

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

June 20, 2016

The Medina County District Library Board of Trustees met in regular session on Monday, June 20, 2016 at Medina Library. With a quorum present, President Mary Ogden called the meeting to order at 6:00 p.m.

Roll Call was taken with the following members noted as present: Mary Ogden, Kate Dunlap, Brad Rice, Mary Schultz, Robert Tomaselli and Kyle White.

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Keith Maynard, Facilities and operations Manager; Tina Sabol, Community Engagement Manager Chris Weaver-Pieh, Collection Resources Manager; Aimee Adams, Medina Reference Supervisor; Lisa Rienenrth, Medina Library Associate; Marilyn Plitt, SEIU President and Tammy Nandrasny, Senior Administrative Assistant acting as recording secretary.

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

Recognition of Guests and Comments from the Public Ms. Ogden welcomed all in attendance. M.J. Cresho requested to address the board about a safety concern she had experienced exiting a public transportation vehicle in the Medina Library's parking lot. She made some suggestions on how to remedy the problem and provided the trustees with a written account of her experience. The board agreed to attend to the problem at a Buildings Committee meeting which Chairman Tomaselli agreed to arrange.*

Impact Group: Tom Speaks and Andrea Lyons conducted a strategic planning exercise with the trustees to gather ideas with which to move forward with formulating a strategic plan. The information will be used in designing a plan that will help direct the library system into the future.

Disposition of Minutes – A motion to approve the May 16, 2016 minutes was made by Mr. Tomaselli and seconded by Mr. Rice. Ms. Dunlap abstained and the motion carried.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of May. She reported that receipts totaled \$326,999 and expenses were \$1,196,273. The unexpended balance of \$9,702,986 minus outstanding encumbrances of \$1,485,759 left an ending balance of \$8,217,226 in all funds. She remarked that the large expense in the 301 Debt Service Fund Account was due to the interest payment being paid in May for the Bond Issue. She noted that the actual revenues and expenses for 2016 were very close to the target amounts described in the budget for this time in the year.

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In May, investments earned \$8,501 with a principal of \$9,734,502 in bank accounts and investments at an average interest rate of .753%. Ms. Kroll noted that, in May, some 6 month CD's had paid interest which was reflected in the gains.

PLF funds which included those received in June were down 1.97% compared to May of 2015. Overall PLF funds for 2016 were down .20%. There should be a new estimate of PLF generated revenue for 2016 sent by the state sometime in July.

Ms. Schultz asked if the Director and Officers Insurance for the board members was current. Ms. Kroll reported that it was current and she will forward details of the policy to the trustees.

A motion was made by Mr. Tomaselli and seconded by Ms. Dunlap 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 May. She pointed out the significant rise in circulation statistics and noted that the new merchandising campaign could be the reason. She noted that the summer reading program had a great start and the numbers should be impressive due to Brunswick Schools adopting the MCDL SRC as their program.

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

- Peggy and Ray Jarrett thanked the library for the Goodwill Fund donation made in memory of Peggy's father.
- Member Kelly Harrison sent a letter of appreciation to the library for all of the good work.
- Young Skyla Schmock sent a hand written letter of gratitude to Freddie the Frog because she loves books and her new library card.

Personnel Report: The May report on Human Resources activity was reviewed by the trustees. A motion was made by Ms. Dunlap 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: Mr. Rice asked for an update on the ADP situation and if there had been further developments in terminating the current payroll contract. Ms. Kroll replied that the company was holding fast in their refusal to allow early termination without penalty. She said that she had put an inquiry in to the County Prosecutor's Office, but had received no response after several weeks. She asked that the board agree to allow her to use a temporary hire to act as a payroll accountant while the matter is settled. That would allow the Deputy Fiscal Officer to attend to her own responsibilities without being overwhelmed by all of the issues consistently occurring within the payroll system. The board agreed to the temp hiring and also agreed that Ms. Kroll should seek legal counsel elsewhere on the matter of the ADP contract.

New Business:

A. 701 Endowment Fund Increases: Due to some recent large monetary donations, Ms. Kroll requested that the trustees approve an increase in appropriations in the 701 Endowment Fund to purchase books and prizes for SRC.

Resolution 16-15: Upon a motion made by Ms. Dunlap and seconded by Ms. Schultz, the Medina County District Library Board of Trustees hereby approves the following increase in appropriations in the 701 Endowment Fund:

701-5-2100 Program Supplies - System	\$ 3,000.00
Total	\$ 3,000.00

The motion carried unanimously.

B. Medina Building Repairs: Ms. Kroll reported that she had conferred with an attorney at Bricker and Eckler concerning the repairs being suggested at Medina by the Tremco analysis report. It was agreed by the board that the library should engage a different company to review and offer an opinion of the Tremco report before taking action.

Legal Counsel also advised Ms. Kroll that it is within permission of the ORC to join an approved consortium to streamline construction hiring by allowing the library to bypass the competitive bidding process. Ms. Kroll asked that the trustees approve MCDL's participation in The Cooperative Purchasing Network.*

Resolution 16-16: Upon a motion made by Ms. Dunlap and seconded by Mr. Tomaselli, the Medina County District Library Board of Trustees states its intention to become a participant in the TCPN purchasing program and authorizes the Fiscal Officer to take the appropriate steps to register for participation in the program and to make future purchases through the program. The motion carried unanimously.

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

1. Denise Pierman: donated \$50 in memory of Rosemarie Steigerwald
2. Bonnie Adams: donated \$100
3. Friends of Brunswick Library: donated \$1000 for SRC prizes
4. Sisters in Crime: donated \$1000

D. Other: Brad Rice asked for an update to the labor contract negotiations since he had missed the May board meeting. Ms. Kowell replied that the library's appeal to the ruling that contract negotiations enter into fact finding had been denied. The bulk of time spent now will be in preparation of that process.

Trustees Comments

Kate Dunlap was excited to see the circulation and new card numbers increasing and credited new marketing techniques. She congratulated Ms. Kroll on her recent graduation from Leadership Medina County.

Mr. Tomaselli was unhappy with the appearance of the mulch at the Medina building. He thought it needed to be tidied up.

Kyle White continued to be amazed at the Impact Group survey results and as a marketing professional was very impressed.

Adjournment: A motion was made by Mr. Tomaselli and seconded by Mr. Rice to adjourn the meeting at 7:37 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, July 18, 2016 at 6:00 p.m. at Brunswick Library

Mary Ogden - President

Brad Rice– Secretary