

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

March 21, 2016

The Medina County District Library Board of Trustees met in regular session on Monday, March 21, 2016 at Buckeye 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, Robert Tomaselli and Mary Schultz.

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; Keith Maynard, Facilities and Operations Manager; Lisa Buzalka, Deputy Fiscal Officer; Ann Plazek, Outreach Manager; Laura Kettering, Buckeye Manager; Kathy Petras, Medina Library Associate; Debbie Jedreski, Medina Customer Service Clerk; Nancy Boyher, Highland 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. Elko and seconded by Mr. Tomaselli. 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 February 15, 2016 minutes was made by Mr. Tomaselli and seconded by Ms. Schultz. The minutes were approved unanimously.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of February. She reported that receipts totaled \$3,674,435 and expenses were \$747,185. The unexpended balance of \$10,734,951 minus outstanding encumbrances of \$1,519,829 left an ending balance of \$9,215,122 in all funds. Ms. Kroll noted that the large amount of receipts was due to the advances on real estate tax collections by the county auditor.

In February, investments earned \$2,821 with a principal of \$10,874,455 in bank accounts and investments at an average interest rate of .547%. Mr. Tomaselli asked why the year-to-date interest had shown such a marked increase. Ms. Kroll explained that some of the investments earn interest at semi-annual intervals and there had been a few in the first 2 months of 2016 that had interest payments. She noted that this is a timing issue and therefore these higher amounts will not always be the norm.

Kyle White arrived at 6:06 pm.

PLF funds which included those received in March were up nearly 8% from the same time in 2015 with an increase of a little more than \$57,981 so far in 2016. Ms. Kroll stated that she is hopeful that the PLF will continue to trend upward as the economy improves. She also made note to the board that the State Auditor's Office will be conducting their bi-annual audit of MCDL in April to review activity in 2014 and 2015.

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

Director's Report: Director Carole Kowell shared highlights and statistics occurring within the system during the month of February. She was especially happy to report that all statistics were up in for the month. A successful Adult Winter Reading Program contributed to an increase in program participation of over 60%. Ms. Kowell shared that Medina Reference Librarian Liz Nelson had celebrated a 30 year milestone with MCDL. She introduced to the board new Buckeye Manager Laura Kettering who gave a brief summary of her background.

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

- Daniel Maynard, the contact for the Legal Resource Center, wrote to say how pleased he was with the program so far. "Although lightly attended so far, I think that we have a good availability and as people need the service we will be there for them."
- An anonymous complainer wrote to the "ham bones" at the library who didn't know that Dominic's owned ALL the parking spaces behine (sp) the Library." The person had enclosed a yellowed Letter to the Editor from about eight years ago, concerning MCDL's decision to convert the dilapidated houses we owned to our current parking lot.

Personnel Report: The February report on Human Resources activity was presented by Human Resources Manager Julie Carragher. She noted that some key vacant positions had been filled and that some of the steps recommended by staffing consultant June Garcia had been implemented with more to be completed in the near future.

A motion was made by Mr. Tomaselli and seconded by Ms. White 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. Update on Medina Structural Issues: Facilities and Operations Manager Keith Maynard distributed a report which had been completed by Waterproofing Technologies, Inc. to determine the level of water leakage in the Medina building, assess the damage due to leakage and make recommendations for repairs. He shared detailed photos of the points of concern along with explanations. His recommendation was to engage architect Bob Arnold who is already involved in the replacement window project on the third floor of the Medina Building. It was decided that once Mr. Arnold returned his opinion, there would be a Buildings Committee meeting to discuss options and decide on a course of action. Ms. Kroll noted that there is a required selection process for a design firm. All agreed that the top priority would be the south main entrance area where unstable wall tiles could present a safety risk if not addressed. Ms. Kroll added that bids to replace the third floor balcony windows will be opened on April 4.*

B. Wine and Canvas Night at Medina Library: Ms. Kowell asked that the board approve of wine being allowed in the Medina Building for a program requiring participants to bring their own bottle of wine. No liquor license would be required since MCDL would not be providing the wine and the event would take place after regular library hours and by registration only.

Resolution 16-07: 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 a Bring Your Own Wine event, Wine and Canvas Night, at Medina Library in July, 2016. The motion carried unanimously.

C. Approval of Landscaping Contract: Ms. Kroll reported that quotes had been received from four companies to provide landscape services to the libraries. Services offered were reviewed in context of cost and analyzed for the best value. Mary Ogden asked how long the contract would be in effect. Ms. Kroll replied that the service would be provided in the 2016 and 2017 landscaping seasons. Mr. Tomaselli stressed that a high level of service should be expected in keeping weeds down as well as mowing.*

Resolution 16-08: Upon a motion made by Mr. Tomaselli and seconded by Ms. White it was resolved that: The Medina County District Library Board of Trustees hereby awards the landscaping services contract to Peters Professional Landscaping for the period of April 15, 2016 through November 15, 2017. Ms. Ogden asked for a roll call vote with the following results. Mr. Elko-aye, Ms. Schultz-aye, Mr. Tomaselli-aye, Ms. White-aye and Ms. Ogden-aye.

D. Service Recognition for Barb Chase: Ms. Ogden read a service proclamation for retiring Reference Librarian Barb Chase. She was commended for her 28 years of faithful service.

Resolution 16-09: Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli it was resolved that: The Board of Trustees of the Medina County District Library congratulates Barb Chase on her 28 years of steadfast service to Medina County District Library; we thank Barb for all the people she's helped with their questions, all the new employees she's trained on the art of reference service, all the knowledge she's passed on, and all the stories she's shared. She has the respect and gratitude of many people and we wish her well in her retirement. The motion carried unanimously.

E. 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. Rose Ann Weaver/ Healing Hearts: donated \$100
2. David and Judy Scaife; donated \$35 in memory of Pat Rainey
3. Theresa Laffey; donated \$25 in memory of Pat Rainey
4. Friends of MCDL: donated \$1000 for Staff Development Day

Trustees Comments

Ms. Ogden welcomed Laura Kettering and thanked Ann Plazek for hosting the meeting at Buckeye Library.

Adjournment: A motion was made by Ms. Schultz and seconded by Ms. White, to adjourn the meeting at 7:30 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, April 18, 2016 at 6:00 p.m. at Medina Library