

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

January 20, 2014

The Medina County District Library Board of Trustees met in regular session on Monday, January 20, 2014 at the Medina Library. With a quorum present, President Maria Griffiths called the meeting to order at 6:03 p.m.

Roll Call was taken with the following members noted as present: Maria Griffiths, Mary Ogden, Robert Tomaselli, Adrienne Appleby-Bures, Howard Elko, Kate Dunlap and Brad Rice. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Theresa Laffey, Assistant Director; Sylvia Williams, Collection Resources Manager; Julie Carragher, Human Resources Manager; Holly Camino, Buckeye Branch Manager; Barb Chase and Liz Nelson, Medina Reference Dept.; Marilyn Plitt, SEIU President and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

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

Ms. Mary Ogden was sworn in by notary public Kelly Kroll to fill the 1/2014 to 12/2020 term on Medina County District Library Board of Trustees.

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

Disposition of Minutes – A motion to approve the December 16, 2013 minutes was made by Ms. Dunlap and seconded by Mr. Elko. Having not been present for much of the December meeting, Mary Ogden chose to abstain. The motion to approve the minutes as written was carried unanimously, with one abstention.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for December as well as a fiscal summary of 2013. She reported that, in the month of December, receipts totaled about \$340,462 and expenditures were about \$1,275,011. The unexpended balance of \$11,033,095 minus outstanding encumbrances of \$1,508,274 left an ending balance of \$9,524,820. In December, investments earned about \$1,460.00 with a principal of about \$11,192,074 in bank accounts and investments at an average interest rate of .306%.

The funds received from the PLF in 2013 were up about 2.7% over 2012, but slightly short of what had been forecast in the budget. However, Ms. Kroll pointed out that real estate taxes came in higher than had been expected which offset the deficit. Ms. Kroll explained that the transfer of funds from the General Fund to the 401 Building/Repair Fund account is part of the Board's plan to replenish the account after being depleted by the Lodi reconstruction.

Ms. Kroll provided her estimated budget projections through the year 2020 and reminded the trustees that the figures were purely estimates. Ms. Appleby-Bures noted that the beginning balance was the same for 2 years and pointed them out to Ms. Kroll who acknowledged an error in the data. Ms. Kroll told the Trustees that she would investigate the error and provide the revised information to them. Dr. Griffiths noted that the carry-over balance projected for 2016 fell slightly below the amount which had been determined should be the minimum. It was agreed that the amount should not be below \$3,000,000. Ms. Kroll assured the Trustees that since the projections were estimates, they could be easily revised. She noted that it was important for the Trustees to pay attention to the amount of funds received through real estate taxes and be aware of how important it is that the property tax issue be renewed in 2017.

A motion was made by Mr. Elko and seconded by Ms. Bures to approve the Financial Report. The motion carried unanimously.

Director's Report: Director Carole Kowell shared with the trustees a summary of notable information and events which had taken place within the library system during the month of December. The Board was particularly touched by a story from the early childhood librarian that served as a reminder that, while Medina County is often perceived as being affluent, there is also a charitable need that is felt by children as well as adults.

Ms. Kowell also gave a brief summary of the year-end statistics for 2013. She was pleased that circulation numbers were relatively steady, showing a small decrease of less than 2%. Wireless use continues to rise and it is expected the numbers will increase significantly in 2014 with the recent improvements in bandwidth throughout the system.

Mr. Rice inquired about the Bookmobile being out of service a good bit of time during December. He was informed that the vehicle has been experiencing many mechanical issues.

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

Board Committee Reports: No Committees met

Communications: Ms. Kowell shared the following communications:

- The Oaks Family Center thanked MCDL teens for the handmade thank you cards that they made for Adopt a Family.
- The Cloverleaf Music Associates thanked the library for the donation to their fund-raiser.
- Warm Up Medina County was thanked by Help Me Grow for the donation of blankets, hats, scarves and mittens.
- The Society for Handicapped Citizens of Medina County thanked the library for the donation to their annual Holiday Fashion Show and Luncheon fundraiser.
- Medina County Treasurer John A. Burke thanked MCDL for partnering with his office to return unclaimed funds to their rightful owners: in Medina \$11,778.28; Lodi \$2,326.73; Brunswick \$4,451.66.

Unfinished Business: none

New Business:

A. Holly Camino Recognition: Holly Camino was recognized by the Board for being honored as a winner of the “I Love My Librarian” award given by the Carnegie Corporation of New York and *The New York Times*. Ms. Camino was one of ten recipients of the award out of the more than 1000 librarians nominated. She was nominated by a teen member of the Buckeye branch who praised her and her staff for the activities and programs focused on teenagers and for providing a safe and interesting place for students to go after school. She gave a recap of the awards ceremony, which took place in New York City, and thanked the Board and MCDL for the support she was given. She was very thankful that her parents and husband had been able to attend through means of their own to witness such a proud moment. The trustees offered their appreciation and congratulations.

B. Lodi Update: Ms. Kowell reported that the Lodi branch reconstruction is on schedule and moving along nicely. All parties involved are working in cooperation towards a common goal to have the facility open within the time schedule approved. No delays are expected at this time.

The following dates were given as a projected timeline:

- Simmons Brothers finished with main reconstruction of building- February 25, 2014
- Lauren Building finished with circulation/customer service area redesign-April 25, 2014
- Clean, refurbish, restock and reopen by mid-May, 2014

Mr. Rice inquired about the type of wood being used to wrap the steel beams. Ms. Kroll informed him that the rift sawn cut of oak that was originally planned to wrap the beams could not be found in sufficient quantities and was proving too costly to be economically viable. An oak that is sawn in a different manner was chosen instead which resulted in a substantial cost reduction. The beams will still be in character to maintain the intended look of the library.

Mr. Tomaselli asked if the extreme cold that was recently experienced in the area had any ill effects on the structure. Ms. Kowell replied that the building had been secured from the elements and heating systems were functioning before cold temperatures occurred so there were no damages.

C. Strategic Plan Update: The trustees were provided with a written summary of the progress of the 2012-2014 Strategic Plan at its midway point. Dr. Griffiths remarked that she will be anxious to see the results of the fall customer service survey so she can look at comparisons. Mr. Tomaselli was concerned about the expenses required to attract more widely known authors to the system for author events. He was assured that it is in the best interest of the library to engage recognizable names to present programs. Ms. Kowell added that often the engagements are made to piggy-back with other systems which is cost effective. She gave the example of Eric Litwin, the *Pete the Cat* author who will also be making appearances at CCPL.

Mr. Rice asked for a definition of the "Virtual Branch". It was described as being primarily the website, but would also include other electronic factors such as social media. Ms. Kowell remarked that the term is outdated and would eventually be replaced in all its functions with the term "Virtual Services".

Other items discussed included the ease of locating check-out stations within the buildings. Dr. Griffiths suggested perhaps placing signs to direct members to the machines. It was also announced that MCDL is working on establishing a partnership with United Way to seek grant funding to expand the Brunswick R.O.C.K.S. literacy program into other school systems throughout the county.*

D. Tax Advance Request 2014: Fiscal Officer Kroll recommended to the Trustees a resolution to authorize the Medina County Auditor to distribute a portion of property taxes as collected through 2014. She explained to the Board that without such authorization the tax revenue would be distributed in large lump sums after all funds had been collected. She noted that the authorization of advance payments must be done annually.

Resolution 14-01: Upon a motion made by Mr. Elko and seconded by Ms. Ogden, it was resolved that: The Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for 2014.

E. Change Orders for the Lodi Repairs and Renovation Project: Change orders numbered 3, 4 and 5 in the Simmons Brothers contract were presented to the Board for approval. The decision to use a different wood material to wrap the steel beams and the shifting of some responsibilities to Lauren Building Company resulted in a reduction of \$12,542 to the Simmons Brothers contract.*

Resolution 14-02: Upon a motion made by Ms. Bures and seconded by Mr. Elko, it was resolved that: The Medina County District Library Board of Trustees hereby approves Change Orders #3,4 & 5 to Simmons Brothers Corporation, resulting in a deduct of \$12,542.00 to their current contract. The resolution was passed unanimously.

F. Interfund Transfer from the 101 General Fund to the Building/Repair Fund: Ms. Kroll explained that as part of the 2013 budget, the Board budgeted transferring \$80,000 to the 401 Building and Repair Fund. She asked the trustees to approve the transfer of \$80,000 she made in 2013 from the General Fund to the Building and Repair Fund as part of the Board's plan to replenish the balance in this Fund over the next several years.

Resolution 14-03: Upon a motion made by Mr. Elko and seconded by Ms. Dunlap, it was resolved that: The Medina County District Library Board of Trustees hereby approves the \$80,000 Interfund Transfer from the 2013 budget from 101 General Fund to the 401 Building/Repair Fund.

G. Approval Group Health Insurance Policy Update: Human Resources Manager Julie Carragher informed the trustees that MCDL will be continuing to offer SummaCare group health insurance policies in 2014. She commented that it was an unusual year with the launch of the new Affordable Care Act, but felt that SummaCare had provided competitive rates with services that were favorably accepted by MCDL employees. Dr. Griffith asked if the policies were ACA compliant to which Ms. Carragher replied that they do meet the federally required standards.

Resolution 14-04: Upon a motion made by Mr. Elko and seconded by Ms. Bures, it was resolved that: The Medina County District Library Board of Trustees hereby approves the HR-B-1, Group Health Insurance Policy update effective 1/1/14. This update designates the selection of Summa Care Group Health Plan 6020B Low Deductible Plan and Plan 632040B Higher Deductible Plan effective 1/1/14 and details the monthly premiums, the library's share and the employee's share of that premium. The resolution passed unanimously.*

H. Approval of Benefit Options Policy Update: Under the guidelines of the ACA there were some changes needed to be made to the MCDL policy regarding the Health Reimbursement Account. HRA accounts were increased by \$100 for the low deductible plan. Ms. Carragher asked that the trustees approve the necessary changes.

Resolution 14-05: Upon a motion made by Mr. Tomaselli and seconded by Mr. Elko, it was resolved that: The Medina County District Library Board of Trustees hereby approves the HR-B-4, Benefits Options Policy update effective 1/1/14. The policy has been updated to comply with the recent IRS Notice 2013-54 which no longer permits us to offer a Health Reimbursement Account (HRA) to employees not enrolled in a qualified group health plan. The contributions to HRA accounts for employees with MCDL's low deductible health plan have been increased \$100; single coverage from \$300 to \$400, and other coverage from \$600 to \$700.

I. Approval of Overtime and Premium Pay Procedure Update: The Board was asked to approve a change in the procedure of approval for overtime or premium pay for non-bargaining unit staff. Staff must now ask for approval of the Director or Assistant Director to work any hours that would require overtime or premium pay.

Resolution 14-05: Upon a motion made by Mr. Tomaselli and seconded by Mr. Elko, it was resolved that: The Medina County District Library Board of Trustees hereby approves the HR-C-11 Overtime and Premium Pay Procedure update effective 1/1/14. The Overtime approval contact is being changed from the Human Resources Manager to either the Director or the Assistant Director. The resolution passed unanimously.

J. Denise Piermen Service Recognition: Dr. Griffiths read aloud the service recognition for retiring staff member Denise Pierman.

Resolution 14-05: Upon a motion made by Mr. Tomaselli and seconded by Mr. Elko, it was resolved that: , the Board of Trustees of Medina County District Library congratulates Denise Pierman on her years of steadfast service to Medina County District Library. We thank her for her dedication, love of children, programming expertise, friendship, and wish her well in her retirement.

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

1. Gerald and Janet Bender: donated \$500
2. Susan Detterman: donated \$35.61
3. Sealy Corp/Medina Plant: donated \$250
4. Rebecca Schmeller; donated \$1000 in honor of R. Dan Bunkley
5. Janice and James Clark: donated \$50
6. Ann Cole: donated a giant Christmas stocking valued at \$350
7. Medina County Genealogy Society: donated *Longacre and Sons Funeral Home Records* CD

In Memory of Charles Crouse:

8. MCDL Board of Trustees: donated \$70
9. Theresa Laffey: donated \$25
10. Lucy Sondles: donated \$50
11. Joseph and Barbara Ann Cameratta: donated \$50
12. Nicholas R. Cameratta: donated \$50

Trustee's Comments:

Adrienne Appleby-Bures congratulated Holly on her award. She commented that the service recognitions have become quite entertaining.

Howard Elko thought that Ms. Camino's award was a positive reflection of all of MCDL

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Bob Tomaselli also gave a personal recognition to Holly and thanked Sylvia, Theresa and Carole for the homemade soup they had prepared for the meeting.

Mary Ogden wished to convey her good wishes to Holly, as well. She mentioned that she appreciates getting photos of the progress at Lodi and wanted to express gratitude to Tina Sabol for the increase in grant revenues in 2013. She also enjoyed the soup.

Kate Dunlap congratulated Ms. Camino and thanked the staff for the progress report on the strategic plan. She noted that she finds it very exciting to follow the accomplishments. She also stated that she particularly anticipates the stories that are included in the director's report even though they are not always necessarily happy as was the case this month.

Brad Rice acknowledged Holly's accomplishment saying that he was proud for her and for the library.

Maria Griffiths expressed congratulations to Holly and said she was very excited about the "Geek the Library" campaign. She also was very happy with the progress being made at the Lodi location and thanked the library staff for the homemade soup.

Adjournment: Upon motion made by Mr. Rice and seconded by Mr. Elko, the meeting was adjourned at 7:32 p.m. The motion was carried unanimously.

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

NEXT BOARD MEETING
Monday February 17 at 6:00 p.m. at the Medina Library

Maria Griffiths
President

Robert Tomaselli
Secretary

