

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

November 19, 2012

The Medina County District Library Board of Trustees met in regular session on Monday, November 19, 2012 at the Medina Library. President Bures called the meeting to order at 6:01 p.m.

Roll Call was taken with the following members noted as present: Adrienne Appleby-Bures, Maria Griffiths, Mary Ogden, Scott Snyder, Robert Tomaselli and Howard Elko. Kate Dunlap was absent. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Craig Harwick, Human Resources Manager; Theresa Laffey, Assistant Director, Marilyn Plitt, SEIU President; Sylvia Williams, Collection Resources Manager; Heather Coontz, Community Relations Manager; and Tammy Nandras, Senior Administrative Assistant. Staff members Suzie Muniak, Noreen Stone and Charlene Smiley were in attendance representing Leadership U. One guest, Lily Coontz, was also present.

Approval of the Agenda - A motion to approve the agenda as distributed was made by Dr. Griffiths and seconded by Mr. Elko. Upon discussion, it was decided by the board to move the Leadership U presentation from New Business (XII, A) to immediately following the Director's Report. With this revision, the motion to accept the November agenda was carried unanimously.

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 October 15, 2012 minutes was made by Mr. Snyder and seconded by Mr. Elko. Upon discussion, Mary Ogden wished to make the correction to the October minutes to reflect that she did not arrive late to the October meeting and that she had abstained from voting on the minutes of the September meeting. With the stated corrections being made, the motion to accept the October minutes was carried unanimously.

Financial Report – Fiscal Officer Kelly Kroll reviewed the September financial reports noting that the ending balance of the General Fund as of October 31, 2012 was \$7,569,017 with a total balance of all funds being \$14,826,088. General Fund expenditures year to date were \$6,164,632 and \$7,182,103 in all funds. Mrs. Kroll presented an Investment Report showing earned interest of \$2112 on investments in October, 2012. She noted that the newest investment is a money market fund with First Federal of Lakewood that she opened in late September at .35% interest. . PLF receipts in November were \$241,168 or 3.55% more than in November 2011 while Year to Date comparison shows a decrease of 6.32% from 2011. A motion was made by Dr. Griffiths and seconded by Mrs. Ogden to accept the October Financial Report. The motion was carried unanimously.

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Director's Report: Director Kowell was happy to report that circulation and door count, system-wide, were both up slightly from the previous year.

The attendance numbers of MCDL programs climbed 18%, reinforcing the idea that these programs are gaining in popularity with members and the public. Highlighted programs included Medina's Paranormal Festival (235 attendance), Brunswick's Star Wars Reads Day (409), Highland Fall Foliage Tour (922) and Buckeye Family Food Fest (421).

Computer usage in the libraries was down slightly, but Wi-Fi use was up 30% meaning that more members are choosing to bring their own computers to the libraries.

Mrs. Kowell noted that MCDL received wonderful positive press coverage by allowing the On Ensemble group to use the Medina Library Community Meeting Room for their performance when power outages caused a cancellation at their planned venue.

The September **Personnel Report** was reviewed and a motion was made by Dr. Griffiths and seconded by Mr. Elko to approve the report as distributed. The motion was carried unanimously.

Leadership U - Four members of the MCDL staff have completed the Leadership U program and a presentation of their Operation Outcome Project was delivered to the Board. Graduates of the program are Suzie Muniak, Noreen Stone, Charlene Smiley and Maribeth Edgley. Suzie, Noreen and Charlene were present to facilitate the presentation which focused on a video project the group created to spotlight the many ways that library services are positively affecting the diverse members of the public. Leadership U is a program designed to provide insight and instruction to those wishing to assume leadership roles in their community and become contributors to the betterment of society. The graduates demonstrated great enthusiasm for the program and encouraged participation.

Board Committee Reports and Resulting Resolutions:

A. Finance Committee: A Finance Committee meeting occurred on Thursday, November 15 2012 resulting in the following resolutions to be recommended for submission to the full board.

2013 Budget: Mrs. Kroll presented a budget for the year 2013 to the board for all funds along with figures from previous years.*

Resolution 12-51 Upon motion made by Committee Chair, Mr. Snyder and seconded by Dr. Griffiths it was RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the 2013 Budget as attached. During discussion, Dr. Griffiths expressed satisfaction that the budget for new library materials shows a planned increase because updated materials are essential to a quality library system. The motion to adopt the resolution was carried unanimously.

Investment Policy Revisions: Mrs. Kroll presented a concise list of recommended revisions to be applied to the Investment Policy in order to bring it up to date and become more compliant.*

Resolution – 12-52 Upon motion made by Committee Chair, Mr. Snyder and seconded by Dr. Griffiths it was RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the revised Investment Policy FIN-1 to be filed with the Auditor of State's office and all bankers, brokers or dealers with which the library has investments on deposit. The motion to adopt the resolution was carried unanimously.

2013 – 2014 Strategic Plan Budget A summary of the 2013-2014 Strategic Plan budget was discussed at the Finance Committee meeting.*

Financial Projections Through 2019: Mrs. Kroll distributed a hand-out with financial projections through the year 2019. Mr. Tomaselli questioned the carry-over amounts, wondering why they became smaller through each subsequent year. Mrs. Kroll explained that it is not in MCDL's best interest to show a large carry-over because tax payers expect the dollars that they designate to the library through their tax levy to be used for materials and services. It is wise to have some carry-over at year's end, but large amounts can have a negative effect on voters when the time comes to ask for a renewal of our levy.*

B. Personnel Committee: A Personnel Committee Meeting was held on Tuesday, October 16 and Tuesday, November 13, 2012 resulting in the following resolutions to be recommended to the full board.

Fitness for Duty: Requires an employee to submit an evaluation to determine that he or she meets the physical or mental requirements needed to perform a job, if the employee is deemed to be, or in question of being, unfit for duty. *

Resolution 12-53: Upon a motion made by Committee Chair Bob Tomaselli and seconded by Howard Elko it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the adoption of the newly created policy which incorporates a process to be followed when an employee is in question of being fit for duty. This is effective immediately. Motion to adopt resolution was carried unanimously.

Footwear Policy: Increase in allowance to \$100 per year for maintenance personnel to purchase required steel toed shoes.*

Resolution 12-54: Upon a motion made by Chairman Tomaselli and seconded by Dr. Griffiths it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the adoption of the updated policy which incorporates an increase to the Footwear allowance. This is effective immediately.

Page Hourly Structure – Adjustment for Minimum Wage: It was proposed that adjustments be made to the page hourly structure to accommodate the upcoming increase in minimum wages and to incorporate the page structure into the Professional/Administrative structure as grade 1.*

Minimum for grade 1 would be..... \$ 7.85

Midpoint would be.....\$ 8.42

Maximum for grade 1 would be.....\$ 9.00

Resolution 12-55: Upon a motion made by Mr. Tomaselli and seconded by Mr. Elko it was RESOLVED; That the Medina County District Library Board of Trustees approves the changes to the page structure as outlined above and also approves the indicated increases to all page hourly rates to be effective December 30, 2012. The motion was carried unanimously.

Professional/Administrative Salary Structure and Increases – The board was provided with a hand-out outlining the scale and grade of the Professional /Administrative salary structure and increases.*

Resolution – 12-56 – Upon a motion made by Chairman Tomaselli and seconded by Dr. Griffiths it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the adoption of the modified salary structure and the increases as documented for the Professional/Administrative employees. Increases are to be effective December 30, 2012 The motion carried unanimously.

Updated Delivery/Page Job Descriptions: Mr. Harwick explained that the new position described has a couple of unique criteria which needed to be addressed. The position does not require a CDL, but may occasionally require the employee to use a library vehicle for routine errands.*

Resolution 12-57 – Upon a motion made by Chairman Tomaselli and seconded by Dr. Griffiths it was RESOLVED: That the Medina County District Board of Trustees hereby approves the adoption of the updated Delivery/Maintenance Page job description. This is effective immediately. Upon further discussion, Mr. Snyder was interested in obtaining further information about liability issues that may come in to play when dealing with younger drivers. It was decided that the motion would be approved, but that inquiries would be made concerning the issues. Motion carried unanimously.

Professional/Administrative Position Descriptions: Mr. Harwick requested that new job descriptions which had resulted from a review done by an appointed committee be approved by the board.*

Resolution 12-58 – Upon a motion made by Chairman Tomaselli and seconded by Mr. Elko, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the adoption of the reviewed and updated Professional/Administrative job descriptions. The updated job descriptions are effective immediately. Motion was carried unanimously.

C. Policy and By-Laws: No meeting

D. Building: No meeting

Communications - The following communications were noted by Director Kowell.

1. Adrienne Riggerbach thanked MCDL for such a wonderful Writers Live with author Mary Alice Monroe. “Excellent speaker... Keep up the good work!”
2. The mayor of Seville, Gene Sulzener, thanked Seville Manager Lynn Wiandt for her “time and focused effort to help with the Community Assessment that occurred October 9th. Your organization efforts assisted greatly in providing a quick and efficient opportunity for attendees to gather the information that was needed.”
3. Greater Medina Chamber of Commerce thanked MCDL for generously sponsoring the November 6th meeting.
4. The Salvation Army sincerely thanked MCDL for the “generous donation of knitted/crochet scarves and blankets to the Wadsworth Salvation Army.”
5. Member John G. Stropoli thanked Highland librarian Noreen Stone for her help with the computer and his insurance forms.

Executive Session: At 7:15 p.m. upon motion made by Mr. Tomaselli and seconded by Dr. Griffiths the board moved to enter into Executive Session for the purpose of discussing Compensation of a Public Employee. The roll call vote was as follows: Dr. Griffiths – aye, Ms. Ogden-aye, Mr. Snyder – aye, Mr. Tomaselli – aye and President Appleby-Bures – aye.

The Board came out of executive session at 8:05 p.m. upon a motion by Mr. Elko and seconded by Dr. Griffiths. Roll call vote was as follows: Dr. Griffiths- aye, Ms. Ogden – aye, Mr. Snyder – aye, Mr. Elko – aye and President Appleby-Bures – aye. No business was reported.

Unfinished Business: None

New Business:

Strategic Plan 2013 -2014 – Scanned copies of the 2013 -2014 Strategic Plan were sent to the Board in advance of the regular meeting and hard copies were presented at the meeting. Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli, discussion of the 2013 -2014 Strategic Plan was to be tabled until the next meeting to allow ample time for a more thorough study of the plan. The motion was carried unanimously.*

Donations: Upon motion made by Dr. Griffiths and seconded by Ms. Ogden, the following donations were accepted with gratitude. The motion was carried unanimously.

1. Michele Belenger, donated three books; *Haunting Experiences, The Ghost Hunter's Survival Guide, The Dictionary of Demons*
2. From Joyce H. Hyde, donated \$500 in Memory of Richard Parish
3. John Ormandy of Ormandy's Toys and Trains, donated trains for the train table, toy stacking trains and Giant LEGO Blocks; value \$50, \$72 and \$90.
4. Patricia Grannis-Pelto, donated one year subscription of *Smithsonian Magazine*.
5. Lucy Lang-Sekerka, donated a 1931 *Medinian Yearbook* for Franklin Sylvester Room
6. Jean Cooper, donated a notebook of 115 vintage Medina postcards for Franklin Sylvester Room
7. Carolyn Smith, donated book; *Tombstone Inscriptions and Burial Records of Westfield Township Cemeteries* for Franklin Sylvester Room.
8. Woodsy's Music, donated use of two keyboards for Medina Idol

For Seville Harvest Festival:

9. Buckeye Baroque Ensemble, donated music valued at \$100
10. Anna Winnicki, donated 3 hours with Gwendolyn The Therapy Bunny
11. Phillips Farms, donated 3 hours of Sheep and Bunny Time
12. Medina County Park District, donated time to present a program
13. Little Farm in the Woods, donated two hours of Alpaca time
14. Mike's Main St. Franks, donated coupons for free hotdogs valued at \$75
15. Geig's Orchard, donated Apple Cider valued at \$15
16. Whistle Hollow Farms, donated 60 pumpkins valued at \$180

For Highland Fall Foliage Tour:

17. Berry's Blooms donated 6 Chrysanthemum plants to decorate grave sites valued at \$70

For Lodi Winter Wonderland:

18. CVS Corporation, donated a gift card valued at \$25
19. Friends of the Lodi Library, donated \$1000 to the event

Trustees' Comments

Mary Ogden thanked the Leadership U. graduates for their presentation and Kelly Kroll for her work on the budget.

Scott Snyder thanked Dr. Griffiths, Bob Tomaselli, and Mary Ogden for their Personnel Committee work and Kelly Kroll for her well-run financial summaries and reports.

Howard Elko was impressed with the Leadership U. graduates' enthusiasm for the program.

Maria Griffiths spoke about the advantages to the Leadership U program. The program not only benefits the library and the employees who are enrolled, but spotlights MCDL, a vanguard in the library community to offer such a program. She urged the library to publicize the success of the program at the state level. (Note: Human Resources Manager Craig Harwick presented a program about Leadership U at all five OLC Chapter Conferences in 2012.) She also thanked Kelly and Craig for their hard work preparing for the committee meetings and understandable reports.

Adrienne Appleby-Bures welcomed Senior Administrative Assistant Tammy Nandrasy to MCDL.

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Adjournment: Upon motion made by Mr. Elko and seconded by Dr. Griffiths, the meeting was adjourned at 8:31 p.m. The motion was carried unanimously.

*Supporting documents are kept on file and viewable at the Medina County District Library administrative office.

NEXT BOARD MEETING
Monday December 17, 2012 at 6:00 p.m. at the Medina Library

Adrienne Appleby-Bures
President

Mary Ogden
Secretary