

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

October 17, 2011

The Medina County District Library Board of Trustees met in regular session on Monday, October 17, 2011 at the Medina Library. President Adrienne Appleby-Bures called the meeting to order at 6:07 p.m.

**Roll Call** was taken with the following members noted as present: Adrienne Appleby-Bures, Maria Griffiths, Scott Snyder, Mary Ogden, Robert Tomaselli and Howard Elko. Patricia Boyle was unable to attend. Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Heather Coontz, Community Relations Manager; Sylvia Williams, Collection Resources Manager; Sue Demis, Technology Services Manager; and Judy Hamer, Senior Administrative Assistant. Michelle Hillstrom representing Stifel, Nicolaus & Co. was also present.

**Approval of the Agenda** - Mr. Snyder asked that Item C under New Business, Advance Refunding of 2003 Bond Issue, be moved to the Board Committee Report of the Finance Committee. A motion was made by Mrs. Bures and seconded by Dr. Griffiths to approve the revised agenda. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Recognition of Guests and Comments from the Public** - President Bures welcomed all in attendance. There were no comments.

**Disposition of Minutes** - A motion to approve the September 2011 minutes was made by Dr. Griffiths and seconded by Ms. Ogden. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Financial Report** - Business Manager/Fiscal Officer, Jack Masterson reported that General Fund receipts for the first nine months of 2011 are 14.63% above estimates and expenses are 13.23% below estimates. As of September 30, the General Fund balance is \$7,833,799. Public Library Fund (PLF) receipts through October are 11.72% higher than receipts from the same time period in 2010. Actual ten-month average PLF receipt is \$90,655.20 above estimate, or a 3.38% increase. A motion to accept the September Financial Report as distributed was made by Dr. Griffiths and seconded by Mr. Elko. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Director's Report** – Many exciting things are happening around the system this fall. The Medina Library was the perfect venue for Puttin' on the Ritz!, the Friends of MCDL's first fundraiser. It was a fun, successful event with over 150 people in attendance. The committee was very pleased with the turn-out and expects it will be even larger next year.

Seville's Harvest Festival was a wonderful family event with over 300 people attending, despite the deluge of rain and cold weather.

MCDL's Health and Wellness Fair was the first step to a healthier lifestyle for 65 staff members who attended the fair and registered to participate in the program.

The first Playaway Views will be on our MCDL shelves in time for holiday travel.

The Buckeye stop on the Fall Foliage Tour was a popular stop with door counts of 505 on Saturday and 359 on Sunday. Many visitors remarked they had driven by the library for years and wondered what the inside of the building looked like. Once inside they were very impressed. The tours of the maintenance and delivery areas were a big hit with over 100 curious people astonished with the quantity of materials that staff processes each day for the system. This was the first year that MCDL participated in the Fall Foliage Tour and it was a great public relations success. Next year's tour stop will be the Highland Library.

Buckeye Library's after school situation has improved since they opened the Community Room to the teens several days each week with planned activities. The presence of the off-duty police officer has also made a big difference in maintaining a desirable atmosphere.

The September **Personnel Report** was reviewed. A motion to approve the Personnel Report as distributed was made by Mr. Snyder and seconded by Mr. Tomaselli. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

### **Board Committee Reports:**

**Finance Committee** – The committee met at 5:00 pm before tonight's Board Meeting but only had time to cover the first two items on the agenda. There is another meeting set for November 21.

**Advance Refunding of 2003 Bond Issue** – The Finance Committee does recommend that the Board ask the Medina County Commissioners, as the taxing and bond-issuing authority for the library, to authorize the reissuance of \$25,020,000 bonds to refinance the 2003 bond issue. Michelle Hellstrom from Stifel, Nicolaus & Co. explained that with current lower interest rates, it is in the best interest of the library to replace the 2003 Bond Issue with a new issue. There are costs involved with the reissue - a financing fee of \$162,000 and other expenses (underwriter, printing, Squires Sanders, closing costs) amounting to \$150,000 for a total of \$312,000 – but the taxpayers will still save \$130,000 per year. If the board approves, the County Commissioners, will be asked to authorize the issuance of the bonds. They have been notified. Stifel, Nicolaus will issue a prospectus and will use Moody's as the rating agency; ours is a relatively small issue and we have a higher rating with them. As long as a 3% savings is realized, it makes sense to re- issue and Stifel, Nicolaus will not proceed until the conditions are favorable. If all goes well, November 20, will be the closing date. **Resolution 11-27** Upon

motion made by Mr. Snyder and seconded by Mr. Tomaselli it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the library's Fiscal Officer to request the Board of County Commissioners of the County of Medina to authorize the issuance and sale of bonds of the library in the maximum principal amount of \$25,020,000, for the purpose of refunding at a lower interest cost certain of the library's Library Improvement Bonds, Series 2003. (See the full text document attached.) The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Personnel Committee** – Did not meet.

**Policy and By-laws Committee** - Did not meet.

**Communications** – The staff of the Bookmobile was thanked for their donation to Job and Family Services.

### **Unfinished Business**

**Lodi Update** - Timber framers Rudy Christian and Son completed an on-site detailed half-day inspection of the Lodi Library on Friday, October 14. A written report is due.

Negotiations between engineering company URS and MCDL have been frustrating. MCDL will try and work out an agreement, but is prepared to seek the services of another engineer if no agreement is reached in the next week.

### **New Business** -

**Certifying 2012 Tax Rates** – This action is required annually to officially accept the amounts and rates of property taxes related to the 1.25 mill operating levy and .80 mill facility construction bond levy. The Medina County Budget Commission certifies the amounts that the levies will generate to the library and in return the Board of Trustees must vote to accept the rates and amounts for them to be effective next year. The 2012 tax receipts from the 1.25 mill operating levy are estimated to be \$4,691,438. The 2012 tax receipts from the .80 mill construction bond levy are estimated to be \$3,017,800. Debt service payments for 2012 will be \$3,258,362.50, with \$709,181.25 in interest to be paid in May and principal of \$1,840,000 plus interest of \$709,181.25 to be paid in November. **Resolution 11-28** Upon motion made by Dr. Griffiths and seconded by Mr. Tomaselli it was RESOLVED: That the Medina County District Library Board of Trustees accepts the amounts and rates of each tax necessary to be levied by this Board, as determined by the Medina County Budget Commission in its certification dated September 16, 2011, thereby authorizing the necessary tax levies and certifying them to the County Auditor for fiscal year 2012. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Approval of Simmons Brothers corporation contract for the Seville Library Project, Phase 2** - Management, Van Dyke Architects LLC and the County Prosecutor have given their approval to the attached contract with Simmons Brothers Construction, Inc. Construction is to begin in October, 2011 and be completed in approximately three months. **Resolution 11-29** Upon motion made by Dr. Griffiths and seconded by Mr. Elko it was RESOLVED: That the Medina County District Library Board of Trustees move to approve the contract between the Medina County District Library and Simmons Brothers Corporation which has been approved to form by the County Prosecutor's Office, for the Seville Library Project, Phase 2 and authorize the President of the Board to execute it. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures- aye.

**Agreement of Allocation of PLF Funds Between Ella M. Everhard Public Library (Wadsworth Public Library) And Medina County District Library For 2013 – 2017** - Both libraries agree that it is in the best interest of all involved participants and the constituents of Medina County that the allocation of available funds be decided by agreement among the parties to avoid complex, difficult, and costly disagreements. The directors of both libraries have arrived at an agreement, which is intended to provide for the needs of the Medina County District Library and the Wadsworth Library, and it is their desire to recognize said agreement as a proper and lawful compromise for allocation of the PLF Fund. **Resolution 11-30** Upon motion made by Ms. Ogden and seconded by Mr. Tomaselli it was RESOLVED: That upon recommendation from the Director, the Medina County District Library Board of Trustees accepts the agreement of allocation of PLF Funds (attached) between the Ella M. Everhard Public Library (Wadsworth Public Library) and Medina County District Library for 2013-2017. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Print Management Services Agreement** –At the request of MCDL's Technology Department, proposals for a one-year print management contract were solicited. MT Business Technologies, Inc. was selected for the company's business model and extensive experience in providing Ohio libraries with print management services. They will service the HP printers throughout the system, make repairs, monitor usage and provide toner cartridges. Their charges are about the same as MCDL spends now, but it will save the Technology Department much staff time. **Resolution 11-31** Upon motion made by Dr. Griffiths and seconded by Mr. Tomaselli it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager to enter into a one-year agreement with MT Business Technologies, Inc. for print management services for all MCDL branches for the period of November 1, 2011 through October 31, 3012. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Snowplowing Services Contract** – It is recommended by the Business Manager that the snowplowing services contract for Medina, Brunswick, Buckeye, Highland and Lodi libraries be awarded to C & M Lawn Service effective November 1, 2011 through April 15, 2013.

**Resolution 11-32** Upon motion made by Mr. Tomaselli and seconded by Mr. Elko it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby awards the snowplowing services contract for the Medina, Brunswick, Buckeye, Highland and Lodi libraries to C & M Lawn Service effective November 1, 2011 through April 15, 2013. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Donations**: Upon motion made by Dr. Griffiths and seconded by Ms. Ogden the following donations were accepted with gratitude. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

- From Brunswick's Dunkin' Donuts four dozen donuts for Brunswick Library's Zombie Fest
- Three bushels of apples and 20 large pumpkins from Geig's Orchard for Seville's signature program "Harvest Festival"
- From Whistle Hollow Farm, 65 pumpkins valued at \$260 for Seville's signature program "Harvest Festival"
- Sixty ice cream cones from the Seville Dairy Queen for Seville's signature program "Harvest Festival"
- From Original Kettle Korn, \$100 worth of kettle korn for Seville's signature program "Harvest Festival"
- From the Lodi Chapter of the Eastern Star, \$100 sponsorship of Lodi Library's Winter Wonderland
- From the Lodi Chamber of Commerce, \$250 sponsorship of Lodi Library's Winter Wonderland
- From the Harrisville Masonic Lodge, \$100 for sponsorship of Lodi Library's Winter Wonderland
- From Lodi Community Hospital, \$250 for sponsorship of Lodi Library's Winter Wonderland
- From Friends of Lodi Library, \$1000 to support Lodi Library's Winter Wonderland
- 99 coupons for free ice cream from the Medina/Seville Dairy Queen for Highland's Halloween Trick or Treat
- From the State Library Board, \$311 to purchase two Every Child Ready to Read toolkits
- From Bob Evans Farms, free kids meals valued at \$250 for Lodi Library's Winter Wonderland

- Two gift bags and 500 train tickets valued at \$1,860 from Lodi Station Outlets for Lodi Library's Winter Wonderland
- From Nancy Sigafos, a book entitled *Held in the Weave*, by Susanne Sigafos in memory of Jean Cothren Sigafos

**Trustees' Comments** - Dr. Griffiths congratulated the library staff and the Friends on a great fundraiser and holding it in the library.

Mr. Snyder "ditto."

Ms. Ogden "ditto."

Mr. Elko noted that he made a trip through all the branches in the past month and found the buildings in great shape.

**Executive Session** - Upon motion made by Mr. Snyder and seconded by Dr. Griffiths the Board entered into executive session to discuss contracts of public employees at 7:14 p.m. The vote was unanimous.

The Board came out of executive session at 8:25 p.m. upon motion made by Ms. Ogden and seconded by Mr. Snyder. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Resolution 11-33** Upon motion made by Mr. Tomaselli and seconded by Ms. Ogden it was **RESOLVED: That the Medina County District Library Board of Trustees hereby declines to renew the contract of John Masterson as Business Manager/Fiscal Officer of the Medina County District Library. Mr. Masterson shall not perform any further duties, but shall be entitled to all benefits and payments due under the contract. This action is effective upon notification of this resolution to the Financial Officer/Business Manager, John Masterson.** The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Adjournment** - The meeting was adjourned at 8:31 p.m. upon motion made by Ms. Ogden and seconded by Mr. Elko. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**NEXT BOARD MEETING**  
**Monday, November 21, 2011, 6:00 p.m. at Medina Library**

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**Adrienne Bures**  
**President**

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**Patricia Boyle**  
**Secretary**