

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

May 19, 2014

The Medina County District Library Board of Trustees met in regular session on Monday, May 19, 2014 at the Lodi Library. With a quorum present, Vice President Mary Ogden called the meeting to order at 6:07 p.m.

Roll Call was taken with the following members noted as present: Mary Ogden, Robert Tomaselli, Howard Elko, Kate Dunlap and Brad Rice. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Sylvia Williams, Collection Resources Manager; Julie Carragher, Human Resources Manager; Lisa Buzalka, Deputy Fiscal Officer; Betsy Gilder, Lodi Branch Manager; Marilyn Plitt, SEIU President and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda - A motion to approve the agenda as distributed was made by Mr. Tomaselli and seconded by Mr. Elko. The agenda was approved unanimously.

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

Disposition of Minutes – A motion to approve the April 21, 2014 minutes was made by Mr. Tomaselli and seconded by Ms. Dunlap. The motion was approved unanimously.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for April. She reported that receipts totaled about \$310,579 and expenditures were about \$801,695. The unexpended balance of \$11,702,068 minus outstanding encumbrances of \$2,351,987 left an ending balance of \$9,350,080 in all funds. In April, investments earned about \$1,546 with a principal of about \$11,724,492 in bank accounts and investments at an average interest rate of .31%. Mary Ogden noted that the real estate taxes appear to be higher than what they had been projected to be at this point in the year. Ms. Kroll agreed and added that it is difficult to make judgments on what the end of year total will be based on what has been collected at this point because dispersal of funds from the state is not predictable.

The PLF was reported to be down 8.4% year-to date. Ms. Kroll reminded the Board that the fund was projected to decrease overall in 2014 by 2.3% and noted that one possible reason could be a decrease in the state's income tax. Mr. Tomaselli asked if there were any measures being employed to prepare for the decrease. Ms. Kroll replied that the library always budgets finances conservatively as standard practice and closely monitors spending.

Ms. Kroll informed the trustees that there will most likely be a Finance Committee meeting in the near future to discuss the results of the recent state audit.

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

Director's Report: Carole Kowell reported on the MCDL statistics and other notable happenings occurring during the month of April and was excited to be in the Lodi building which had opened to the public earlier that day. She was very happy that the VIP Night and public Grand Opening had been such nice events and expressed her gratitude to the Lodi staff for all of their hard work and perseverance. She was also pleased to report that the MCDL Book Geeks team had won first place in the Match Wits Medina trivia contest which benefits Project LEARN and helps promote literacy.

Ms. Ogden noticed that the Bookmobile had been taken off the road for repairs in April and asked about the status of the vehicle and its life expectancy. Assistant Director Theresa Laffey replied that the average expectancy is 13–15 years and the current vehicle is 10 years old. Mr. Tomaselli asked what an average price would be for a new one which Ms. Laffey said would be under \$200,000. Ms. Kowell suggested that different options, such as using smaller vehicles, would also be explored before making any decisions. Ms. Dunlap offered the idea of possibly collaborating with other systems for a shared vehicle. Mr. Tomaselli asked if any grants might be used and Ms. Laffey replied that other factors such as early literacy would need to play a prominent role if application were made for grants.

Ms. Ogden asked about the decline in direct circulation and wondered if the same trend was occurring in other library systems. Ms. Kowell replied that it is trending in many other systems as electronic circulation increases. She also noted that direct circulation in Lodi had been significantly impacted by the relocation to the temporary branch and will most likely show much increased numbers since the reopening of the permanent location.

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

Board Committee Reports: No Committees met

Unfinished Business: none

New Business:

A. Approval of Policy HR-C-25: As part of the union agreement, the library pays a stipend of \$50 per week for assignment of an emergency cell phone for Technology staff. There is payment of time and a half for any time worked to correct technology related problems when the library is closed and the time is recorded by the staff member in 15 minute increments. These items were not addressed in the library policies for non-union staff. The employee who is assigned the task of responding to emergency situations was promoted to a new position in January which involved changing status from union to non-union. Administration recently discovered the lack of a policy for this situation and asked the trustees to approve a policy covering non-union personnel. It was requested that the policy be retroactive to the first pay period of January 2014. *

Resolution 14-21: Upon a motion made by Mr. Tomaselli and seconded by Mr. Rice, it was resolved that: The Medina County District Library Board of Trustees hereby approves policy HR-C-25 Emergency Phone Stipend, retroactive to the first pay period of 2014. The motion carried unanimously.

B. Approval of Contract Extension for Control Cleaning Solutions: Ms. Kroll requested that the contract for Control Cleaning Solutions, Inc., which would expire on June 30, 2014, be extended for three months making the expiration date Sept. 30, 2014. The company had agreed to the extension and would maintain the rates currently being paid.

The amount of time that was necessary to finish the building project in Lodi did not allow the time needed to follow the required procedure of sending out requests for proposals. She added that the RFP forms and contracts also needed to be reviewed, simplified and updated.

Resolution 14-22: Upon a motion made by Mr. Tomaselli and seconded by Mr. Elko, it was resolved that: The Medina County District Library Board of Trustees hereby extends the contract with Control Cleaning Solutions, Inc. at the current rates through September 30, 2014. The motion was carried unanimously.

C. Janis Buchanan Service Proclamation: Vice President Mary Ogden read aloud the service proclamation for Janis Buchanan. Ms. Buchanan was recognized for her 19 years of dedicated service.

Resolution 14-23: Upon a motion made by Mr. Rice and seconded by Ms. Dunlap, it was resolved that: The Board of Trustees of Medina County District Library congratulates Janis Buchanan on her years of steadfast service to Medina County District Library. We thank her for her dedication, customer service skills and friendship, and wish her well in her retirement. The motion was carried unanimously.

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

1. Mr. and Mrs. William R. Kruger III: donated \$25 in memory of James W. Brooker
 2. Morgan Hall: donated \$50 in gratitude for great customer service
 3. Carolyn R. Peabody: donated \$25 for genealogy assistance
 4. Mom's Club of Medina West: donated a dollhouse and car park for the children's play area in the Medina Library valued at \$180
 5. Bethanne Schweuk; donated excerpts from the diaries of Nina Louelle-Stow, 1-room school teacher 1887-1890, to the Franklin Sylvester Room.
- For Pet Palooza:
6. Awesome Paws Pet Salon: donated a \$50 grooming gift certificate
 7. Cleveland Zoological Society: donated a \$75 1-year family membership
 8. Bil-Jac Inc.: donated a gift basket and dog treats valued at \$60

Trustee's Comments:

Kate Dunlap "Wow!!!" was the best way Ms. Dunlap could describe the Lodi library and all of the festivities involved in its grand reopening. She called the VIP night an exquisite event and said that the building was gorgeous!

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Howard Elko was very happy that after 2 ½ years the Lodi building was finally open and he was looking forward to focusing on other things. He was thrilled to see the happy faces of the members coming into the building.

Brad Rice gave a big “thumbs up” to Betsy Gilder and the Lodi staff. He also commended Ms. Kowell and Board President Maria Griffiths for their speeches made at the VIP Night and the Grand Opening.

Mary Ogden thanked the Lodi staff for all of their patience and hard work. She also recognized Facilities Manager Keith Maynard for his dogged persistence throughout the entire rebuilding process.

Adjournment: A motion was made by Mr. Tomaselli and seconded by Mr. Elko to adjourn the meeting at 6:41 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 16 at 6:00 p.m. at the Medina Library

Maria Griffiths
President

Robert Tomaselli
Secretary