

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

May 20, 2013

The Medina County District Library Board of Trustees met in regular session on Monday, May 20, 2013 at the Buckeye Library. President Griffiths called the meeting to order at 6:00 p.m.

Roll Call was taken with the following members noted as present: Maria Griffiths, Mary Ogden, Adrienne Appleby-Bures, Robert Tomaselli and Kate Dunlap. Not present at roll call were Howard Elko and Brad Rice. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Theresa Laffey, Assistant Director; Sylvia Williams, Collection Resources Manager; Sue Demis, Technology Manager; Marilyn Plitt, SEIU President; Holly Camino, Buckeye Library Manager and Tammy Nandras, Senior Administrative Assistant.

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

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

Disposition of Minutes – A motion to approve the April 15, 2013 minutes was made by Mr. Tomaselli and seconded by Ms. Bures. The motion to approve the minutes was passed unanimously.

Financial Report– Fiscal Officer Kelly Kroll reviewed the financial report stating that, in the month of April, receipts totaled almost \$300,000 and expenditures were about \$830,000. The unexpended balance of \$14,700,000 minus outstanding encumbrances leaves an ending balance of \$13,000,000. In March, investments earned about \$1,950.00 with a principal of almost \$14,800,000 in bank accounts and investments, at an average interest rate of .26%. The PLF is up .54%, compared to this time last year.

Ms. Kroll reported on the status of the system-wide inventory that had been conducted in March by an independent company. She informed the Board that the inventory was completed and all furniture, fixtures and equipment valued at \$500 or more had been tagged and that by the June meeting she should have a final report. Dr. Griffiths asked if the inventory would have to be repeated routinely. Ms. Kroll explained that the inventory will be maintained by her office in the future, but the asset company will provide updated values annually for insurance purposes and added that a full inventory might be considered after 5 or more years has passed. She noted that Lodi's FFE inventory would be conducted after the completion of the reconstruction of the branch building and had already been included in the system-wide cost.

Mr. Tomaselli questioned Ms. Kroll why certain line items seemed to have used up a large percentage of their budget so early in the year. She explained that for some line items, for example fuel for library vehicles, a blanket purchase order is issued at the beginning of the year which encumbers the entire budget. The funds are not all spent, but are set aside for ongoing purchases throughout the year.

Dr. Griffith asked if it is allowable to transfer funds from the General Fund to the 701 Endowment Fund, or if the 701 Fund is required to be exclusively funded by donations. Ms. Kroll replied that currently the 701 Fund contains only donated funds and interest, but that it is allowable to transfer funds to it from the General Fund if the Board approves such a transfer. She said she currently sees no need to transfer monies to the 701 Fund.

With all questions being satisfied and matters discussed, a motion was made by Mr. Tomaselli to accept the Financial Report. The motion was seconded by Ms. Ogden and was carried unanimously.

Director's Report Director Carole Kowell presented the Director's Report to the Board highlighting circulation figures and activities which took place throughout the MCDL system in the month of April. All of the fine tuning to the statistics reporting resulted in an increase in circulation of nearly 3% when accounting for all branch circulation numbers, e-media and Zinio. Ms. Kowell noted that she had issued a challenge to MCDL staff to devise methods of increasing circulation and that they had responded enthusiastically with Seville having the largest increase at 23%.

The Brunswick Library signature program "Pet Palooza" drew a record crowd of 2,954 while the premier How-to festival proved to be very popular at some branches and not as well received at others. Ms. Kowell proudly reported that MCDL received numerous awards at the annual awards ceremony presented by the Medina County Safety Council. Teen author, Jordan Sonnenblick, gave a wonderful presentation at Claggett Middle School and conducted several workshops throughout the school system. The event was a great success despite a last minute change of venue and received positive press coverage. Ms. Kowell wished Ms. Dunlap an early "Happy Birthday".

The April **Personnel Report** was reviewed and a motion was made by Ms. Dunlap and seconded by Mr. Tomaselli to approve the report as distributed. The motion was carried unanimously.

Board Committee Reports

A. Finance Committee The Finance Committee of the MCDL Board of Trustees met at the Medina Library on May 9 resulting in the following recommendations being submitted to the full Board for approval.

1. Fiber Optic Network: Committee Chair Mary Ogden updated the full Board on the status of the internet connectivity at MCDL and provided information regarding upcoming cost increases. The costs were discussed at length during the Committee meeting and it was determined that cost increases were to be expected during this time of transitioning to the newly completed fiber optic network. The Committee members agreed that the benefits of providing outstanding service outweighed the costs. No action by the board was necessary at this time.

2. Reallocation and Upgrade to Server Resources: Sue Demis described to the Board the condition of the internal servers as being antiquated and inadequate. In order to avert server malfunction, NetOps Consulting was brought in to do an assessment and provide suggestions to remedy areas of inadequacy which was provided in a Statement of Work consisting of a 3 phase remedy. Ms. Demis felt that, at the current time, only phase 1 was needed immediately and requested funding for that phase. Because acquiring an estimate from a different company would cost MCDL the fee of another assessment, it was determined that an estimate from an additional company would not be prudent. She has provided the completed assessment to Clevnet technology personnel, who are in agreement with its findings and approve of the changes recommended by NetOps. Another positive aspect of working with NetOps is that they are willing to include the MCDL technology staff in the upgrade process so that they are able to maintain the system internally once it is completed.

Resolution 13-10: Upon motion made by Ms. Ogden and seconded by Ms. Bures it was RESOLVED that The Medina County District Library Board of Trustees hereby approves a contract with NetOps Consulting in the amount of \$12,500 for Phase I Infrastructure Repair.*

President Griffiths requested a roll call vote with the following results:

Ms. Ogden-aye, Mr. Tomaselli-aye, Ms. Bures-aye, Ms. Dunlap-aye, Dr. Griffiths-aye. The motion carried.

3. Increase to the 701 Endowment Fund: Increases to the 701 Endowment Fund, were submitted to the full Board for approval as recommended by the Finance Committee. The attributes of creating a unique character to represent MCDL as a mascot were discussed at length as a portion of the cost was included in the requested increase. Adjustments to increase individual budgets for branch programs and to replace the Donor Wall at the Buckeye Branch were also included. Fiscal Officer Kroll reminded the Board that the 701 Fund is funded entirely by donations and interest adding that those who donated would expect to see it being put to good use.

Resolution 13-11: Upon motion made by Ms. Ogden and seconded by Ms. Bures it was RESOLVED that The Medina County District Library Board of Trustees hereby approves following increase in appropriation in the 701 Endowment Fund for 2013:*

701-5-2100 System wide Program Supplies	\$ 3,200.00
701-5-3710 Bookmobile Program Presenters	200.00
701-5-3720 Buckeye Program Presenters	700.00
701-5-3730 Highland Program Presenters	700.00
701-5-3740 Lodi Program Presenters	700.00
701-5-3760 Seville Program Presenters	1,200.00
701-5-3310 Building/Site Repair	<u>2,100.00</u>
Total	\$ 8,800.00

President Griffiths requested a roll call vote with the following results:
Ms. Ogden-aye, Mr. Tomaselli-no, Ms. Bures-aye, Ms. Dunlap-aye, Dr. Griffiths-aye. The motion carried.

4. 2014 Alternative Tax Budget: At the Finance Committee meeting on May 9, Ms. Kroll presented the 2014 Alternative Tax Budget to the committee members for review and discussion. It was agreed that the Alternative Tax Budget would be recommended to the full Board for approval. *

Resolution 13-12: Upon motion made by Ms. Ogden and seconded by Ms. Bures it was RESOLVED that The Medina County District Library Board of Trustees hereby approves the 2014 Alternative Tax Budget as attached for submittal to the Medina County Budget Commission.*

President Griffiths requested a roll call vote with the following results:
Ms. Ogden-aye, Mr. Tomaselli-aye, Ms. Bures-aye, Ms. Dunlap-aye, Dr. Griffiths-aye. The motion carried.

- B. Personnel Committee no meeting
- C. Policy and By-Laws Committee no meeting
- D. Buildings and Facilities no meeting

Communications: The following communications were noted by Director Kowell:

The Ezra Jack Keats Foundation sent a letter of congratulations to Ms. Kowell and Tina Sabol who had, on behalf of MCDL, applied for and been awarded a grant from the foundation. The Friends of the Library received a grant from the Medina County Arts Council in the amount of \$250. Pat Walker sent a letter of appreciation for acknowledgment of her service to The Friends of the Library. Leadership Medina County sent a Thank You letter to Susan Ungham for hosting “Environment, Quality of Life Day” at the Brunswick Library. Medina City Schools expressed their appreciation for the “Books to Buzz About” pamphlet that had been distributed to each student at Heritage Elementary School. A letter was sent by the Highland Middle School art teacher to the Highland Library to thank them for supporting the middle school art show. A beautiful flower which had been put together by the students was shared with the Board. Granger United Methodist Church thanked MCDL for the donation of books, through the church, to be distributed to low income families in Big Creek, Kentucky.

Executive Session: none required

Unfinished Business: none

New Business:

A. **OLC Trustee Dinner:** Ms. Bures had attended the regional OLC Trustee Dinner held on April 17 and shared with the rest of the Board members highlights of the event which included speakers on several subjects pertinent to the Board. Topics included the Ohio state budget and bills currently before the House of Representatives which could have subsequent effects on Ohio public libraries. It was also mentioned that, as govt. funded agencies receive less capital, some services previously provided by those agencies, such as job-search services, are finding their way into libraries. The cost to libraries for e-books was discussed and is currently under review as the format becomes increasingly more prevalent. Ms. Bures informed everyone present that the OLC Convention will be on October 9 at Kalahari Resort in Sandusky, Ohio.

B. **Marieta Schell Retirement Proclamation:** Dr. Griffiths read aloud the proclamation for the retirement of Brunswick Library’s Marieta Schell. It was unanimous that she will be missed by all and that she is unparalleled in her art of cooking and baking.

C. **Lodi Architect:** Director Carole Kowell updated the Board on progress being made in the project to redesign the Lodi circulation desk which had been discussed at length at the April meeting. Several architectural firms had submitted qualifications for the project and, four had been selected for interviews. She was confident that a firm would be selected and a contract prepared in time for the meeting of the Board in June. Ms. Kowell stated that she would e-mail the Statement of Qualifications of the chosen firm to the Building and Facilities Committee.

Ms. Kowell informed the Board that she and Fiscal Officer Kroll had participated in a conference call with Prime Engineering and Bricker and Eckler regarding the reconstruction of the Lodi Library and, specifically, the hiring of a contractor. Contractors interested in considering the project didn't feel that they had adequate time to construct a final quote by the next Board meeting in June. To loosen time restraints, Ms. Kowell requested that the June Board meeting be postponed for one week to allow for more time to get the quotes completed. The Board agreed and the June Board meeting date was changed to June 24.

D. **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. Mary Davey Brooks; donated \$50 in memory of Vitte Rudnickas
2. Margaret E. Jackson; donated \$50 in memory of Max G. Wilson
3. Talia Starr; donated a copy of the novel *Two Lives*
4. Kathy Petras; donated local historic books on Litchfield and Lodi in memory of Frank Munz and Julia Hach
5. Christi Watts; donated plush toys valued at \$300 to be used for PRC

For Pet Palooza (Brunswick Signature Program):

6. Bil-Jac Foods; donated 6 crates of dog treats valued at \$210
7. Inflatable Images; donated "Cool Dog" inflatable valued at \$250
8. Bob Evans of Brunswick; donated breakfast for attendees valued at \$1000

For WWII Round Table

9. Waite and Son Funeral Home; donated \$500
10. VFW Post 5137; donated \$200
11. American Legion post 202; donated \$245
- 12 Independent Order of the Oddfellows, Morningstar Lodge #26; donated \$250

For Genealogy Lock-in:

- 13 Joseph Casey; donated "Jump into Ireland" bags and Ireland travel magazines
14. Ancestry.com; donated Family Tree Maker software valued at \$70

For Winter Wonderland: (Lodi Signature Program):

15. Order of the Eastern Star/ Lodi Chapter #137; donated \$100

For Writers Live:

16. Friends of MCDL; donated \$5000

For SRC:

17. Friends of MCDL; donated \$20,000

18. Steve Merrbach, Sr. of Eat-n-Park; donated 3500 free milkshake coupons with estimated value of \$5250

For Spring Fling:

16. Geyer's-Hawkins's Market; donated discounted cookies, value unknown

17. Greensmith Growers; donated plants for prizes, value unknown

Trustee Comments:

Adrienne Appleby-Bures thanked Holly Camino and her staff for hosting the meeting at the Buckeye Branch and providing refreshments. She also congratulated Marieta Schell for her service to MCDL.

Mary Ogden said thank you to Holly and the Buckeye staff for hosting and providing refreshments.

Bob Tomaselli expressed appreciation for the refreshments, especially the cream cheese pineapple upside-down cake. He also thanked Ms. Kowell and Ms. Kroll for being vigilant in keeping things moving on the Lodi project.

Kate Dunlap also thanked Holly and the Buckeye staff. She congratulated Tina Sabol for her award of the Ezra Jack Foundation Grant on behalf of MCDL.

Maria Griffiths thanked Holly and her staff and remarked that she is very pleased to see such impressive lists of donations to the library. She also congratulated Ms. Sabol.

Adjournment: Upon motion made by Ms. Ogden and seconded by Ms. Bures, the meeting was adjourned at 7:10 p.m. The motion was carried unanimously.

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*Supporting documents are kept on file and viewable at the Medina County District Library administrative office.

NEXT BOARD MEETING
Monday June 24 at 6:00 p.m. at the Medina Library

Maria Griffiths
President

Robert Tomaselli
Secretary