

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

**May 16, 2016**

The Medina County District Library Board of Trustees met in regular session on Monday, May 16, 2016 at 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, Robert Tomaselli and Kyle White.

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Tina Sabol, Community Engagement Manager; Annetherese Biesiada, Highland Librarian; Eric Lucius, Lodi Manager; Marilyn Plitt, SEIU President and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

**Approval of the Agenda** –A motion to approve the agenda was made by Mr. Elko and seconded by Tomaselli. The motion carried unanimously.

**Recognition of Guests and Comments from the Public** Ms. Ogden welcomed all in attendance. Ralph Kroll attended as a guest.

**Disposition of Minutes** – A motion to approve the April 18, 2016 minutes was made by Mr. Elko and seconded by Mr. Tomaselli. Ms. Ogden abstained and the motion was carried.

**Financial Report**– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of April. She reported that receipts totaled \$780,204 and expenses were \$747,625. The unexpended balance of \$10,572,260 minus outstanding encumbrances of \$2,110,574 left an ending balance of \$8,461,686 in all funds. Ms. Kroll noted that 47.83% of budgeted revenue has been received at this time which is well above the 33.33% expected. She explained that a large percentage of real estate taxes are collected in the first quarter of the year which may explain why the number is high.

Ms. Ogden asked if the lower percentage for expenses to date in the General Fund at 28% could be reflecting the fact that the union staff had not received a budgeted pay raise in 2016 pending a settlement of the contract negotiations. Ms. Kroll replied that it was definitely a factor.

In April, investments earned \$3,949 with a principal of \$10,710,461 in bank accounts and investments at an average interest rate of .680%. It was noted that some six month CD's had paid interest in the month of April.

PLF funds which included those received in May took a sharp decline of 17.85% compared to May of 2015. Due to increases in all months leading up to May, the overall comparison of year to date PLF revenue is still showing a .20% increase, but the May decline had negated nearly all of the gains MCDL had received in PLF funds so far in 2016. Ms. Kroll reported that the drop in PLF revenue was due to a dramatic decrease in taxes collected by the state. She added that, according to state finance reports, the state's economy is expected to experience a decline over the next 2 years. She will keep watch for trends and keep the board informed.

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

**Director's Report:** Director Carole Kowell shared highlights and statistics occurring within the system during the month of April. Statistics continued an overall upward trend. Ms. Kowell was proud to announce that 2 members of the MCDL staff, Suzie Muniak and Gail Ebey had been selected to attend Library Leadership Ohio. Ms. Ebey had also been awarded the Outstanding Community Partnership distinction by Medina City Schools.

Ms. Kowell gave an update of the labor contract status stating that the 2 sides had met on April 22 to determine if it could be agreed upon to return to negotiations through a mediator. At that meeting it was agreed that they would meet on May 16. Prior to that meeting, a decision was reached by the court to deny the library's appeal to proceed to fact finding. At the May 16 meeting, the union was presented with a supposal which included an enhanced package and a ratification bonus. The offer was refused and Ms. Kowell advised the trustees of their options.

Mr. Tomaselli asked for an update of the Medina third floor window project. Ms. Kroll answered that there had been a meeting of library representatives, the architect and the contractor and she is waiting for a signature on the contract. Once the contract is signed and all paperwork is in place the project will begin with a target date being late July or early August. She added that the windows would need to be ordered and manufactured which would probably take 6 to 8 weeks.

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

- The Society for Handicapped Citizens of Medina County thanked Theresa Laffey for the generous donation of paper and cardstock for The Link and Camp Paradise.
- Board Trustee Kyle White thanked the library (Goodwill Fund) for the donation to the American Heart Association in memory of her mother.

**Personnel Report:** The April report on Human Resources activity was presented by Human Resources Manager Julie Carragher.

A motion was made by Mr. Elko and seconded by Ms. White 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. Impact Group Update:** Community Engagement Manager Tina Sabol reported that she is working closely with Impact Group consultants to use the information gathered in the survey polls to design a marketing message that will serve the library through a comprehensive strategic plan. She announced that the 2016 SRC games are ready to launch and was happy to report that Brunswick Schools will be using the library's SRC as their summer reading program.

Howard Elko asked Eric Lucius if the Lodi branch will be cooperating with the local schools. Mr. Lucius replied that he and Seville Manager Jamie Stilla are working together to communicate with the Cloverleaf Schools and added that all schools in the district had been visited by library representatives.

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

1. Cheryl Terry and June Vavra: donated \$50

**C. Other:** Mr. Tomaselli asked for an update on the ongoing troubles with ADP. Ms. Kroll said that there continues to be shortcomings in the ability of ADP to uphold their promises in the comprehensive managed payroll contract. She expressed her wish to contact legal counsel to advise a direction for the library to take to annul the contract without having to pay early termination costs. The trustees agreed that legal counsel should be sought and advised Ms. Kroll to ask the county prosecutor how long it would take if they were to represent the library in this matter. Ms. Kroll said that she would keep the trustees informed.

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**Trustees Comments**

Mr. Elko said that he had attended 2 grand openings of refurbished libraries in Parma Heights and Westlake and thought neither was as lovely as the MCDL buildings. He noted that there was a reduced presence of books in those libraries and stressed that MCDL continue to make books a priority.

Kyle White thanked Eric Lucius for hosting the meeting in his beautiful building.

Mary Ogden thanked Mr. Lucius for hosting and congratulated the library staff on the outstanding results of the opinion polls.

**Adjournment:** A motion was made by Mr. Elko and seconded by Mr. Tomaselli to adjourn the meeting at 6:44 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 19, 2016 at 6:00 p.m. at Medina Library**

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**Mary Ogden - President**

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**Brad Rice- Secretary**