

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

July 18, 2016

The Medina County District Library Board of Trustees met in regular session on Monday, July 18, 2016 at Brunswick Library. With a quorum present, President Mary Ogden called the meeting to order at 6:10 p.m.

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

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Keith Maynard, Facilities and Operations Manager; Sue Demis, Technology Manager; Tina Sabol, Community Engagement Manager; Chris Weaver-Pieh, Collection Resources Manager; Diane Dermody, Highland Branch Manager; Lisa Riennerth, Medina Library Associate; Marilyn Plitt, SEIU President and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda A motion to approve the agenda was made by Ms. White and seconded by Mr. Tomaselli. The motion carried unanimously.

Recognition of Guests and Comments from the Public Ms. Ogden welcomed all in attendance. Mr. Tom Burnett requested to address the board concerning what he considered to be an inadequate number of handicap spaces in the parking lot of Medina Library. He pointed out that the number of spaces in the Brunswick branch lot exceeded those in Medina's by 2 and Brunswick is a smaller branch. Ms. Dunlap suggested that administration look to see if there is a standard ratio used to determine the amount of handicapped spaces in a lot. Mr. Maynard asked Mr. Burnett how many spaces he felt would be adequate. He suggested 5 or 6. Administration will investigate the situation and see if the suggested number of spaces is possible.

Mr. Rice arrived at 6:15 p.m.

Leadership U Presentation The following staff members were introduced as the 2016 graduating class of Leadership U, MCDL's internal leadership training program: Annetherese Biesiada, Katie Graefnitz, Gail Furillo, Catie Taylor, Rachel Rundle and Kathy Stauffer. Member Kelly Halleen was absent.

The class had designed and prepared presentations that summarized the two projects they had chosen to do. Ms. Biesiada and Ms. Graefnitz presented an internal mentoring project which began by surveying employees to gauge the interest and support of such a program. Results were encouraging and the team investigated how mentoring could be implemented in a practical and productive way. Ms. Kowell added that administration will become instrumental in taking the program to implementation.

Ms. Stauffer, Ms. Rundle, Ms. Taylor and Ms. Furillo presented their project of Pop-Up libraries. They explained that Ann Plazek of Outreach Services had introduced Pop-Up libraries at MCDL and they had taken the concept and developed it significantly to provide a variety library services at spontaneous locations as needed. A table had been prepared to showcase the items and services available.

Disposition of Minutes – A motion to approve the June 20, 2016 minutes was made by Ms. Dunlap and seconded by Ms. White. Mr. Elko abstained and the motion carried unanimously.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board with the financial statements for the month of June. She reported that receipts totaled \$335,962 and expenses were \$882,494. The unexpended balance of \$9,156,453 minus outstanding encumbrances of \$1,093,569 left an ending balance of \$8,062,884 in all funds.

In June, investments earned \$2,248 with a principal of \$9,192,728 in bank accounts and investments at an average interest rate of .784%.

PLF funds received in July were up 4.77% compared to July of 2015. Overall PLF funds for 2016 were up .59%. Ms. Kroll added that revenues have fluxuated significantly from month to month, but currently the difference year to date from 2015 is less than 1%. She will keep watching as the state's economy continues to change.

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 June. She noted that many of the statistics showed a decline compared to June of 2015. Computer use was the only category to show an increase in numbers. The summer reading program was highlighted as being very successful with remarkable increases of participants in both the children's and teen's games.

Ms. Kowell reported that the ALA convention in Orlando was full of great ideas. She, along with other attending staff members, will be providing a report to the trustees to pinpoint a few items or strategies that are felt to be particularly beneficial to MCDL. She added that the strategic plan is in final stages of development and will soon be complete.

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

- Feeding Medina County sent a letter of gratitude for the Food for Fines program which provided them with 7,206 lbs. of food.
- Cindy Harold sent a letter to thank the library for being a special place that she visited as a child, brought her own children and now enjoys with her grandchildren.

Personnel Report: The June report on Human Resources activity was reviewed by Julie Carragher. She noted that MCDL is continuing to make steps toward achieving goals recommended by staffing consultant June Garcia.

A motion was made by Ms. Dunlap and seconded by Mr. Tomaselli to approve the report as distributed. The motion was carried unanimously.

Board Committee Reports:

Finance Committee:

Chairperson Mary Schultz reported that the committee met on Tuesday, July 13. The committee conducted a preliminary discussion to begin laying the framework for a 2017 library levy. Community Engagement Manager Tina Sabol provided a draft of a timeline by which she hoped to achieve specific tasks in the process. The committee was hopeful that the timeline might be advanced by one month. Ms. Kroll provided budget information and estimated projections on which to begin looking at possible millages to be requested. The May 2017 election was targeted as a ballot with resolutions needed from the board in September or October 2016.

Ms. Kroll provided a copy of the 2017 Tax Budget which estimates disbursement of real estate tax revenue to libraries within the county. MCDL and Wadsworth Library have a mutual agreement by which Medina County funds are disbursed which makes approval of the Tax Budget a formality, but one that is required by law.*

Resolution 16-17: Upon recommendation of the Finance Committee, the Medina County District Library Board of Trustees hereby approves the 2017 Tax Budget as attached for submittal to the Medina County Budget Commission. The recommendation was approved unanimously.

Personnel Committee: Chairperson Brad Rice reported that the committee met on July 13. A new federal regulation was discussed which will place new restrictions on the minimum salary required to qualify for overtime exempt status. Options were discussed and it was decided that no action will be taken until the regulation takes effect on December 1, 2016.

Ms. Carragher gave an update to the committee regarding the status of the current labor contract negotiations.

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

Unfinished Business:

A. Medina Building Repairs: Facilities and Operations Manager Keith Maynard reported that despite some minor complications the project to replace the 3rd floor balcony windows in Medina is on track to be completed as scheduled by the end of September.

Ms. Kroll added that the façade and other items being evaluated on the south side of the Medina building will be decided once Mays Consulting and Evaluation Services Inc. has a chance to conduct a review and report their findings on the previous evaluation conducted by Tremco Inc.

New Business:

A. Cancel August Meeting: Upon a motion made by Mr. Elko and seconded by Ms. Dunlap the trustees proposed to cancel the August regular meeting of the board. Mr. Tomaselli asked if it would be better to keep the meeting scheduled in case it is needed to pass a resolution to begin the levy process. It was decided that a special meeting could be called if necessary which would give those working on the preliminary steps a more flexible time schedule. The motion carried unanimously.

B. Alcohol at Highland Murder Mystery Dinner: Ms. Kowell asked the trustees to approve a bring-your-own wine Murder Mystery event at Highland Library. Highland Branch Manager Diane Dermody remarked that a similar event had been held in Highland with very positive reviews, but there had been many member suggestions to allow wine.

Resolution 16-18: Upon a motion made by Ms. Dunlap and seconded by Mr. Tomaselli, the Medina County District Library Board of Trustees hereby approves a Bring Your Own Wine event, a Polish Gangster Murder Mystery Dinner at Highland Library on October 29, 2016. The motion carried unanimously.

C. Alcohol Wine and Canvas Night: Ms. Kowell also asked that a bring-your-own wine event be held in Medina during the month of October. The Wine and Canvas Night events have proven to be very popular.

Resolution 16-19: Upon a motion made by Ms. Dunlap and seconded by Mr. Tomaselli, the Medina County District Library Board of Trustees hereby approves a bring-your-own-wine event, Wine and Canvas Night, at the Medina Library in October, 2016. The motion carried unanimously.

Labor Attorney Jim Wilkins arrived at 6:48 PM.

D. Depository Agreements for Public Funds: Ms. Kroll reported that the ORC requires all public libraries to have depository agreements with all financial institutions where public funds are deposited. The agreements are for a five year period and the current agreements expire in August of 2016. Ms. Kroll asked the trustees to approve a new agreement that will be in effect until August 2021.*

Resolution 16-20: Upon a motion made by Ms. Schultz and seconded Mr. Rice, the Medina County District Library Board of Trustees hereby approves depository agreements with Fifth Third Bank, First Federal of Lakewood, First Merit Bank, Huntington Bank and Westfield Bank through August 2021. The Board also hereby approves the maximum amounts of \$5,000,000 for Active, \$10,000,000 for Interim, and \$5,000,000 for Inactive funds at each of these banks. The motion carried unanimously.

E. Bibliotecha Contract: The contract with Bibliotecha Inc. who replaced 3M for servicing of the self-check machines, needed to be renewed for one year. Mr. Tomaselli asked if a comparison had been made to determine if the service contract was a good value. Technology manager Sue Demis assured the trustees that a service contract is much more economical than paying per service call separately. She also noted that without a service agreement the library would not receive software upgrades. Mr. Tomaselli asked if service from the new company was as good as what had been expected from 3M. She said the new company had performed equally as well. Mr. Rice asked what the replacement cost for a machine would be. Ms. Demis answered that the current cost would be about \$12,000 per machine.*

Resolution 16-21: Upon motion made by Ms. Dunlap and seconded by Mr. Tomaselli, the Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to enter into a service agreement with Bibliotecha for maintenance and software upgrades for seventeen self-check machines for the period of September 1, 2016 through August 31, 2017 at a cost of \$38,542.15. The motion carried unanimously.

F. Time Card Policy HR-C-2/ FIN-21: Ms. Kroll asked that the trustees approve a revision to the time card policy and asked to move it from the HR section of the Policy and Procedure Manual to the FIN section. She stated that revisions were necessary to more clearly define what is expected of employees and supervisors in the maintenance of time cards and to increase accountability for not following procedures. She added that the processing of payroll was being unnecessarily complicated by staff and supervisors who are not making it a priority to effectively maintain and oversee employee time cards. Kyle White suggested that perhaps the staff ID badges could be used in a system to keep employee time. Ms. Kroll explained that the current security system is not compatible with the ADP software, but it is something that could be explored in the future. Mr. Maynard commented that he felt the ADP system was clumsy and difficult to manage to which Ms. Kroll replied that no system is perfect and all have challenges.

Resolution 16-22: Upon motion made by Mr. Tomaselli and seconded by Mr. Elko, the Medina County District Library Board of Trustees hereby approves policy FIN-21 Timecards, and approves removal of policy HR-C-2. The motion carried unanimously.

G. Revision to Records Retention Schedule: The Records Commission met prior to the regular meeting and reviewed revisions to the MCDL Records Retention Schedule. Ms. Kroll asked that the full board approve the revisions by resolution.*

Resolution 16-23: Upon motion made by Ms. White and seconded by Ms. Dunlap, the Medina County District Library Board of Trustees hereby approves the Revised MAN-7b Records Retention Schedule. The motion carried unanimously.

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

1. Friends of MCDL: donated \$1000 for SRC book purchases
2. Christopher Siders: donated \$300 in memory of Lisa Tish

D. Other:

Mr. Tomaselli proposed a discussion to determine whether litigation would be practical in the situation involving the Medina building issues. The trustees decided to wait until Mays Consulting has completed their review before making any decisions.

Executive Session: Mary Ogden made a motion to enter into executive session at 7:30 p.m. for the purpose of discussing collective bargaining matters. Mr. Wilkins, Mr. Maynard, Ms. Kowell, Ms. Kroll and Ms. Carragher were asked to remain. Mr. Tomaselli seconded the motion and a roll call vote was taken with the following results: Ms. Dunlap-aye, Mr. Elko-aye, Mr. Rice-aye, Ms. Schultz-aye, Mr. Tomaselli-aye, Ms. White-aye and Ms. Ogden-aye.

Regular Session resumed at 8:23 p.m. with no action taken.

Trustees Comments

Kate Dunlap was grateful to the Brunswick staff for hosting the meeting. She commended the Leadership U class on their projects and felt that they were right on trend.

Mr. Tomaselli commented that the Medina landscaping looked very nice and clean.

Mary Ogden echoed Ms. Dunlap's comments.

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Adjournment: A motion was made by Ms. White and seconded by Mr. Rice to adjourn the meeting at 8:25 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 19, 2016 at 6:00 p.m. at Medina Library

Mary Ogden - President

Brad Rice- Secretary