

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

May 18, 2015

The Medina County District Library Board of Trustees met in regular session on Monday, May 18, 2015 at the Lodi Library. With a quorum present, President Mary Ogden called the meeting to order at 6:01 p.m.

Roll Call was taken with the following members noted as present: Mary Ogden, Howard Elko, Adrienne Appleby-Bures, Robert Tomaselli, Brad Rice and Mary Schultz. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Sylvia Williams, Collection Resources Manager; Julie Carragher, Human Resources Manager; Eric Lucius, Lodi Branch Manager; Lisa Buzalka, Deputy Fiscal Officer and Tammy Nandrasny, Senior Administrative Assistant acting as recording secretary.

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

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

Disposition of Minutes – A motion to approve the April 20, 2015 minutes was made by Mr. Tomaselli and seconded by Ms. Bures. The trustees voted unanimously to approve the minutes.

Kate Dunlap arrived at 6:04 p.m.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of April. She reported that receipts totaled about \$400,779 and expenses were about \$738,019. The unexpended balance of \$10,517,826 minus outstanding encumbrances of \$2,080,393 left an ending balance of \$8,437,433.

In April, investments earned about \$1,296 with a principal of about \$10,640,615 in bank accounts and investments at an average interest rate of .642%.

Funds received in 2015 from the PLF were up nearly 23% over the same month in 2014 with revenue up almost 12 % year-to-date. Ms. Kroll noted that traditionally May is the month of highest revenue from the PLF due to the April collection of income tax revenue by the state which factors into the total Public Library Fund. She was hopeful that the trend in increasing revenue will continue.

Mr. Tomaselli was curious about the amounts budgeted to be paid to the Office of the County Auditor for administrative fees. Ms. Kroll assured him that the library is required by law to pay the fees and they are non-negotiable.

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

Director's Report: Director Carole Kowell shared with the trustees a summary of notable information, statistics and events which had taken place within the library system during the month of April. She was happy to report that a new class of Leadership U will begin their journey at a kick-off breakfast at the Medina library on May 21. The keynote speaker will be Deborah Wasytko of Baskets Galore.

Ms. Kowell reported that the expected opening for the Coffee Café at the Brunswick branch is July 13. Renovations to accommodate the café were progressing with only one small issue concerning the installation of a grease trap which should be resolved quickly.

Mr. Tomaselli asked if there had been communication with the Highland Schools superintendent to limit the use of the library parking lot during school sporting events once the new stadium is complete. Ms. Kowell remarked that Facilities and Operations Manager Keith Maynard had been in touch with the superintendent and there will continue to be open lines of communication. It was noted that a sign should be placed at the entrance from Ridge Rd. to notify members that the library is open during construction.

Mr. Elko asked if there had been any interest from anyone wishing to purchase the timbers that had been removed from the Lodi building. Ms. Kroll replied that a potential buyer was interested and was offering \$4000 including the moving of the wood.

Community Relations Manager Heather Coontz arrived at 6:17 p.m. with the new Annual Report which was distributed to the trustees. Mr. Tomaselli was concerned about the revenue vs. expense for 2014. Ms. Kroll pointed out that the numbers made better sense if viewing the beginning balance at the start and the ending balance last. Ms. Coontz said she would make that change before distributing the report to the public.*

Communications: Ms. Kowell shared the following communications:

- Thank you from United Way for sponsoring their Annual Meeting; Medina County Economic Development Corporation was grateful for our membership renewal
- Teachers Janice Curtin and Carla Keller thanked Dawn Roginski for coming to their school and giving a “very informative presentation”
- The Children’s Center of MC thanked the library for the donation of fifty kid’s books; Medina County Safety Council congratulated MCDL on receiving the 100% Award for outstanding effort going an entire year without a lost time injury and the Group Award for the best safety record within a group of like companies
- Leadership Medina County thanked Brunswick Manager Susan Ungham for her help in planning the Alumni Education event “Eyes to See” and MCDL for allowing the Leadership Class to visit the Buckeye Library on Environment and Quality of Life Day.

Personnel Report: The April report on Human Resources activity was reviewed by the trustees. A motion was made by Mr. Elko and seconded by Ms. Dunlap to approve the report as distributed. The motion was carried unanimously.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: No meeting

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

Unfinished Business: none

New Business:

A. Approval of Liquor at Buckeye Murder Mystery Dinner: The murder mystery themed dinner programs had proven to be popular with members in the past. Ms. Kowell asked the trustees to approve serving of alcohol at a program of this type being planned for the Buckeye library after hours on Saturday, Sept. 12, 2015.

Resolution 15-19: 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 approves the serving of alcoholic beverages at the Murder Mystery Dinner (Buckeye Library), Saturday, September 12, 2015 at 5:00 p.m. The motion carried unanimously.

B. Approval of Revision to Policy PUB-2: The addition of the 3 for Me card and the T3EN card necessitated that revisions be made to the PUB-2 Policy in order to address the limitations placed on those cards. Ms. Kowell asked that the trustees approve those revisions.*

Resolution 15-20 Upon a motion made by Ms. Dunlap and seconded by Mr. Tomaselli, it was resolved that: The Medina County District Library Board of Trustees hereby approves the revised PUB-2 Access/Limited Access effective May 18, 2015. The motion carried unanimously.

Approval of Revisions to COM Policies 1, 2, 3 & 4: Several of the policies outlining the Community Relations procedures needed to be updated including the one on voter registration. All revisions were grouped under one resolution to expedite the procedure. Mr. Tomaselli asked if voter registrations were completed at the library and then sent to the Board of Elections. He was concerned that the responsibility was not in the best interest of the library. Ms. Kroll noted that the library is required by law to provide this service.*

Resolution 15-21: 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 revised COM-1: LOGO, COM-2 COMMUNITY RELATIONS OFFICE DUTIES, COM-3: VOTER REGISTRATION/ABSENTEE BALLOT, COM-4 COMMUNICATIONS, effective May 18, 2015. The motion carried unanimously.

D. Approval of Transfer in the Medina County R.O.C.K.S. Appropriations: Ann Plazek, the Outreach Services manager who administers the grant awarded for the Medina County R.O.C.K.S. program, requested that some of the funds in the supply portion of that budget be transferred for use in printing materials. Ms. Kroll asked that the board approve the transfer.*

Resolution 15-22: Upon a motion made by Mr. Tomaselli and seconded by Ms. Bures, it was resolved that: The Medina County District Library Board of Trustees hereby approves the following appropriations transfer in the Medina County ROCKS Fund:

From	To	Amount
201-5-2100 Supplies	201-5-3290 Printing	\$ 500.00

The motion carried unanimously.

E. Service Recognition for William Black: Ms. Ogden read aloud the service recognition for William Black thanking him for his years of dedicated service.*

Resolution 15-23: Upon a motion made by Mr. Rice and seconded by Mr. Tomaselli, it was resolved that: The Board of Trustees of Medina County District Library congratulates William Black on his years of steadfast service to Medina County District Library; we thank him for his dedication in getting all those books and movies to the branches on time with a friendly smile in all sorts of weather and wish him well in his retirement. The motion carried unanimously.

F. 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. Brunswick High School: donated yearbooks for the Brunswick branch valued at \$450
2. Medina Needlework Guild: donated \$25 in memory of Bea Nagy to purchase a book about knitting.
3. Greensmith Garden: donated 42 plants for a Brunswick program
4. Don DiGennaro and Dennis Butler of Baldwin Wallace: donated 2 projector screens
5. Alternative Paths Inc.: donated educational materials on suicide prevention
6. Family Tree DNA: donated 2 gift cards valued at \$70 for the Genealogy Lock-in
7. Medina County Genealogical Society: donated gift cards valued at \$30 for the Genealogy Lock-in
8. Terry Hart: donated a copy of the *Summit County Veteran's Roll* to the Franklin Sylvester Collection
9. Medina County Genealogical Society: donated a copy of *The Extraordinary Life of*

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Trustee's Comments:

Adrienne Appleby-Bures: thanked Eric Lucius and the Lodi staff for hosting the meeting.

Kate Dunlap: also thanked Mr. Lucius and told a story of her neighbor who had just found out she could renew her library items over the telephone and was so pleased with the service.

Howard Elko: thanked Mr. Lucius.

Mary Ogden: thanked Mr. Lucius and the Lodi staff. She loved the popcorn.

Adjournment: Upon motion made by Mr. Elko and seconded by Mr. Rice, the meeting was adjourned at 6:35 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 June 15 at 6:00 p.m. at the Seville Library**

Mary Ogden- President

Kate Dunlap - Secretary