

# **MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING**

**July 21, 2014**

The Medina County District Library Board of Trustees met in regular session on Monday, July 21, 2014 at the Brunswick Library. With a quorum present, President Maria Griffith called the meeting to order at 6:04 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; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Susan Ungham, Brunswick Branch Manager; Lisa Buzalka, Deputy Fiscal Officer; Marilyn Plitt, SEIU President and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

**Approval of the Agenda** - A motion to approve the agenda as distributed was made by Ms. Ogden and seconded by Mr. Tomaselli. Dr. Griffiths requested removal of item XI. A. Bricker and Eckler/Deposition Preparation. The revised agenda was approved unanimously.

**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 June 16 2014 minutes was made by Ms. Bures and seconded by Mr. Tomaselli. Kate Dunlap abstained and all other members approved the motion unanimously.

**Financial Report**– Fiscal Officer Kelly Kroll provided to the Board the financial statements for June. She reported that receipts totaled about \$758,955 and expenditures were about \$963,809. The unexpended balance of \$10,486,252 minus outstanding encumbrances of \$856,643 left an ending balance of \$9,629,608 in all funds. In June, investments earned about \$1,398 with a principal of about \$11,220,584.22 in bank accounts and investments at an average interest rate of .34%. The PLF was reported to be down 4.8% year-to date as compared to this time in 2013.

Ms. Kroll remarked that the Fines and Fees line item was behind projected figures, but other fees such as copier and passport fees were balancing that deficit. She reported that percent of real estate tax revenues received of the projected annual amount is nearly 57% and is a good benchmark in estimating the year-end total.

Mr. Elko asked why some values in the ‘percent used column’ of the expense report were so high. Ms. Kroll explained that there are many blanket purchase orders that the accounting system shows in the % used column, but these are encumbered funds set aside for purchases and have not yet been spent.

Mr. Tomaselli asked if the large expenditures in Building Repair were still a result of the Lodi project. Ms. Kroll affirmed that and noted payments for the project were nearly complete.

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

**Director's Report:** Carole Kowell reported on the MCDL statistics and other notable happenings occurring during the month of June. Dr. Griffiths thanked Ms. Kowell for providing the trustees with statistics from other libraries demonstrating the common trend of decreased circulation. She noted that the data helped her put the MCDL statistics in perspective. Ms. Dunlap suggested that other factors such as population trends in the county be examined to look for coinciding patterns. Mr. Elko felt that the increased funding toward the purchase of new collection materials is a probable reason that the decrease of circulation in MCDL is relatively small.

Dr. Griffiths asked for a status update on the new Lodi building; particularly the interactive game table and recording studio. Mr. Rice commented that he and his daughter had used the game table and it was much improved with new software. He noted that the recording studio looked nearly complete as well. Ms. Bures offered the suggestion that the library work with the career center that hosts weekly seminars on broadcasting and recording.

Ms. Kowell announced that the planned depositions for the Lodi litigation which were scheduled with Bricker and Eckler for July 23, 24 and 25 had been canceled.

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

**Board Committee Reports:**

A. Finance: None

B. Personnel: Committee Chair Bob Tomaselli made a motion to enter executive session to consider the investigation of complaints against a public employee. The motion was seconded by Ms. Ogden and a roll call vote was taken. The motion passed unanimously and the board entered into executive session at 6:27 p.m..

Regular session resumed at 7:06 p.m. and no action was taken.

C. Policy and By-Law: None

D. Buildings: None

**Communications:** Ms. Kowell shared the following communications:

- Jeanette Schmalzbauer donated \$10 to MCDL and thanked the Medina staff for their “polite and professional assistance” in filling her genealogy requests.
- The children from Goddard School sent a colorful thank you for the books they received.
- The Medina County Office for Older Adults thanked the library for the donation of four packs of books in support of Medina County Senior Day.
- Bernie and Denny Meyer wrote in a note:” To the Lodi Library Staff: Please know the community noticed the time, effort and professionalism you displayed during your relocation, and many transitions. You are all much appreciated and very much admired.”
- Rick S. wrote to the Lodi Library Manager: “I apologize if anything I did caused, or contributed to, the malfunction of your fancy color printer/copier/fax machine the other day. Such is hopefully not the case, as one of the employees told me, ‘It did the same thing last week.’ Cordiality and helpfulness abound in your library – no matter what its location! There will be no further incidents, as I do not want to be a problem for anyone.”

**Unfinished Business:** None

**New Business:**

**A. Strategic Plan Update:** The Trustees were provided with a report summarizing the progress gained in the current strategic plan. Mr. Rice inquired about the status of the research being conducted by OrangeBoy, Inc. to assess the staffing needs of the system. He was informed that representatives of the company would be coming to address the Admin Team the following day. \*

**B. Lodi Plaque Details:** The trustees were asked to consider the details of the new plaque which will be placed at the newly reopened Lodi branch building. Particularly they were asked to decide which trustee names should appear. Dr. Griffiths suggested that anyone who was a seated member of the Board from the time it was decided to close the building to its reopening should be included. It was agreed that the final decision should not be made until after some research is done into the timeline of the events.

**C. Early Closing Time for Friends Fundraiser:** Ms. Kowell requested that the Medina Library be closed 1 ½ hours early on Oct. 24, 2014 to allow enough time to prepare for the Friends of the Library fundraiser to be held that evening.

**Resolution 14-26:** Upon a motion made by Ms. Bures and seconded by Mr. Elko, it was resolved that: Upon recommendation from Management, the Board of Trustees of the Medina County District Library approves closing the Medina Library at 4:30 p.m. on Friday, October 24, 2014 to allow time to setup for the Friends of Medina County District Library's Masquerade Ball fundraiser. The motion passed unanimously

**D. Approval of Alcohol at Friends Fundraiser:** Ms. Kowell asked that liquor be allowed at the Friends of the Library fundraiser to be held on October 24, 2014. Mr. Rice asked if it was legal for the Board to approve liquor sales. Ms. Kowell replied that as long as the liquor is supplied by the Friends group, not the library, it is legal. The Board is just approving that the sales take place on the premises and all necessary permits will be in place through the Friends.

**Resolution 14-27:** Upon a motion made by Ms. Bures and seconded by Mr. Elko, it was resolved that Upon recommendation from Management, the Medina County District Library Board of Trustees hereby approves the sale and serving of alcohol by a licensed caterer at the Friends of Medina County District Library Fundraising event at the Medina Library on October 24, 2014. The motion passed unanimously.

**E. Renewal of 3M Contract:** Ms. Kroll presented the 3M maintenance contract for the self-check machines to the Board for renewal. She noted that the cost was slightly lower this year and explained that 3 new machines had been installed in the system which came with their own one year service agreement. It was agreed that since the machines are all 3M products, it is most sensible to use the same company for support which also includes their software upgrades.\*

**Resolution 14-28:** Upon a motion made by Mr. Tomaselli and seconded by Ms. Dunlap, it was resolved that: The Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to enter into a service agreement with 3M Library Systems for maintenance and software upgrades for sixteen self-check machines for the period of September 1, 2014 through August 31, 2015 at a cost of \$28,195.20.

**F. Establishment of a New Fund, Revenue and Appropriations:** In accordance with an initiative to focus on the issue of early literacy, United Way of Medina County awarded to MCDL a 3-year grant to fund Medina County ROCKS, an early literacy program based on the successful Brunswick ROCKS program. Ms. Kroll requested that a new fund be approved which would allow easy tracking of expenditures and revenues of the grant.

Mr. Tomaselli asked about the wages listed in the expenses of the grant. Ms. Kroll explained that there will be hours spent by the early childhood librarian dedicated to the program that will be covered under grant funds. Dr. Griffiths asked for more detail of the supplies line item. Ms. Kroll replied that the majority of the supplies would consist of books as well as other supplies to give to parents. Mr. Tomaselli wanted to know if an assessment of the success of the program would be done after its completion. Ms. Laffey remarked that the program has shown very positive results when conducted in Brunswick and a county-wide assessment would be done.

**Resolution 14-29** Upon a motion made by Mr. Rice and seconded by Ms. Bures, it was resolved that The Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to establish the following Fund, Revenues and Appropriations for the Medina County ROCKS grant received by the United Way of Medina County:

**201 Medina County ROCKS Fund**

**Revenue:**

201-4-2000 United Way Grant **\$ 7,500.00**

**Appropriations:**

201-5-1120 Wages and Benefits	\$ 1,300.00
201-5-2100 Supplies	6,050.00
201-5-3290 Printing	<u>150.00</u>
<b>Total</b>	<b>\$ 7,500.00</b>

The motion passed unanimously.

**G. Establishing Expendable/Non Expendable Balances in 801 Endowment Fund:**

Ms. Kroll informed the board that the Auditor of State recommended that the Board establish expendable and non-expendable balances for the 801 Endowment Fund.

**Resolution 14-30** Upon a motion made by Mr. Tomaselli and seconded by Ms. Dunlap, it was resolved that The Medina County District Library Board of Trustees hereby designates the balances in the 801 Endowment Fund as follows as of June 30, 2014:

Non-Expendable: \$ 12,373.00

Expendable: \$ 29,437.79

**Total Balance: \$ 41,810.79**

The motion passed unanimously.

**H. Hiring of Architect for Medina Window Replacement:** The matter of the leaking Medina Library third floor windows had been discussed at a previous meeting and Ms. Kroll asked that the Board authorize the hiring of an architect to begin the process of repair. Ms. Kroll noted that the library has a statement of qualifications on file with the recommended architectural form as required by law.

**Resolution 14-31:** Upon a motion made by Mr. Tomaselli and seconded by Ms. Dunlap, it was resolved that The Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to enter into an agreement with Arnold Architectural Strategies, LLC for architectural services for the Window System Replacement Project at the Medina Library in an amount not too exceed \$24,300.00. The motion passed unanimously.

**I. Increase and Appropriation for Legal Fees:** Ms. Kroll explained to the Trustees that additional appropriations were needed to cover the legal expenses accrued for the Lodi litigation. Mr. Elko asked Ms. Kowell if itemized invoices were available for the Trustees' inspection. Ms. Kowell replied that the invoices were available and provided great detail. Ms. Bures asked if it would be possible to ask the attorney to provide an estimated monthly cost to make budgeting for the expense more accurate. Ms. Kroll answered that she would talk to the attorney.

**Resolution 14-32:** Upon a motion made by Mr. Tomaselli and seconded by Ms. Dunlap, it was resolved that The Medina County District Library Board of Trustees hereby approves the following increase in appropriations in the 101 General Fund:

101-5-3760 Professional Services	\$ 75,000.00
<b>Total</b>	<b>\$ 75,000.00</b>

The motion passed unanimously.

**J. Donations:** Upon motion made by Ms. Ogden and seconded by Mr. Tomaselli, the following donations were accepted with gratitude. The motion was carried unanimously.

1. Kristin Strausser of Eat-n-Park: donated 4000 kid's meal coupons, 200 milkshake coupons for SRC and use of their mascot for Kid's Day of Play
2. Jeanette Schmalzbauer: donated \$10 in appreciation for genealogy services
3. Judith Wise: donated \$25 in memory of Christine Popovich
4. Naome Carter: donated collection of historically significant newspapers and magazines.
5. Jami Summerton-Clapp: donated a Robert Skimin oil painting for Lodi

**Trustee's Comments:**

Mary Ogden thanked Susan Ungham for hosting the meeting at her branch and said she enjoyed the strategic Plan update.

Mr. Tomaselli wanted to make his displeasure known with the current state of the landscaping at the library buildings. He found the weed growth unacceptable and the flower and shrub beds to be shabby.

Adrienne Apple-Bures appreciated the Strategic Plan update and enjoyed reading it. She thanked Susan Ungham for hosting the meeting at the Brunswick branch and for the delicious treat.

Kate Dunlap gave her congratulations for being awarded the United Way grant for Medina County ROCKS.

Brad Rice congratulated Susan Ungham for her appointment to the Leadership Medina County Board of Trustees.

Maria Griffiths noted that she was happy to see that a local community member had donated the work of a local artist to the Lodi branch. She stated that she was looking forward to the Friends fundraiser.

**Adjournment:** A motion was made by Mr. Elko and seconded by Ms. Dunlap to adjourn the meeting at 8:12p.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, September 15 at 6:00 p.m. at the Medina Library**

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**Maria Griffiths**  
**President**

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**Robert Tomaselli**  
**Secretary**