

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

March 19, 2012

The Medina County District Library Board of Trustees met in regular session on Monday, March 19, 2012 at the Medina Library. President Bures called the meeting to order at 6:00 p.m.

Roll Call was taken with the following members noted as present: Adrienne Appleby-Bures, Mary Ogden, Robert Tomaselli, Howard Elko and Kate Dunlap. Maria Griffiths and Scott Snyder were unable to attend. Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Pauline Chapman, Temporary Fiscal Officer; Craig Harwick, Human Resources Manager; Sylvia Williams, Collection Resources Manager; Heather Coontz, Community Relations Manager; Marilyn Plitt, SEIU President and Judy Hamer, Senior Administrative Assistant. Kelly Kroll, Fiscal Officer/Business Manager elect, was also in attendance.

Approval of the Agenda - A motion to approve the agenda as distributed was made by Ms. Ogden and seconded by Mr. Tomaselli. The roll call vote was as follows: Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-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 February 20, 2012 minutes was made by Mr. Tomaselli and seconded by Mr. Elko. The roll call vote was as follows: Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

A motion to approve the February 24, 2012 special meeting minutes was made by Mrs. Dunlap and seconded by Mr. Elko. The roll call vote was as follows: Mary Ogden - abstain; Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Financial Report - Temporary Fiscal Officer Pauline Chapman reported that MCDL's February spending was down from the previous year. She also mentioned that Ms. Kroll was very helpful in completing the state report that was due in February. Mr. Tomaselli would like a report on passport receipts at the April meeting. A motion to accept the February Financial Report as distributed was made by Ms. Ogden and seconded by Mr. Tomaselli. The roll call vote was as follows: Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Director's Report – Director Kowell reported that circulation was unchanged from last February. E-media circ is the highest in CLEVNET, surpassing Cleveland Public. 208 passport applications were processed, an increase of 22% from last February.

The Art League's Aquarius Art Show in Medina was a huge success and brought many visitors to the third floor exhibit.

Civil War programs in all branches in conjunction with the traveling Lincoln and the Constitution exhibit in Medina are reporting great attendance and enthusiasm, with many people traveling from one branch to another to participate in these wonderful programs. The grand opening and Matthew Brady program at Medina drew 120 people to the library.

PLA 2012 in Philadelphia was very worthwhile. The four staff members who attended brought back lots of good ideas and information about new products.

January's **Personnel Report** was reviewed. A motion to approve the report as distributed was made by Ms. Ogden and seconded by Mr. Elko. The roll call vote was as follows: Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Board Committee Reports:

Finance Committee – No meeting.

Personnel Committee – No meeting.

Policy and By-laws Committee - No meeting.

Building Committee - No meeting.

Communications – There were none.

Unfinished Business

Lodi Update – Assistant Prosecutor Brian Richter has not received a report yet from the forensic architect. When he does get the report, he will contact all responsible parties. The temporary library is working well.

Seville Update - Phase 2 construction is nearly complete and should be finished by the end of March. The community is very excited about the changes to the library.

New Business

Custodial Services Contract Extension – The current contract with American Janitorial Services is due to expire on March 31, 2012. Both the Finance Department and the Facilities/Operations Manager feel that due to the importance and large amount of this contract, it would

be best for it to be handled by the new Business Manager. **Resolution 12-12** Upon motion made by Mary Ogden and seconded by Robert Tomaselli, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the extension of the current custodial services contract with American Janitorial Services to June 30, 2012. The roll call vote was as follows: Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Fiscal Officer/Business Manager Job Position Description - As part of the process of preparing for a new Fiscal Officer, modifications to the job description are being recommended. The main change is that the Fiscal Officer will report to the Director the same as all administrators for purposes of daily operations. This will help in overseeing the day-to-day activities of this position. However, the position is a contract position and ultimately reports to the Board for overall performance evaluation. **Resolution 12-13** Upon motion made by Mr. Elko and seconded by Mr. Tomaselli, it was RESOLVED: That upon recommendation from management, the Medina County District Library Board of Trustees hereby approves the adoption of the modified job description for the Fiscal Officer/Business Manager position to be effective April 2012 as part of the Medina County District Library. The roll call vote was as follows: Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Business Manager/Fiscal Officer Contract - After interviewing and discussion with the Board, it was recommended that the position of Business Manager/Fiscal Officer be offered to Kelly Kroll. She has accepted the offer. Attached is a draft of the contract that has been sent to Ms. Kroll, been approved by Brian Richter of the County Prosecutor's office and is now ready for approval by the MCDL Board of Trustees. **Resolution 12-14** Upon motion made by Mr. Elko and seconded by Robert Tomaselli, it was RESOLVED: The Medina County District Library Board of Trustees hereby approves the attached contract for Kelly Kroll as MCDL Business Manager/Fiscal Officer beginning April 2, 2012. The roll call vote was as follows: Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Donations: - Upon motion made by Mr. Tomaselli and seconded by Ms. Ogden the following donations were accepted with gratitude. The roll call vote was as follows: Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

1. From Patricia Toth a copy of her book, *Such an Ordinary Day*
2. Three dozen cupcakes from A Cupcake A Day for a Medina children's program
3. Donations in memory of C. Joseph Hamer:
 - Judy Leuthaeuser, \$20
 - MCDL's Goodwill Fund, \$50
 - John and Marilyn Sobotincic, \$25

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Board of Trustees Meeting
Page Four
March 19, 2012

4. \$100 from Theresa Laffey in memory of Joe Hamer, Edward Frankowski, Patricia Lakotish, and Nancy Wood
5. From the Medina County Genealogical Society, *Going Home; a Guide to Polish American Family History Research*, in memory of Regina Loehr
6. Two gift certificates from Basics and Beyond Dog Academy valued at \$240 to be used as prizes at Brunswick's Pet Palooza

Trustees' Comments

Adrienne Appleby-Bures welcomed Kelly Kroll to MCDL and thanked her for helping Mrs. Chapman over the past months.

Mary Ogden sent condolences to Kim Von Der Vellen and her family on the death of her son. She also welcomed Kelly Kroll.

Howard Elko thanked Pauline Chapman for filling in as temporary fiscal officer and welcomed Kelly Kroll.

Adjournment - The meeting was adjourned at 6:19 p.m. upon motion made by Mr. Tomaselli and seconded by Mrs. Dunlap. The roll call vote was as follows: Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

NEXT BOARD MEETING
Monday, April 16, 6:00 p.m. at the Buckeye Library

Adrienne Bures
President

Mary Ogden
Secretary