

# **MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING**

September 19, 2011

The Medina County District Library Board of Trustees met in regular session on Monday, September 19, 2011 at the Highland Library. President Adrienne Appleby-Bures called the meeting to order at 6:00 p.m.

**Roll Call** was taken with the following members noted as present: Adrienne Appleby-Bures, Maria Griffiths, Patricia Boyle, Scott Snyder, Mary Ogden, Robert Tomaselli and Howard Elko. Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Keith Maynard, Facilities/Operations Manager; Diane Dermody, Highland Library Manager; Marilyn Plitt, SEIU Representative; and Judy Hamer, Senior Administrative Assistant.

**Approval of the Agenda** - A motion was made by Patricia Boyle and seconded by Maria Griffiths to approve the revised agenda as distributed. The roll call vote was as follows: Maria Griffiths – aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden – aye; Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Recognition of Guests and Comments from the Public** - President Bures welcomed all in attendance. There were no comments.

**Disposition of Minutes** – A motion to approve the July 18, 2011 minutes was made by Maria Griffiths and seconded by Mary Ogden. The roll call vote was as follows: Maria Griffiths – aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden – aye; Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Financial Report** - Business Manager/Fiscal Officer, Jack Masterson reported that General Fund receipts are nearly 24% above estimate for the first 8 months of 2011; General Fund expenditures are 13.24% below estimate for the same time period. General Fund balance is \$8,112,616 (as of August 31). PLF revenue for August and September was 6.3% less than for the same months of 2010. Overall PLF revenue for the first nine months of 2011 is 13.87% higher than the same period in 2010. PLF revenues for October, November, December are estimated to be \$697,119.

Beginning in October, Mr. Masterson will be meeting with department heads and managers to discuss 2012 budgets and will have them set before the November board meeting. Finance Committee meetings will be scheduled before the October and November board meetings to review the budget.

No adjustment to this year's budget need be made to cover the 2% staff raises as there was enough allocated to cover the cost. Mr. Masterson will add \$40,000 to next year's budget.

It was noted that the amount spent for new materials was lagging behind the amount that is budgeted. Mrs. Kowell assured the board that the money will be spent by the end of the year.

Mr. Masterson distributed an updated list of the Designated Financial Institutions as Public Depositories.

A motion to accept the July 31, 2011 and August 31, 2011 Financial Reports as distributed was made by Maria Griffiths and seconded by Robert Tomaselli. The roll call vote was as follows: Maria Griffiths – aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden – aye; Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Director's Report** – MCDL circulation was up 5% from last August. There was a slight rise in new cards, 1%, for the first time since Sept. 2009, which may be because members need to have a card to use Freegal.

The Friends of Medina County District Library held a ribbon cutting ceremony for the newly expanded and redecorated Book Cellar on September 16. It looks very nice.

Summer Reading Celebration registration remained constant this year with 6,850 children playing the game. Average participation of elementary school enrollment was 40%.

The library was greatly honored to welcome a delegation of nine librarians from Sweden. They chose to visit MCDL as one of the stops on their tour after an online search for the best libraries in the country.

MCDL received notice that the ALA traveling exhibit, Lincoln: The Constitution and the Civil War, will be coming to the Medina Library next March for a 6-week stop. System-wide programming will complement the display.

Keep on Truckin' was a huge success again this year. The highlight was a helicopter from Akron Children's Hospital.

**Strategic Plan** - Many objectives have already been completed a year early and those remaining are nearly complete. Management will take time to assess progress and begin the groundwork for the next strategic plan. Under consideration will be shortening the length of the plan to two years.

**Friends of MCDL's fundraiser, Puttin' on the Ritz!** has already turned a profit with the sponsorships that Tina Sabol has acquired. Mrs. Kowell thanked Mrs. Boyle for her donation to the silent auction and Ms. Ogden for her sponsorship of the event. We need to focus on selling tickets so there are folks to participate in the silent auctions and dance the night away (well, until 10:00 anyway). Features of the evening include: a silent auction; a wine auction; two Model A's parked at the front door; a jazz band; heavy hors d'oeuvres (not quite supper); a bar; a vintage photo booth; decorative martini glasses; dancing from 9-10.

Safety issues were discussed and it was felt that adequate preparations have been made.

Mrs. Bures moved and Dr. Griffiths seconded a motion to allow alcoholic beverages on the Medina Library premise for the fundraiser Puttin' on the Ritz!, October 14, 2011, sponsored by the Friends of Medina County District Library for that event and date only. The roll call vote was as follows: Maria Griffiths – aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden – aye; Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

The August/September **Personnel Report** was reviewed. A motion to approve the Personnel Report as distributed was made by Maria Griffiths and seconded by Mary Ogden. The roll call vote was as follows: Maria Griffiths – aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden – aye, Robert Tomaselli - aye, Howard Elko – aye, Adrienne Bures - aye.

**Finance Committee** – No meeting.

**Personnel Committee** –Did meet but there was no business to report.

**Policy and By-laws Committee** - No meeting.

**Communications** - Mrs. Kowell read a letter from the Medina County Art League thanking the library for its participation in Art in the Park; two notes from members who are grateful for the help they received at the Buckeye Library and another from a Highland member; Ohio Environmental Protection Agency for the use of the Brunswick meeting room; the HANDS Foundation for a door prize;

**Unfinished Business**

**Lodi Update** - Over the past five months, Keith Maynard, Facilities/Operations Manager, has been working on arranging a contract for a construction testing company to put monitors on the timbers to gage their movement over the course of a year and getting opinions on solutions for the problems from the companies who built the building. He would like to hire an independent engineering firm, URS and a timber framing specialist that Mrs. Boyle recommended to give us their opinions also. The board is very concerned and appreciates Mr. Maynard's work and gave him authority to proceed.

**New Business** –

**Bargaining Unit Job Description** – The Labor/Management Committee of Medina County District Library has reviewed the criteria for an associate degree in library services and recommends amending the Library Associate job description to include under requirements for the job an associate degree in library services or a bachelor's degree. The Director agrees.

**Resolution 11-20** Upon motion made by Maria Griffiths and seconded by Robert Tomaselli it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the amendment of the Library Associate job description to include under requirements for the job the obtaining of an associate degree in library services and/or a bachelor's degree. The new description will be effective immediately. The roll call vote was as follows: Maria Griffiths – aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden – aye, Robert Tomaselli - aye, Howard Elko – aye, Adrienne Bures - aye.

**Approval of July 25, 2011 Letter of Agreement to Bargaining Unit Contract** - Management and the bargaining unit reopened the current contract on July 25 for the purpose of negotiating wages and furlough days through the end of this contract as was stipulated in the current

contract. The easiest way to adjust the salary scale because there have been no salary raises in the past 2 ½ years is to give everyone a 2% increase. There will be no more furlough days through the end of the contract. These changes will not affect the 2011 budget, but the 2012 salary and wages budget will be increased by \$40,000. SEIU 1199 local members ratified this agreement at a membership meeting on August 19, 2011. **Resolution 11-21** Upon motion made by Robert Tomaselli and seconded by Patricia Boyle it was RESOLVED: That the Medina County District Library Board of Trustees upon recommendation from Management, hereby approves the Letter of Agreement between Medina County District Library and District 1199 Service Employees International Union negotiated on July 25, 2011. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Approval of new Page Hourly Structure** – To keep in line with the 2% increase recommended for the bargaining unit employees, Management recommends that the page hourly structure also be increased by 2%. No other changes to the structure would be made at this time and no changes to individual rates based upon number of hours worked. The only change would be to the structure. Pages still in their probationary period of employment would not receive the increase until they have completed their probationary period. Also, new pages hired between now and September 30, 2012 would be hired under the old structure and then move to the new structure after completion of their probationary period. **Resolution 11-22** Upon motion made by Mary Ogden and seconded by Maria Griffiths it was RESOLVED: That upon recommendation from Management, the Medina County District Library Board of Trustees approves an adjustment to the page structure as outlined above to be effective September 25, 2011. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Approval of Professional/Administrative Salary Increase** - Keeping in line with the 2% increase recommended for the bargaining unit employees, Management would also like to recommend that all professional/administrative staff receive a 2% increase to their current hourly rate to be effective September 25, 2011. No change to structure is recommended at this time. Employees currently in their probationary period will not receive the increase until completion of their probationary period. Newly hired employees between now and September 30, 2012 would be eligible for an additional 2% increase after completion of their probationary period, based upon negotiated rate at time of hire. **Resolution 11-23** Upon motion made by Scott Snyder and seconded by Patricia Boyle it was RESOLVED: That upon recommendation from Management, the Medina County District Library Board of Trustees approves an increase of 2% for Professional/Administrative staff effective September 25, 2011. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Director Salary Increase** - To keep in line with other professional/administrative salary increases for 2011, Management recommends an increase of 2% for the Director to be effective September 25, 2011. **Resolution 11-24** Upon motion made by Maria Griffiths and seconded by

Howard Elko it was **RESOLVED**: That upon recommendation from Management, the Medina County District Library Board of Trustees hereby approves a 2% increase to the Director's salary and it is to be effective September 25, 2011. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Business Manager/Fiscal Officer Salary Increase** - Keeping in line with other professional/administrative salary increases for 2011, Management is recommending an increase of 2% for the Business Manager/Fiscal Officer to be effective September 25, 2011. **Resolution 11-25** Upon motion made by Patricia Boyle and seconded by Robert Tomaselli it was **RESOLVED**: That upon recommendation from Management, the Medina County District Library Board of Trustees hereby approves a 2% increase to the salary of the Business Manager/Fiscal Officer and it is to be effective September 25, 2011. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Approval of Contract Award for the Seville Library Project Phase 2** - Bids for the above referenced project were received and read on Friday, September 2, 2011. The bid results were as follows:

Simmons Brothers Construction	\$174,049
Sterling Profession Group	\$212,400
Roetzel Construction	\$214,840
Ben D. Imhoff, Inc.	\$216,444
Bogner Construction	\$218, 730

The Medina County Prosecutor's Office has reviewed the bids. The Director and Van Dyke Architects LLC agree that the contract should be awarded to Simmons Brothers Construction. Mr. Maynard will check on the R-rating of the windows to be installed. A pre-construction meeting should be held in the next few weeks. **Resolution 11-26** Upon motion made by Maria Griffiths and seconded by Howard Elko it was **RESOLVED**: That upon recommendation by the Director and Van Dyke Architects LLC, the Medina County District Library Board of Trustees hereby authorizes the award of the contract for the Seville Library Project Phase 2 to Simmons Brothers Construction in the amount of \$174,049. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Donations**: Upon motion made by Mary Ogden and seconded by Robert Tomaselli the following donations were accepted with gratitude:

**July**:

- 660 ice cream and sorbet samples and 500 wildflower seed packets from Haagen-Dazs valued at \$961.81 for the Medina Bee Festival
- From Inflatable Images, a 25' inflatable bee for the Medina Bee Festival valued at \$175

- Handmade cars and buildings for the Brunswick train table in the Children's Room from Bob Reimer
- The *History of Homer Township* donated by Pat VanHoose to be added to the Franklin Sylvester Genealogy Room collection
- From Friends of Buckeye Library, \$200 to purchase board games for the Buckeye Library
- \$900 from Friends of Buckeye Library, \$400 for SRC, \$250 for the Buckeye Builders program and \$250 for Family Food Fest
- \$615 from the Friends of Buckeye Library to cover the costs of fall and winter programs
- \$25 from Jane E. Moos for the STAR Fund of MCDL
- Invaluable time and supplies from the Medina County Beekeepers Association to the Medina Library for programs and demonstrations at the Bee Festival and for maintaining the observation hive in the Children's Room

**August:**

- \$700 from Friends of Lodi Library for 2011 SRC sponsorship
- \$1,000 from Carol Levandoski for Medina's Donor Wall in memory of her sister, Joyce M. Biliczky, a former staff member at Medina Library
- a \$2,000 target grant to create book bundles
- 70 free sundae coupons from Dairy Queen of Medina to be given to staff as a thank you for a great Summer Reading Celebration by the STAR Committee
- 35 free sundae coupons from Dairy Queen of Brunswick that will be given to staff as a reward for a great Summer Reading Celebration by the STAR Committee
- Pumpkins valued at \$100 from Whistle Hollow Farm Pumpkin Factory for Lodi's "Pumpkin Patch Hunt"
- Mexican snacks from Fiesta Jalapenos for Medina's teen program "International Party"
- Fortune cookies for Medina's teen program "International Party" from Hop Hing
- A year's membership to Smithsonian Magazine for the Lodi Library from Patricia Grannis Peltó

The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle - aye, Scott Snyder - abstained, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Executive Session** - Upon motion made by Maria Griffiths and seconded by Patricia Boyle the board entered into executive session to discuss compensation of public employees at 7:58 p.m. The vote was unanimous. They came out of executive session at 9:25 p.m. upon motion made by Maria Griffiths and seconded by Howard Elko. The vote was also unanimous. No action was taken.

**Trustees' Comments** – Mr. Snyder noted that the Library staff needs the Board's help in selling ticket to Puttin' on the Ritz! He gave the Director a check for \$350 that he received from his employer for the volunteer work that he does for the library.

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Mr. Tomaselli thanked the Highland staff for a delicious supper. He suggested that the weeds be trimmed along the road at the entrance to the library.

Ms. Ogden thanked Mr. Maynard for his efforts on Lodi situation.

Dr. Griffiths thanked Highland staff for their hospitality and Mr. Maynard for his work at Lodi.

**Adjournment** - The meeting was adjourned at 9:27 p.m. upon motion made by Mary Ogden and seconded by Scott Snyder. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

### **NEXT BOARD MEETING**

**Monday, October 17, 2011, 6:00 p.m.  
at Medina Library**

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**Adrienne Bures**  
**President**

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**Patricia Boyle**  
**Secretary**