

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

June 24, 2013

The Medina County District Library Board of Trustees met in regular session on Monday, June 24, 2013 at the Medina Library. President Griffiths called the meeting to order at 6:01 p.m.

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

Approval of the Agenda - A motion to approve the agenda as distributed was made by Ms. Ogden and seconded by Mr. Tomaselli. The agenda was approved unanimously.

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

Disposition of Minutes – A motion to approve the May 20, 2013 minutes was made by Ms. Ogden and seconded by Mr. Tomaselli. The motion to approve the minutes was passed unanimously.

Financial Report– Fiscal Officer Kelly Kroll reviewed the financial report stating that, in the month of May, receipts totaled almost \$900,000 and expenditures were about \$1,200,000. The unexpended balance of \$14,355,000 minus outstanding encumbrances of \$1,300,000 leaves an ending balance of \$13,067,000. In May, investments earned about \$2,300.00 with a principal of about \$14,500,000 in bank accounts and investments, at an average interest rate of .27%. The PLF is up .54%, compared to this time last year due to the slight increase in the percentage of county funds received by MCDL.

Dr. Griffiths asked Ms. Kroll for an update on the predicted forecast for libraries in the upcoming budget of the state legislature. Ms. Kroll informed the Board that committees charged with drafting the state biannual budget have a deadline of June 30, so she will have a better idea at the July meeting.

A motion was made by Mr. Tomaselli and seconded by Mr. Elko to accept the Financial Report. The motion was carried unanimously.

Kate Dunlap arrived at 6:07 p.m.

Director's Report Director Carole Kowell reported that the debut of Reading Riot was a great success for Project LEARN and MCDL with lots of activities and an impressive attendance. She reported that in the month of May, circulation was down slightly due in part to the temporary closing of the Lodi Branch and the outbreak of Norovirus in Brunswick.

She informed the Board that she will be attending the American Library Association National Conference in Chicago June 28 through July1 along with three other staff members. She was excited to have the opportunity to learn new innovative ideas and to network with other knowledgeable experts. She will report highlights of the conference to the Board at the July meeting.

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

Board Committee Reports

A. Finance Committee no meeting

B. Personnel Committee The Personnel Committee of the MCDL Board of Trustees met at the Medina Library on June 4, 2013 resulting in the following recommendations being submitted to the full Board for approval. The minutes of the Personnel Committee meeting were distributed to the Board for information purposes.*

1. Updated Job Descriptions: Due to the imminent retirement of the Deputy Fiscal Officer and the Human Resources Manager, Craig Harwick suggested changes to four job descriptions within the Business Office and Human Resources Department to more efficiently accomplish desired tasks. The descriptions were discussed in length during the committee meeting. Management requests that the Personnel Committee adopt the descriptions of the following positions as presented.*

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- Business Manager/Fiscal Officer
- Human Resource Manager
- Deputy Fiscal Officer
- Payroll/Compensation Coordinator

Resolution 13-13: Upon motion made by Robert Tomaselli on behalf of the Personnel Committee it was **RESOLVED** that; the Medina County District Library Board of Trustees hereby approves the modifications to the above listed job descriptions effective immediately. Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice, aye; Dr. Griffiths, aye. The motion carried unanimously.

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2. Human Resources Records Retention: Mr. Harwick requested revisions be made to the Personnel section on the Records Retention Policy;MAN-7 to include specified schedules for the particular items listed below.

<u>Item</u>	<u>Retention</u>
Sub Lists and correspondence	6 years and audited
Sick Bank updates and correspondence	6 years and audited
Sunday schedules and correspondence	6 years and audited
NEO benefit elections	6 years and audited
Random Drug Tests (Selection & Results)	6 years and audited
Weekly report on Benny Card usage	current year plus 1
Weekly Bank Reconciliation of Benny Card	current year plus 1_year

Resolution 13-14: Upon motion by Robert Tomaselli on behalf of the Personnel Committee it was RESOLVED that: the Medina County District Library Board of Trustees hereby approves the changes to the Records Retention Policy;MAN-7 effective immediately. Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Ms. Bures, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice, aye; Dr. Griffiths, aye.

C. **Policy and By-Laws Committee** no meeting

D. **Buildings and Facilities** no meeting

Director Kowell updated the Board on **Communications** which had been received during the month of May. Family-A-Fair Committee thanked MCDL for participating in the 21st Annual Family-A-Fair Event. Brunswick Manager Susan Ungham thanked the director and the MCDL Board for the privilege of attending Leadership Medina County Class of 2012-2013. The Medina County Arts Council, Inc. thanked MCDL for membership support. Susan Scalia, Power of the Pen Coach, A.I. Root Middle School, thanked MCDL for the wonderful opportunity she and her students had spending time with author Jordan Sonnenblick on May 10, calling the workshop with the author a “once in a lifetime experience”.

Upon arrival of legal counsel, Christopher McCloskey and Tarik Kershah, a motion was made at 6:20 p.m. by Mr. Elko and seconded by Mr. Tomaselli to enter into **Executive Session** for the purpose of attorney conference involving imminent court action. Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice aye, Dr. Griffiths, aye.

Open session resumed at 7:53 p.m.

Unfinished Business: none

New Business:

A. Follow-up Report/Leakage on 3rd Floor of Medina Library: Keith Maynard informed the Board of the ongoing leakage problem on the third floor of the Medina Library. Mr. Maynard explained that the original design had called for doors to be installed which would access the balconies, but was later modified to permanent curtain windows allowing no access to the balconies. Although the design was changed, the materials were not and the doors were simply sealed shut rather than replaced by panes. Over time, the materials have failed and, during rains accompanied by high winds coming from particular directions, water leaks into the walls and floors of the third floor offices.

Mr. Maynard reported that an assessment for repairs had been completed by Tremco Inc. along with suggested remedies and costs. The Board asked if there were any temporary measures that could be applied to prevent the leakage and allow some time before a permanent fix is decided. Mr. Maynard replied that the gaps could be sealed with caulk which would allow some time, but that a permanent fix would be inevitably necessary. The Board agreed on the caulking and that they would return to the issue once some higher priority projects were more substantially underway.*

B. Policy and Procedure/New Children's Card: Director Kowell introduced an idea which had been implemented at the Euclid Library to offer a specialized card to minor children without requiring parental consent. The card would allow limited access to material in both quantity and content. Assistant Director, Theresa Laffey, commented that it is not uncommon for children to be denied access to material because of parents' negligence. Ms. Kowell commented that it is important that the library find as many ways to say "yes" as possible to a child seeking reading material.

Dr. Griffiths questioned the liability of the parents for the materials being removed from the library on a child's card. Ms. Laffey replied that the parents would not be held responsible and added that minors cannot be subject to collection procedures. The Board was not asked for any decisions at this time, but to simply consider the option and examine the pros and cons.

C. Increase in the 701 Endowment Fund: Fiscal Officer Kroll advised the Board that there had been several donations and mini-grants received by the library in recent weeks with specific intentions for their use. She asked the Board to approve increases in the appropriations of the 701 Endowment Fund so that the funds can be spent accordingly.

Resolution 13-15: 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 following increase in appropriation in the 701 Endowment Fund for 2013:

701-5-2100 System Wide Program Supplies	\$	500
701-5-3700 System Wide Program Presenters		2,500
701-5-4100 Books		<u>225</u>
Total	\$	3,225

Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice aye, Dr. Griffiths, aye. The motion was carried unanimously.

D. Lodi Repairs and Renovation Project

Approval of Contractor: Ms. Kroll informed the Board that proposals for the repairs and renovation work specified for the Lodi Library building were solicited, based upon the authority granted in Ohio Revised Code Section 153.17 to procure work required to address non-forming work without competitive bidding, and three proposals were received on June 17, 2013, from qualified contractors. Qualifications and considerations of the candidates were discussed, taking into account information presented by legal counsel in executive session and recommendations from Prime Engineering, Inc, the design architect appointed to the project.

Resolution 13-16: Upon motion made by Mr. Rice and seconded by Mr. Elko it was RESOLVED that: The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to enter into a contract with Simmons Brothers Corporation in the amount of \$1,513,421 as the general contractor for the Lodi Repairs and Renovation Project.

Although all candidates had excellent qualifications and experience, all of the Trustees commented on the impact, both civic and economic, of approving a local contractor that showed pride in the community. Mr. Elko was familiar with Simmons Brothers' work and found it to be outstanding. Ms. Ogden commented that, although Quandel Corporation of Columbus was Prime Engineering's first choice, Simmons Brothers received a very favorable review by the firm. *

Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice aye, Dr. Griffiths, aye. The motion was carried unanimously.

Appropriation of Funds: Having selected a contractor, the Board was asked by Fiscal Officer Kroll to appropriate the funds for the project.

Resolution 13-17: Upon motion made by Mr. Rice and seconded by Mr. Elko it was RESOLVED that: The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to increase the appropriations in the following funds to cover the agreement with Simmons Brothers Corporation in the amount of \$1,513,421.

401-5-5400 Building Construction	\$ 220,000
402-5-5400 Building Construction	970,000
101-5-5400 Building Construction	<u>323,421</u>
Total	\$1,513,421

Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Mr. Elko, aye; Ms. Dunlap, aye; Mr. Rice aye, Dr. Griffiths, aye. The motion was carried unanimously.

E. Lodi Circulation Area Project

Approval of Architect: As had been discussed in the April Board meeting, the work being done at the Lodi Branch allowed for a much needed update to the circulation area as a project completely separate from the Lodi Repairs and Reconstruction Project. Following proper procedures, architects were solicited for qualifications and five firms were interviewed. On recommendation of management, the Board was asked to select HBM Architects for the project.

Dr. Griffiths asked to review the reasons behind embarking on this project at this time. Ms. Kowell explained that due to changing technology, circulation desks and the surrounding areas have become outdated which compromises their functionality in a modern library. Since the Lodi Branch will be undergoing extensive deconstruction in order to repair its flaws, the opportunity to redesign the circulation area would be optimum. Mr. Elko announced that he would be abstaining from the vote.

Resolution 13-18 Upon motion made by Ms. Ogden and seconded by Mr. Rice it was resolved that: The Medina County District Library Board of Trustees upon recommendation from Management and contract approval by Bricker & Eckler Attorneys at Law, hereby authorizes the award of the Architectural Services contract for the Lodi Circulation Area Project to HBM Architects at a cost not to exceed \$52,120, which includes a budget for reimbursable expenses and engineering services.*

Roll call vote was as follows: Ms. Ogden, aye; Mr. Tomaselli, aye; Mr. Elko, Abstain; Ms. Dunlap, aye; Mr. Rice aye, Dr. Griffiths, aye. The motion was carried.

Appropriation of Funds: With the architect selected, Ms. Kroll asked for appropriation of funds to be used for the project.

Resolution 13-19: Upon motion made by Mr. Rice and seconded by Mr. Tomaselli it was RESOLVED that: The Medina County District Library Board of Trustees hereby approves the following increase in appropriations in the Building/Repair Fund for architect fees for the Lodi Circulation Area Renovation project:

401-5-3700 Professional Services	\$52,120
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F. Service Recognitions: Dr. Griffiths read aloud the service proclamations for Wanda Briones and Pauline Chapman. As Ms. Chapman was in attendance, many members complimented her service and wished her well in her retirement. Because there had been no vote made for a resolution to recognize the service of Marieta Schell at the previous month's meeting, her name was included in the resolution voted on at the June meeting.

Resolution 13-20: Upon motion made by Mr. Elko and seconded by Mr. Rice it was Resolved that: The Board of Trustees of the Medina County District Library congratulates Marieta Schell, Wanda Briones and Pauline Chapman on their many years of unselfish service to the Medina County District Library. We hereby thank them for their tireless and dedicated service, and we wish them well in their retirement. The motion was carried unanimously.

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

1. Kathy Petras donated: *Looking Through Rose Tinted Bifocals* and *How to Elevate a Cow*
2. Charles H. Sechler donated: *Descendants of Johannes Andreas Sechler* for the Franklin Sylvester Room
3. Betty Bittinger donated: Radio Flyer wagon valued at \$125 to be used for children's programs.
4. Catherine Ackerman and Highland Schools donated: in-kind staff time and equipment to help build new swing at Highland Branch done for Eagle Scout's project

5. Pets Supply Plus donated: free hay for Waldo the Guinea Pig; value \$20 per month.

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6. Kiwanis Club of Medina donated: \$225 to be used for book purchases honoring distinguished Kiwanians.
7. Ezra Jack Keats Foundation awarded to MCDL: a \$500 grant to be used for a Teen Author/ Book Writing Workshop

For World War II Round Table:

8. Ladies' Auxiliary to VFW Post 5137 donated: \$200

For SRC:

9. Taco Bell donated: coupons for beef tacos and bean burritos for children's and teen's prizes
10. Auntie Anne's Pretzels donated: coupons for free pretzels for children's and teen's prizes.

Trustee Comments:

Howard Elko commented that he felt that the meeting had been the best and most productive in a long time. He complimented Pauline on her many years of service and thanked her for her help and welcoming spirit when he was a new Trustee.

Mary Ogden thanked Pauline for her service and said that she appreciated all of the hard work by management and staff in preparing information regarding the Lodi projects.

Kate Dunlap wished Pauline a "Happy Retirement". She was happy to hear of the positive responses from the public regarding the temporary location of the Lodi Branch.

Maria Griffiths expressed her pleasure of having worked with Pauline. She reminded all in attendance that the building repairs are costly and to be extra vigilant in monitoring the budget in the next year.

Adjournment: Upon motion made by Mr. Elko and seconded by Ms. Dunlap, the meeting was adjourned at 8:57 p.m. The motion was carried unanimously.

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

NEXT BOARD MEETING
Monday July 15 at 6:00 p.m. at the Brunswick Library

Maria Griffiths
President

Robert Tomaselli
Secretary