

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

September 17, 2012

The Medina County District Library Board of Trustees met in regular session on Monday, September 17, 2012 at the Brunswick Library. President 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, Mary Ogden arrived during the meeting, Scott Snyder, Robert Tomaselli, Howard Elko and Kate Dunlap. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Theresa Laffey, Assistant Director; Craig Harwick, Human Resources Manager; Marilyn Plitt, SEIU President; Sylvia Williams, Collection Resources Manager; Heather Coontz, Community Relations Manager; and Judy Hamer, Senior Administrative Assistant.

Approval of the Agenda - A motion to approve the agenda as distributed was made by Dr. Griffiths and seconded by Mr. Tomaselli. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-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 16, 2012 minutes was made by Dr. Griffiths and seconded by Mrs. Dunlap. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Financial Report – Fiscal Officer Kelly Kroll reviewed the August financial reports noting that the library is right on target for receipts and expenditures. Receipts year-to-date were about \$9,895,400 and expenses \$5,805,400. The cash balance in all funds at the end of August was about \$16,349,000. Mrs. Kroll noted that she moved funds to higher yielding investments in July and she reviewed these for the Board. She has moved some funds into STAR Plus, an investment for public entities managed by the State Treasurer's Office which has a somewhat higher rate than STAR Ohio. Interest earned will be higher as a result. Monthly PLF revenue is finally up, as predicted, and starting to gain so that we should end the year at only 6.5% down from last year. Mrs. Kroll handed out PLF estimates for 2013; they are up 3.5% from 2012. Unfortunately, economists are forecasting that interest rates will remain low through 2015. Mrs. Kroll noted that she has the July financial report available if anyone has questions. A motion to accept the July/August Financial Report as distributed was made by Dr. Griffiths and seconded by Mr. Tomaselli. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Director's Report – Director Kowell noted that 5,721 children participated in Summer Reading Celebration this year. 369 children played the game for the first time online. 1,200 teens registered online and contributed 3,600 reviews of books they read during the summer!

Keep on Truckin' presented by the Outreach staff was a horn blowing success. Upcoming events include: Writers Live Dinner with Terry Pluto, MCDL's first evening author event; Story Fest; An Evening with the Stars October 12 and Judy Hamer's retirement on November 1.

The July/August **Personnel Report** was reviewed. A motion to approve the report as distributed was made by Mr. Tomaselli and seconded by Dr. Griffiths. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Mary Ogden joined the meeting at 6:25.

Board Committee Reports:

- A. Finance Committee** – Mr. Snyder and Mrs. Kroll presented five fiscal policies that the committee discussed at length at its August 13 meeting:
1. FIN-2 – Major Expenditures Policy (revised) – provides more details as to which positions at the library can negotiate and sign contracts on behalf of the library
 2. FIN-15 – Budgetary Level of Control Policy – sets the controls by which the Fiscal Officer can transfer funds between appropriation accounts with or without Board approval
 3. FIN-16 – Request for Proposals for Goods or Services Policy – details how library staff must secure requests for proposals when purchasing goods or services over \$5,000.00, with some exceptions
 4. FIN-17 – Interest on Investments Policy – directs the Fiscal Officer as to which funds to receipt interest into; eliminates the need for the annual resolution of the Board at the Organizational meeting and establishes this as policy instead
 5. FIN-18 – Donations – Monetary Policy – directs the Fiscal Officer to receipt into and spend donations from the 701 Endowment Fund rather than the General Fund, beginning with the 2013 budget.

Resolution 12-41 Upon motion made by the Finance Committee and seconded by Dr. Griffiths it was RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the following fiscal policies: FIN- 2 – Major Expenditures Policy (revised); FIN-15 – Budgetary Level of Control Policy; FIN-16 – Request for Proposals for Goods or Services Policy; FIN-17 – Interest on Investments Policy; FIN-18 – Donations – Monetary Policy. The roll call vote was as follows: Maria Griffiths - aye, Mary Ogden - aye, Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

- B. Personnel Committee** – No meeting.
- C. Policy and By-laws Committee** - No meeting.
- D. Building Committee** - No meeting.

- **Communications** – The Medina County Community Fund thanked the Library for the donation of seven books for their Spring into Summer Event.
- The Salvation Army thanked the Library for the partnership in the Back to School Rally and new school supplies.
- Medina County Creative Housing thanked the library for the donation of a basket of books and magazines for their Raising the Roof event.
- Board member Dr. Griffiths relayed a thank you from Barb Schmidt, a recent stroke victim, for the Library's Bookmate service which she greatly appreciates.
- Rhonda, a volunteer at Highland, had very nice things to say about the library in her note.

Executive Session

At 6:34 p.m. upon motion made by President Bures and seconded by Mr. Tomaselli, the Board moved to enter into **Executive Session** for the purpose of discussing compensation and evaluation of a public employee. The roll call vote was as follows: Maria Griffiths – aye, Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

The Board came out of Executive Session at 6:54 p.m. upon motion made by Mr. Elko and seconded by Vice President Griffiths. The roll call vote was as follows: Maria Griffiths – aye, Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Resolution 12-42 Upon motion made by Dr. Griffiths and seconded by Mr. Elko, it was **RESOLVED**: That upon recommendation from Management, the Medina County District Library Board of Trustees hereby approves the new contract between Medina County District Library and District 1199 Service Employees International Union. Said contract will become effective October 1, 2012 and will remain in effect through September 30, 2015. The roll call vote was as follows: Maria Griffiths – aye, Mary Ogden – aye, Scott Snyder - aye, Robert Tomaselli - aye, Kate Dunlap – aye, Dr. Griffiths – aye, Adrienne Appleby-Bures - aye.

Unfinished Business

Lodi Update – Director Kowell is still awaiting the architect's report which was due last week. Keith Maynard, Operations Manager, will investigate.

Boyer Drive – Director Kowell met with the Brunswick City and School officials this summer and asked for a quote on the cost the repair work. None has been received. According to the newspapers, the schools and the city have reached an agreement to fund the project.

New Business

Approval of Additional Amount to Archatas, Inc. – Last year, the MCDL Board adopted a resolution to contract with Archatas, Inc., the forensic architect firm to investigate the issues at Lodi. That authorization was in the amount of \$20,000.00. We have received the final invoice from Archatas that exceeds the original amount by \$354.00.

Resolution 12-43 Upon motion made by Dr. Griffiths and seconded by Ms. Ogden, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes an additional \$354.00 to be paid to Archatas, Inc. for forensic architect services. The roll call vote was as follows: Maria Griffiths – aye, Mary Ogden - aye; Scott Snyder - no, Robert Tomaselli - aye, Howard Elko - no, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Depository Agreement for Fifth Third Bank - The Board currently does not have a depository agreement in place with Fifth Third Bank, but their investment rates are equal to or better than other area banks. Mrs. Kroll is requesting that the Board add Fifth Third Bank as another approved depository to allow us to invest public funds there. The amount requested of \$41,700,000 is the same as the other depository agreements previously approved and will expire on August 22, 2016, the same date as the other depositories.

Resolution 12-44 Upon motion made by Ms Ogden and seconded Dr. Griffiths by, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves Fifth Third Bank as an eligible depository for the period October 1, 2012 through August 22, 2016 in the maximum amount of \$41,700,000.00. The roll call vote was as follows: Maria Griffiths – aye, Mary Ogden - aye; Scott Snyder - no, Robert Tomaselli - aye, Howard Elko - no, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Surplus Furniture, Equipment and Vehicle Auction - Keith Maynard has compiled a list of surplus furniture, equipment and a vehicle that MCDL would to sell at auction to provide more storage space and revenue for MCDL. In the case of any item being inadvertently omitted from this list, we hope the Board will allow us to use our discretion to sell and/or dispose of that item also.

Resolution 12-45 Upon motion made by Mrs. Dunlap and seconded by Dr. Griffiths, it was RESOLVED: That the Medina County District Library Board of Trustees hereby declares the items on the attached “2012 Surplus Equipment Inventory” as surplus, authorizes the Business Manager/Fiscal Officer to hold an auction to sell these items, to dispose of any not sold, and to receipt the proceeds of the sale into the General Fund. The roll call vote was as follows: Maria Griffiths – aye, Mary Ogden - aye; Scott Snyder - no, Robert Tomaselli - aye, Howard Elko - no, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Donations: - Upon motion made by Mr. Elko and seconded by Dr. Griffiths the following donations were accepted with gratitude. The vote was unanimous.

August

1. From Friends of MCDL, \$1500 for the Medina Story Festival
2. Coffee and tea valued at \$60 from Clementine's Victorian Restaurant for Buckeye's Family Food Fest
3. \$250 from Lodi American Legion Post 523 for Lodi's Winter Wonderland
4. \$100 in kind services of two employees and supplies for crafts and games from Romp N Stomp for Medina's Bee Festival
5. From A. I. Root, a Gift Basket for Medina Bee Festival
6. From the Medina County Beekeepers member's time and supplies to maintain the hive all year long and their participation in Medina's Bee Festival
7. From Dryers' Grand Ice Cream Foundation 500 ice cream samples and a freezer for Medina Bee Festival

In memory of Richard Parish:

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| 8. Floyd and Sharon Butler | \$50 |
| 9. James and Betsy Gilder | \$30 |
| 10. Helen M. Shaffer | \$50 |
| 11. Bruce and Karen Parish | \$35 |
| 12. Vicki Huff/City of Stow Employees | \$25 |
| 13. Vickie D. Fulton | \$30 |
| 14. Jonathan and Barbara Steingass | \$50 |
| 15. Martha Jane Meyerhoefer | \$20 |
| 16. Darlene and Mike Ward | \$25 |
| 17. Ken and Sara Geigel | \$50 |
| 18. Gary and Kathy Dodson, Dan and Betty Dodson, Bill and Eve Dodson
and Carol and Steve Krauss | \$100 |
| 19. Robert and Shirley Hyde | \$50 |

September

1. From Bob Smith, a 1965 Medina County Directory for the Genealogy Room
2. From Renee Dunn, The Waters Family Farm Journal for the Genealogy Room
3. From Debbie Prante, rubber stamp sets that can be used for various programs throughout the system
4. *Alphabet Soup* donated by Marcia Hendricks and written by her daughter-in-law, Mica Fulgium Hendricks
5. From Target corporation, a \$2000 grant awarded for a Peek-A-Book web-based product

In memory of Richard Parish:

6. Mary and James Rinier	\$25
7. Joyce and Walter Henschel	\$20
8. Paula and Donald Wiley	\$100
9. Sara Drew	\$25
10. Edward and Judith Lichtenberg	\$25
11. Richard and Janice Parish	\$20
12. Judith Parish and Charles and Ann Dodson	\$500
13. Jane Garret	\$100
14. Joseph J. Nagy	\$250

Mrs. Parish is very pleased with the Don Drumm piece that will be installed at the west entrance in her husband's honor.

Trustees' Comments

Ms. Appleby-Bures thanked everyone who worked on the new union contract.

Dr. Griffiths thanked both sides of the bargaining table and for wrapping up negotiations in such a timely manner.

Mr. Tomaselli and Kate Dunlap expressed their appreciation for Human Resources Manager Craig Harwick for his work during negotiations.

Mr. Snyder was grateful for the partnership with the union.

Ms. Ogden congratulated the staff for a wonderful summer and thanked Mr. Harwick for a nice negotiation.

Adjournment - The meeting was adjourned at 7:17 p.m. upon motion made by Dr. Griffiths and seconded by Mr. Tomaselli. The roll call vote was as follows: Maria Griffiths – aye, Mary Ogden - aye; Scott Snyder - no, Robert Tomaselli - aye, Howard Elko - no, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

NEXT BOARD MEETING
Monday, October 15, 6:00 p.m. at the Highland Library

Adrienne Appleby-Bures
President

Mary Ogden
Secretary