

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

October 17, 2016

The Medina County District Library Board of Trustees met in regular session on Monday, October 17, 2016 at Highland 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, Kate Dunlap, Howard Elko, Brad Rice, Mary Schultz, Robert Tomaselli and Kyle White.

Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Tina Sabol, Community Engagement Manager; Chris Weaver-Pieh, Collection Resources Manager; Lisa Rieneerth, 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. Elko and seconded by Ms. White. 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 September 19, 2016 minutes with corrections was made by Ms. Schultz and seconded by Ms. White. The motion carried unanimously.

Financial Report– Fiscal Officer Kelly Kroll provided the trustees with the financial statements for the month of September. She reported that receipts totaled \$842,482 and expenses were \$654,308. The unexpended balance of \$11,946,128 minus outstanding encumbrances of \$1,081,364 left an ending balance of \$10,864,765 in all funds.

Ms. Kroll stated that 63% of the 2016 general fund budget had been spent which was slightly below the targeted amount. Mr. Rice asked if a raise for bargaining unit employees had been figured into the budget. Ms. Kroll replied that a raise had been budgeted, but not affected since the contract was still being negotiated.

In September, investments earned \$3,781 with a principal of \$12,033,780 in bank accounts and investments at an average interest rate of .689%.

Ms. Kroll reported that with the assistance of an attorney an agreeable resolution had been reached with ADP to terminate without penalty the contract with them for managed payroll. She will examine options for processing payroll regarding staffing. They have also given the library a \$7500 credit for all the time Finance and HR took to resolve many problems. This will lower the fees to nearly half of what they were with managed payroll.

PLF funds received were up 6.92% compared to October of 2015. Overall PLF funds for 2016 were up just under 1%.

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 September. She was happy to report that the 2016 One Book One Community had been a great success. New charts had been created to assess trends over the last three years and the trustees discussed their usefulness and whether they should be continued. It was decided that they should be continued with new data entered at the end of each month.

Communications: Ms. Kowell distributed copies of *Medina County Women's Journal* featuring a photo of trustee Kate Dunlap on the cover. She shared the following communications with the trustees:

- Bike MS thanked the Brunswick Library for allowing their volunteers to park in the library parking lot
- Debbie Ensor had nice things to say about the wonderful Seville staff for their help in assisting her in the set up and running of her "Will it Grow?" program
- Highland High School NAHS thanked the Highland staff for the great day at their Chalk Fest outside the library
- Lidiya Dordzhiyeva's letter, praising the professional, respectful, positive Brunswick staff was read in its entirety to the board.

Personnel Report: The September report on Human Resources activity was reviewed by Julie Carragher. She reminded the trustees that the bargaining unit had agreed to meet with the negotiating teams and the mediator on October 25.

A motion was made by Mr. Elko 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: Chair Kate Dunlap reported that the committee met immediately prior to the regular meeting and will present resulting recommendations to the board at the November 21 meeting.

Buildings Committee: No meeting

Unfinished Business:

A. Medina Building Repairs: Ms. Kroll reported that the window replacement project on Medina's third floor is under way and should be completed on schedule. Ms. Kowell stated that the report from Mays Consulting had arrived just prior to the meeting and administration will now need to assess the proposed tile project and form a plan of action.

New Business:

A. Wells Fargo Investment: Mr. Tomaselli was very concerned with recent events concerning Wells Fargo Bank being involved in nefarious activity and he felt strongly that MCDL should cash in its CD at Wells Fargo early at a loss. He felt it best to cancel any business dealings with what he thought was a morally irresponsible institution. Ms. Kroll explained that it would require Board approval to sell the CD if it resulted in a loss of principal and taxpayer money.

Several trustees agreed that what had transpired at Wells Fargo was egregious and those involved should be penalized. However, an early sale of the CD would mean that those being penalized would include the library district's tax payers.

Mr. Tomaselli made a motion to put to vote the option of cashing in the CD immediately and Mr. Rice seconded the motion. Ms. Ogden suggested reviewing the MCDL Investment Policy at an upcoming Finance Committee meeting and asked for a roll call vote with the following results:

Ms. Dunlap-nay, Mr. Elko-nay, Mr. Rice-nay, Ms. Schultz-nay, Mr. Tomaselli-aye, Ms. White-nay and Ms. Ogden-nay.

The motion did not carry.

B. Infestation Policy SS-14: A new policy was introduced to the trustees to provide guidelines and practices for staff to manage incidents of pest infestation of library materials and property.

Resolution 16-29: Upon a motion made by Ms. Dunlap and seconded by Ms. White, The Medina County District Library Board of Trustees hereby approves addition of Policy SS-14 Infestation Prevention and Response to the MCDL Policy and Procedure Manual. The motion carried unanimously.

C. Member Dress and Hygiene Policy SS-02: A revision to the policy addressing member dress was proposed to include member hygiene. The revision would provide guidelines and practices to staff when managing incidents of member hygiene of the like that could cause a health threat to other members or staff.

Resolution 16-30: Upon a motion made by Ms. Dunlap and seconded by Ms. White, The Medina County District Library Board of Trustees hereby approves the revised Policy SS-2 to include member hygiene. The motion carried unanimously.

D. Tax Levy Rates: Ms. Kroll reminded the trustees that the Ohio Revised Code requires the Board to officially accept the amounts and rates of property taxes related to the 2017 1.25 mill operating and .80 mill construction bond levies annually in order to receive these amounts as collected by the County Auditor. Mary Ogden asked if the amounts were based on the current millage to which Ms. Kroll replied that they were.

Resolution 16-31: Upon a motion made by Mr. Tomaselli and seconded by Mr. Elko, the Medina County District Library Board of Trustees hereby accepts the amounts and rates of property taxes related to the 2017 1.25 mill operating and .80 mill construction bond levies as outlined in accompanying documents. The motion carried unanimously.*

E. Service Recognition for Kimberly Lucas: Ms. Ogden read a service proclamation for retiring long-term staff member Kimberly Lucas.

Resolution 16-32: Upon a motion made by Mr. Elko and seconded by Ms. Dunlap, the Board of Trustees of the Medina County District Library congratulates Kimberly Lucas on her years of steadfast service to Medina County District Library and wishes her well in her retirement. The motion carried unanimously.

F. Donations: Upon motion made by Mr. Elko and seconded by Ms. Dunlap, the following donations were accepted with gratitude. The motion carried unanimously.

1. Barb Riffel: donated \$60

Trustees Comments

Kate Dunlap thanked Ms. Kroll and her department for seeing the ADP situation through to an acceptable end. She appreciated all of the hard work and difficulty involved in the contract for their services from the beginning.

Brad Rice had attended the One Book One Community event with author Emily St. John Mandel and was very impressed by it. He congratulated all of those responsible for making OBOC a success.

Mary Schultz wished both sides good luck in the upcoming labor contract negotiation.

Kyle White also thanked those involved with ADP for their efforts.

Mary Ogden congratulated Brunswick for the complimentary letter sent by a member and commented that the high standard of customer service at all branches is what makes MCDL great.

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Adjournment: A motion was made by Mr. Elko and seconded by Mr. Rice to adjourn the meeting at 7:26 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, November 21, 2016 at 6:00 p.m. at Medina Library

Mary Ogden - President

Brad Rice– Secretary