of equipment to be declared surplus, and authorizes the Fiscal Officer to conduct a sale of items to the public, and the Director to donate or dispose of any items not sold.

D. 3M Contract: Ms. Kroll presented the 3M maintenance contract for the self-check machines to the Board for renewal. It was agreed that since the machines are all 3M products, it is most sensible to use the same company for support which also includes their software upgrades.*

15-30: Upon a motion made by Ms. Rice and seconded by Ms. Dunlap it was resolved that: The Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to enter into a service agreement with 3M Library Systems for maintenance and software upgrades for seventeen self-check machines for the period of August 13, 2015 through August 31, 2016 at a cost of \$36,706.84. The motion carried unanimously

E. Service Recognition for Sharon Tressler: President Mary Ogden read aloud the service recognition of retiree Sharon Tressler for her years of dedication to the Lodi Library and MCDL.

Resolution 15-31: Upon a motion made by Mr. Rice and seconded by Mr. Tomaselli, it was resolved that : The Board of Trustees of the Medina County District Library congratulates Sharon Tressler on her years of steadfast service to Medina County District Library. We thank her for her hard work and great customer service to staff and members alike who will miss her and her ready smile. The motion carried unanimously.

F. Service Recognition for Susan Ungham: Ms. Ogden read aloud the service recognition for Brunswick Manager Susan Ungham who will retire at the end of August. The recognition was especially moving since Ms. Ungham was present at the meeting and the trustees were reluctant to see her go, but wished her well.

Resolution 15-32: Upon a motion made by Mr. Elko and seconded by Ms. Dunlap, it was resolved that: The Board of Trustees of the Medina County District Library congratulates Susan Ungham on her years of steadfast service to Medina County District Library; we thank Susan for her dedication and leadership, her positive outlook and energy, her sincere encouragement of her colleagues and respect for them as creative individuals and decision makers, and wish her well in her retirement. The motion carried unanimously.

G. 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. Nelson T. Hart: donated a copy of *The Cannons of Spring Grove* for the Franklin Sylvester Collection
2. Ruthe Wall: donated \$15 in memory of Arthur Thurston.
3. James and Louise Dunaway: donated \$50 in memory of Arthur Thurston.
4. Bruce Goff: donated \$25 in memory of Arthur Thurston.

H. Other: Mr. Tomaselli asked if the lawns at the library buildings were going to receive any fertilizer and weed killer treatments. Ms. Kowell said she will follow up after consulting with the operations and facilities manager.

Trustee's Comments

Adrienne Appleby-Bures thanked Susan Ungham for her outstanding service to the library and wished her well.

Kate Dunlap also thanked Ms. Ungham and prompted her to enjoy her new freedom.

Board of Trustees Meeting
Page Six
July 20, 2015

Mr. Rice remarked that he was pleased to see that the Lodi driveway had been repaired. He reported that he had learned at a recent city council meeting that the recycling container originally planned to be placed in the library parking lot will be located at a different spot in Lodi to be determined by the county.

Ms. Ogden congratulated Ms. Ungham on her retirement and noted that she had attended the Bee Festival at the Medina Library.

Adjournment: Upon motion made by Mr. Elko and seconded by Mr. Rice, to adjourn the meeting at 6:50 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, September 21 at 6:00 p.m. at the Medina Library

Mary Ogden- President

Kate Dunlap - Secretary