

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

January 18, 2016

The Medina County District Library Board of Trustees met in regular session on Monday, January 18, 2016 at the Medina Library. With a quorum present, President Mary Ogden called the meeting to order at 6:00 p.m.

Roll Call was taken with the following members noted as present: Mary Ogden, Howard Elko, Brad Rice, Robert Tomaselli, Mary Schultz and Kyle White.

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Christine Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Lisa Buzalka, Deputy Fiscal Officer; Barb Chase, Medina Reference Librarian, Kathy Petras, Medina Library Associate and Tammy Nandrasy, 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 Mr. Rice. The motion carried unanimously.

Recognition of Guests and Comments from the Public –Ms. Ogden welcomed all in attendance.

Disposition of Minutes – A motion to approve the December 21, 2015 minutes was made by Mr. Rice and seconded by Mr. Tomaselli. Mary Ogden abstained. The minutes as corrected were approved unanimously by all other trustees present.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of December. She reported that receipts totaled about \$438,196 and expenses were about \$1,052,717. The unexpended balance of \$7,894,471 minus outstanding encumbrances of \$648,620 left an ending balance of \$7,245,851.41 in all funds at the close of 2015.

Ms. Kroll added that the fiscal year ended with 93.6% of the budget being spent. She was pleased with the amount and noted that the income tax revenue had come in higher expected which resulted in an ending balance for the year that was slightly higher than anticipated.

Ms. Ogden asked if the encumbrances included items that were invoiced in 2015, but will be paid in 2016. Ms. Kroll replied the encumbrances did include those items.

In December, investments earned about \$6,898 with a principal of about \$7,977,276 in bank accounts and investments at an average interest rate of .729%.

Total funds received in 2015 from the PLF were up 12.31% from 2014. December 2015 showed an increase over the same month in 2014 of nearly 20%. Ms. Kroll noted that 2015 had been a very good year for the PLF and was hopeful that the trend would continue.

Ms. Kroll distributed a projection of general fund finances through the year 2021 explaining that future amounts were based on estimates and assumptions such as the passage of the levy in 2017. Mr. Tomaselli asked if the 80/20 ratio currently in place to share the county's real estate taxes with Wadsworth Library was permanent and how the shares were determined. Ms. Kroll replied that the 80/20 ratio is in place for 2016 and 2017. Ms. Kowell explained that the ratio is determined through an agreement reached by the directors which is approved by each board and is in effect for a determined amount of time. She added that she will be meeting with Ms. Kroll soon to review the current agreement and plan for its upcoming renewal.

A motion was made by Mr. Elko and seconded by Ms. Schultz to approve the Financial 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 December. She was particularly pleased to announce that the Lodi branch had been accepted as a passport agent and will begin passport processing as soon as selected staff members have completed required training.

Communications: Ms. Kowell shared communications with the trustees which included the following:

- Note to Catie Taylor (BU) thanking her for the "care and compassion you have for the students". "Your work is so organized and to that end you have created an enjoyable, interactive environment. It is obvious to this community member that you and your fellow library staff go above and beyond for not only the education, but the well-being of the students."
- Feeding Medina County thanked the Buckeye Library staff for their donation of 65 pounds of food.
- Medina County Treasurer John Burke thanked Seville for allowing his office to set up an Unclaimed Funds table at the library. Amazingly, 19 claims were processed that day for an impressive total of \$5,665.48 – setting the stage for the return of the money to their rightful owners.
- A family wrote to say the Seville staff is "phenomenal!" "We feel so at home when we walk into the library. Your staff has succeeded in creating a welcoming, friendly, helpful, loving atmosphere."
- Lakewood's police department wrote to thank the Highland Library Staff for their gesture of kindness for their donation of books which have been placed in the jail area for reading by incarcerated persons. "By having this material, it may provide relief and enlightenment to those who are unfortunately, in jail."

Personnel Report: The December report on Human Resources activity was reviewed by the trustees and Human Resources Manager Julie Carragher asked if there were any questions. There being none, a motion was made by Mr. Rice and seconded by Mr. Tomaselli to approve the report as distributed. The motion was carried unanimously.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: No meeting

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

Unfinished Business: none

New Business:

A. Approval of Board Committees: Ms. Ogden announced the following 2016 committees:

Finance: Mary Schultz (Chair), Robert Tomaselli, Kate Dunlap

Personnel: Brad Rice, (Chair), Mary Schultz, Kyle White

Policy and By-Laws: Kate Dunlap (Chair), Howard Elko, Kyle White

Buildings: Bob Tomaselli (Chair), Howard Elko, Brad Rice

B. MCDL 2015 Accomplishments: A list of accomplishments achieved by MCDL in 2015 was shared with the trustees along with a list of staff members who had received honors and awards.

C. Approval of Impact Group: In preparation for strategic planning and to gain updated data for the library to understand its position in the community, 2 companies had been researched, interviewed and referenced to be contracted by the library to do the work. Administrators were in agreement that the preferred and lower cost recommendation was The Impact Group. Mr. Tom Speaks was present to represent the company and address the board. He gave a brief overview of what services would be provided and what the library could gain by them.

Trustees were provided with an outline of what would be a three-service plan for the library along with a service agreement for review. Mr. Rice asked why several lines in the service agreement had been redacted. Ms. Kroll assured him that contracts often are presented showing only the information that is pertinent to the library and agreed to by both parties, with unsettled items being stricken so the board could see what had been removed.

Mary Ogden asked Mr. Speaks if he thought the project would be a challenge. He assured her that he was excited at the prospect of working with the library and hoped to get started right away if the contract was approved. Mr. Rice asked if the amount suggested for incidentals was capped to which Ms. Kroll answered that the wording “not to exceed” in the contract guaranteed a set limit.

Resolution 16-01: Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli, the Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to enter into a contract with The Impact Group for a Three Service Package (1) Community Engagement and Data Collection, (2) Communications Plan, Messaging and Training and (3) Strategic Plan Development at a cost not to exceed \$39,750. The motion carried unanimously.

D. Tax Advance Request 2016: In order for the library to receive funds collected through real estate taxes as they are received by the county, the trustees were asked to approve a tax advance request for the year. If not approved, the library would not receive these revenues until they were fully collected by the county auditor twice per year.

Resolution 16-02: Upon a motion made by Ms. Schultz and seconded by Mr. Tomaselli, 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 2016. The motion carried unanimously.

E. Approval of New Delivery Van: Facilities and Maintenance Manager Keith Maynard had researched the purchase of a new delivery van for MCDL and had negotiated what he felt was a fair deal and under budget. He had done business previously with the dealer and had better than satisfactory experiences. Ms. Kroll presented the proposal to the trustees for review and approval.

Resolution 16-03: Upon a motion made by Mr. Elko and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves the purchase of a 2016 GMC Savana 3500 cargo van through Brunswick Auto Mart at a cost not to exceed \$26,700.00. The motion carried unanimously

F. Service Recognition for Mary Ellen Hillard: Ms. Ogden read a service proclamation for retiring long-term staff member Mary Ellen Hillard.

Resolution 16-04: Upon a motion made by Mr. Rice and seconded by Mr. Tomaselli, the Board of Trustees of the Medina County District Library congratulates Mary Ellen Hillard on her years of steadfast service to Medina County District Library and wishes her well in her retirement. The motion carried unanimously.

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

1. Kristin and Shawn Spindel: donated \$200
2. Gerald and Janet Bender: donated \$500
3. Janice Clark: donated \$50
4. Genevieve M. Esgar: donated \$40

Trustee's Comments

Kyle White commented that her orientation process as a new trustee had been exciting and she had enjoyed meeting MCDL staff and visiting the libraries. She thanked everyone who had helped to make her feel welcome.

Mary Ogden congratulated MCDL on its 13% increase of employee contributions in to United Way and congratulated all who had received honors and awards in 2015. She also gave well wishes to the current Leadership U class and wished them luck in the projects.

Adjournment: Upon a motion made by Mr. Rice and seconded by Mr. Tomaselli, the meeting was adjourned at 7:04 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, February 15, 2016 at 6:00 p.m. at the Medina Library

Mary Ogden- President

Brad Rice- Secretary