

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

February 18, 2013

The Medina County District Library Board of Trustees met in regular session on Monday, February 18, 2013 at the Medina Library. President Griffiths called the meeting to order at 6:02 p.m.

Roll Call was taken with the following members noted as present: Maria Griffiths Adrienne Appleby-Bures, Mary Ogden, Robert Tomaselli, and Howard Elko. Not present at roll call were Kate Dunlap and Brad Rice. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Craig Harwick, Human Resources Manager; Sylvia Williams, Collection Resources Manager, Marilyn Plitt, SEIU President and Tammy Nandras, Senior Administrative Assistant.

Approval of the Agenda - A motion to approve the agenda as distributed was made by Ms. Ogden and seconded by Ms. Bures. President Griffiths asked that "Appointment of Standing Committees" be added to New Business. There being no further discussion and the addition being made, the agenda was approved unanimously.

Recognition of Guests and Comments from the Public – President Griffiths welcomed all in attendance. There were no comments.

Disposition of Minutes – A motion to approve the January 21, 2013 minutes was made by Ms. Bures and seconded by Mr. Tomaselli. The motion to approve the minutes as written was passed unanimously.

Mr. Rice arrived at 6:04

Financial Report– Mrs. Kroll reviewed the financial report for the board stating that, in the month of January, receipts totaled about \$498,300 and expenditures were about \$621,400. The unexpended balance of \$12,488,000 minus outstanding encumbrances leaves an ending balance of \$11,108,000. In January investments earned about \$1420.00 with a principal of almost \$12,700,000 in bank accounts and investments, at an average interest rate of .20%. The PLF is up .5% over January 2012 due to the slight increase in MCDL's share of the funds appropriated to Medina County.

Mrs. Kroll explained some refinements that she had made to the Appropriation Expenditure Report in order to help track expenditures and to provide a more detailed account to State Auditors. Salaries on the report are now broken down by activity level, the benefits category is expanded and the 701 Endowment Fund now accurately accounts for programming supplies and presenters. A motion was made by Mr. Elko and seconded by Ms. Bures to accept the January 2013 Financial Report. The motion was carried unanimously.

Director's Report – Director Kowell reported that statistics for 2013 are off to a great start with increases in circulation, passports processed, e-media and Freegal. Trends are showing decreased public computer usage, but higher wireless numbers, a decrease in the number of programs, but increasing numbers of attendance at programs. Medina Library's Art in Action attracted over 1240 people and offered live demonstrations of several mediums of art.

Mrs. Kowell made recognition of Holly Camino and Rachel Rundle for participating in the Chippewa Lake Lion's Club annual Polar Plunge to raise money for Feeding Medina County and other charities. The director also drew attention to the lovely "Why I Love My Library" poster on display in the boardroom that was created by Buckeye Library members and she urged all in attendance to visit the Medina Library teen department to watch a graffiti artist at work.

The January **Personnel Report** was reviewed and a motion was made by Ms. Ogden and seconded by Mr. Elko to approve the report as distributed. The motion was carried unanimously.

Communications: - The following communications were noted by Director Kowell:

1. Ron Stoller, Superintendent of the Medina County Juvenile Detention Center, wrote to say how pleased "we are with the job Connie Sureck did with our library at the Detention Center. With some assistance from Suzie Muniak and Connie's husband, our library looks better than it has for many, many years. I hope this partnership continues for a very long time."
2. The Louis Stokes Cleveland Department of Veterans Affairs Medical Center in Cleveland thanked the library for our Warm Up Medina County donation of essential items that "make our Veterans more comfortable."
3. ORMACO thanked MCDL for our \$100 membership and is looking forward to "our collaboration with Arts Midwest during the next two years. Together, we are going to have an incredible impact in the county."

Board Committee Reports: No Committees met

Unfinished Business: None

New Business:

Selection of Prime Engineering, Inc.- Declaring an emergency for selection of a design professional related to the Lodi Library structural issues and authorizing the Board President to enter into agreement for all services related to remedial work. :

There was extensive discussion in the decision making process of selecting Prime Engineering, Inc. for the design phase of the Lodi Library construction project. Concern that the submitted cost involved in the design process reflected 13.5% of the construction cost was addressed when Mrs. Kroll explained that, when accounting for reimbursable expenses, the actual percentage was closer to 12% which is in the customary range for these services especially in such a complicated project. Mrs. Kowell made a point of the fact that Prime Engineering, Inc. was already educated in the complexities of the project and has shown great professionalism in supplying answers to questions and in working with the director, the fiscal officer and the attorneys. After careful deliberation, a motion was made by Ms. Bures and seconded by Mr. Tomaselli to sign the contract to hire Prime Engineering, Inc.

Resolution 13-04 – Ms. Bures introduced the following resolution and moved its passage:

Resolution No. 13-04

DECLARING AN EMERGENCY FOR SELECTION OF A DESIGN PROFESSIONAL RELATED TO THE LODI LIBRARY STRUCTURAL ISSUES AND AUTHORIZING THE BOARD PRESIDENT TO ENTER INTO AGREEMENT FOR SERVICES RELATED TO THE REQUIRED REMEDIAL WORK

WHEREAS, the Medina County District Library Board of Trustees (the "Board") awarded and entered into a general trades construction contract for the new Lodi Library and deficiencies have been observed with the building structure that resulted in the majority of the building being closed due to concerns with the structural soundness of the building; and

WHEREAS, Mays Consulting & Evaluation Services, Inc. ("Mays") was retained most recently to perform a detailed investigation of the building, to determine the cause and extent of the issues, and to recommend an engineering solution that will address the problems and restore the Lodi Library building to a usable space for the community; and

WHEREAS, based upon information provided by Mays, the Board believes that an emergency exists with respect to the design of an engineering solution to address the building issues, and recognizing that the design will take time to prepare in order to provide sufficient details for the remediation work, the Board selects Prime Engineering, Inc. to provide the required design professional services, based upon its experience and familiarity with similar structural issues and availability to perform the services;

NOW, THEREFORE, BE IT RESOLVED by the Medina County District Library Board of Trustees as follows:

1. The Board ratifies all action taken to date to explore the qualifications of Prime Engineering, Inc. and discuss the proposed remedial work and engineering solution, based upon the emergency exception contained in Ohio Revised Code Section 153.71, which will be included in design documents prepared by Prime Engineering to address the structural issues and to provide construction administration and observation services when the remedial work is performed.
2. The Board authorizes the President to enter into a design services agreement with Prime Engineering, Inc. for design services in the amount of \$276,640.96, with more extensive on-site monitoring services during construction to be negotiated and added by amendment once the full scope of the project has been defined for the remedial work.

Mr. Tomaselli seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: Ms. Ogden, Mr. Tomaselli, Ms. Bures, Mr. Rice, Dr. Griffiths

Nays: Mr. Elko

The resolution passed.

Appropriation of 401 Building and Repair Fund: Mrs. Kroll asked the board to approve the appropriation of funds to be paid to Prime Engineering, Inc. in the 401 Building and Repair Fund.

Resolution 13-05 Upon motion made by Ms. Bures and seconded by Mr. Rice it was Resolved that: The Medina County District Library Board of Trustees hereby approves following appropriation in the 401 Building and Repair Fund for the agreement with Prime Engineering, Inc. for remedial design services for the Lodi Library:

401-5-3700 Professional Services \$276,640.96

A roll call vote was taken as follows: Ms. Ogden-aye, Mr. Tomaselli-aye, Ms. Bures-aye, Mr. Elko-aye, Mr. Rice-aye, Dr. Griffiths-aye. Motion carried.*

Recognition of Service for Joyce McLaughlin: Dr. Griffiths read aloud the service proclamation honoring Joyce McLaughlin for her 19 years of service to MCDL.

Resolution 13-06: Upon motion made by Ms. Ogden and seconded by Mr. Tomaselli it was Resolved that: The Medina County District Board of Trustees recognize Ms. McLaughlin's contributions and thank her for her dedication. The motion carried unanimously. *

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

1. Mrs. Gross of the Brunswick Optimist's Club donated \$30 for children's books
2. Friends of MCDL; donated \$500 to the STAR Committee
3. Friends of MCDL; donated \$1500 towards Volunteer Recognition
4. Tom Hilberg; donated *History of Chippewa on the Lake, Ohio*

In Memory of Max Wilson:

5. Jack and Cindy Donovan; donated \$25
6. Kay Richardson Cody; donated \$25
7. Peter Glasgold and Suzanne Thibodeau; donated \$100

For Mini Con:

8. Kathy Sammon of Jimmy John's Medina; donated 60 subs
9. Jim Wang of Hop Hing Medina; donated 50 sets of chopsticks
10. David Muniak; donated 2 tickets to Ohayocon Anime

For Highland Spring Fling:

11. Janice Jokkel of Romp-n-Stomp; donated games valued at \$250
12. Emily Ray of Akron Aeros; donated 6 Aeros tickets valued at \$54

Appointment of Standing Committees: President Griffiths named appointments to standing committees as follows:

Finance Committee: Mary Ogden, chair; Howard Elko and Brad Rice

Personnel Committee: Robert Tomaselli, chair; Kate Dunlap and Brad Rice

Policy and By-Laws: Adrienne Appleby-Bures, chair; Robert Tomaselli and Kate Dunlap

Ad Hoc Facilities: Howard Elko, chair; Adrienne Appleby-Bures and Robert Tomaselli

Trustee Comments:

Howard Elko expressed disappointment that the Prime Engineering contract was unable to be negotiated at a lower price.

Adrienne Appleby-Bures enjoyed the Art in Action program at the Medina Library very much and asked Mrs. Kowell how she plans on providing entertainment at the program when she is retired since former director Harris provided entertainment this year.

Robert Tomaselli mentioned that he was initially leery of the Prime Engineering contract, but after discussion he felt very comfortable with the decision to sign it

Mary Ogden thanked Mrs. Kowell and Mrs. Kroll very getting such prompt answers to her questions regarding the Prime Engineering contract.

Brad Rice mentioned that as a Lodi resident he appreciated the press release that was sent out by MCDL regarding the status of the Lodi project.

Maria Griffiths mentioned that she had come in to the meeting with reservations regarding the Prime Engineering contract, but after discussion feels that MCDL is going about things the right and appropriate way. Dr. Griffiths was pleased that there had been a Page Appreciation Day. Being a page in her younger days, she felt that it was important to acknowledge the important role that the pages play within the library system.

Adjournment: Upon motion made by Mr. Elko and seconded by Ms. Bures, the meeting was adjourned at 7:19 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 March 18 at 6:00 p.m. at the Medina Library

Maria Griffiths
President

Robert Tomaselli
Secretary