

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

October 15, 2012

The Medina County District Library Board of Trustees met in regular session on Monday, October 15, 2012 at the Highland Library. President Bures called the meeting to order at 6:08 p.m.

Roll Call was taken with the following members noted as present: Adrienne Appleby-Bures, Maria Griffiths, Mary Ogden, Scott Snyder, Robert Tomaselli, Howard Elko and Kate Dunlap. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Craig Harwick, Human Resources Manager; Marilyn Plitt, SEIU President; Sylvia Williams, Collection Resources Manager; Heather Coontz, Community Relations Manager; Keith Maynard, Facilities Operations Manager; Sue Demis, Technology Services 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. Elko. The roll call vote was as follows:, Scott Snyder - aye, Robert Tomaselli - 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 September 17, 2012 minutes was made by Dr. Griffiths and seconded by Mr. Elko. The roll call vote was as follows: Maria Griffiths - aye, Mary Ogden –abstained, Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Financial Report – Fiscal Officer Kelly Kroll reviewed the September financial reports noting that the library receipts year-to-date were about \$10,151,686 and month-to-date, \$256,291. Year –to-date expenses were \$6,371,734 and \$566,380 for the month. The cash balance in all funds at the end of September was about \$16,038,876. Total interest earned on investments was \$5,836.88. Mrs. Kroll noted that she continues to purchase higher yielding investments. Monthly PLF revenue continues to gain over the same months in 2011 so that we should end the year about 6.5% down from last year. A motion to accept the September Financial Report as distributed was made by Dr. Griffiths and seconded by Ms. Ogden. 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 reported that the Friends' fundraiser "Evening with the Stars" was a wonderful evening! The décor was beautiful, several Show Biz members came dressed as celebrities as did a number of staff, the band was great and the silent auction was very successful. It was a lot of fun. The final report on the proceeds was not available yet. Tina Sabol and the Friends did a spectacular job.

The first Writers Live evening event with Plain Dealer columnist and author Terry Pluto was a success with 92 people attending.

Tammy Nandrasz will attend her first board meeting in November as Judy Hamer's replacement.

Two wonderful pieces of art were purchased from Don Drumm Studios by donors. Elizabeth and Charles Nelson donated a large aluminum sunburst plaque for the wall behind the Medina Reference Desk and the donations in memory of Richard Parish were used to purchase a whimsical, nursery rhyme sculpture "The Cow Jumped Over the Moon" for the west entrance garden also at Medina.

The September **Personnel Report** was reviewed. A motion to approve the report as distributed was made by Ms. Ogden and seconded by Mr. Tomaselli. 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.

Board Committee Reports:

- A. **Finance Committee** – Mrs. Kroll reported that there will be a meeting on Thursday, November 15 at 5:00 p.m.
- B. **Personnel Committee** – Mr. Tomaselli advised that the committee will be meeting tomorrow at 4:00 p.m.
- C. **Policy and By-laws Committee** - No meeting.
- D. **Building Committee** - No meeting.

Communications – The Brunswick Blue Pride Foundation thanked MCDL for the book basket donation for their July 1 fundraiser.

The Brunswick Area Historical Society thanked MCDL for the donation to their silent auction.

Executive Session

At 6:25 p.m. upon motion made by Mr. Snyder and seconded by Mr. Elko, the Board moved to enter into **Executive Session** for the purpose of discussing pending litigation. 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 8:05 p.m. upon motion made by President Bures and seconded by Mr. Snyder. 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.

Unfinished Business - None

New Business

Resolution 12-46 Upon motion made by President Bures and seconded by Ms. Ogden, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes Fiscal Officer Kelly Kroll to negotiate a contract with Prime Engineering Inc. in an amount not to exceed \$115,000 to be appropriated from the 401 Building and Repair Fund for structural analysis of the Lodi Library. 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. The Board

Accepting and Certifying the 2013 Tax Levy Rates – Ohio Revised Code requires the Board to officially accept the amounts and rates of property taxes related to the 1.25 mill operating and .80 mill construction bond levies annually in order to receive these amounts as collected by the County Auditor. The Medina County Budget Commission estimates that we will receive \$4,650,800 in 2013 from the operating levy, and \$3,029,600 for the bond issue.

Resolution 12-47 Upon motion made by Mr. Snyder and seconded by Dr. Griffiths,

See Attached Resolution

. 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.

Approval of Print Management Services Agreement - Sue Demis, Technology Manager, contacted two print management companies for proposals to manage our printers system wide -- MT Business Technologies, Inc. and ComDoc. Each company provided a proposal for print management services beginning November 1, 2012. MT Business Technologies is our current provider and we have had a favorable experience with them. The cost per page will be the same as this year's contract, which is \$.0138 per page of actual usage, with an estimate of 70,000 copies per month, or approximately \$1,000 per month. This amount includes toner replacement. MT Business has also guaranteed this per page cost for the next 3 years, beginning November 1, 2012. MT has also provided a document that allows us to rescind the agreement if the library's funding is cut during any of those years.

Resolution 12-48 Upon motion made by Dr. Griffiths and seconded by Mr. Tomaselli, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager to enter into a three-year agreement with MT Business Technologies, Inc. for print management services for all MCDL branches for the period of November 1, 2012 through October 31, 2015. 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.

Resolution to Close Early on Thanksgiving Eve - So our staff can spend more time being with their families on this special holiday, Director Kowell requested that the Board approve closing all MCDL facilities at 6:00 p.m. on Wednesday, Thanksgiving Eve Day.

Resolution 12-49 Upon motion made by Ms. Ogden and seconded by Mr. Elko, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the closing of all MCDL facilities at 6:00 p.m. on Wednesday, Thanksgiving Eve Day. 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 Ms. Ogden and seconded by Mr. Tomaselli the following donations were accepted with gratitude. The vote was unanimous.

1. Brenda Jennings, et al, donated \$20 in memory of Don Landis to purchase a children's book on grand parenting
2. From Doris Kiehl, \$50 in memory of Richard Parish
3. David VanDoren, Jr. donated a copy of his book, *Community Bands of Medina, Ohio*, for the Genealogy Room at the Medina Library

Service Recognition

Judy Hamer – Resolution 12-50 Upon motion made by Scott Snyder and seconded by Mary Ogden, it was RESOLVED: That the Board of Trustees of the Medina County District Library congratulates Judy Hamer on her many years of steadfast service to Medina County District Library. We honor her dedication, special talents and service. We wish her well in her retirement. The vote was unanimous.

Trustees' Comments

All board members thanked Diane Dermody for the delicious dinner and her hospitality. Scott Snyder called the Highland venue the highlight of the fall.

Kate Dunlap enjoyed the fundraiser and the event's good vibe. Maria Griffiths and Mary Ogden also praised the fundraiser and hoped the event was a financial success.

Maria Griffiths appreciated all the changes in the financial reports Kelly Kroll prepares for the Board.

All board members thanked Judy Hamer for her years of service to MCDL and a dedication that is rare these days. They've enjoyed working with Judy and admitted how much they will miss her.

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 added that he was grateful for the partnership with the union.

Adjournment - The meeting was adjourned at 8:33 p.m. upon motion made by Ms. Ogden and seconded by Dr. Griffiths. 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, November 19, 6:00 p.m. at the Medina Library

Adrienne Appleby-Bures
President

Mary Ogden
Secretary