

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

November 17, 2014

The Medina County District Library Board of Trustees met in regular session on Monday, November 17, 2014 at the Medina Library. With a quorum present, President Maria Griffiths called the meeting to order at 6:01 p.m.

Roll Call was taken with the following members noted as present: Maria Griffiths, Mary Ogden, Robert Tomaselli, Adrienne Appleby-Bures, Howard Elko, Kate Dunlap and Brad Rice. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Lisa Buzalka, Deputy Fiscal Officer; Heather Coontz, Community Relations Manager and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

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

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

Disposition of Minutes – A motion was made by Mr. Rice and seconded by Mr. Tomaselli to approve the October 20, 2014 regular meeting minutes. The motion carried unanimously.

A motion was made by Ms. Ogden and seconded by Mr. Tomaselli to approve the minutes of the November 5, 2014 special meeting. The motion carried with corrections.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for October. She reported that receipts totaled about \$758,226 and expenditures were about \$723,749. The unexpended balance of \$12,029,600 minus outstanding encumbrances of \$1,482,521 left an ending balance of \$10,547,078, in all funds. Ms. Kroll noted that the actual percentage of the 2014 budget spent was around 72% to date. Mr. Elko asked if books were acquired using blanket purchase orders. Ms. Kroll replied that they were, and that Collection Resources was on target in their 2014 budget expense.

In October, investments earned about \$2,845 with a principal of about \$12,102,637 in bank accounts and investments at an average interest rate of .524%. Ms. Kroll was pleased to note that interest rates had been climbing slowly.

The PLF was down about 2% year-to-date through October, or about \$55,000.

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

Director's Report: Carole Kowell reported on the MCDL statistics and events occurring during the month of October. She reported that the Fall Foliage Tour had been a success with the Lodi branch a featured stop on the tour. She was very excited that the One Book One Community initiative had been such a success and suggested that anyone who hadn't seen the Blue Bouncy Ball Drop on YouTube should do so.

Dr. Griffiths asked how the Fall Foliage Tour attendance compared to years past. Ms. Kowell said that she would get the numbers. Mr. Rice expressed some concerns about outdoor lighting at the Lodi branch not working properly. Ms. Kowell replied that she would bring the concerns to Keith Maynard, Facilities and Operations Manager.

The October **Personnel Report** was reviewed and a motion was made by Mr. Rice and seconded by Ms. Bures to approve the report as distributed. The motion was carried unanimously.

Board Committee Reports:

A. Finance: None

B. Personnel: Chairman Tomaselli reported that the Personnel Committee met on November 12, 2014 at the Medina Library.

A motion was made by Ms. Dunlap and seconded by Mr. Rice to enter into executive session for the purpose of discussing the compensation of a public employee. A roll call vote was taken and executive session began at 6:28 p.m.

Regular session resumed at 7:03 p.m. No action was taken.

C. Policy and By-Law: None

D. Buildings: None

Communications:

- Teacher Rachel Peters sent a cute note, thanking the library for the "awesome" C.O.R.E. Collection service. Her class read Holes.

Unfinished Business: none

New Business:

A. Agenda and By-Laws Revision: Ms. Kroll pointed out some revisions to the order of the regular meeting agenda which she thought should be made. Currently, *Personnel Report* appeared as a subtopic of *Director's Report* and, since it requires board approval each month, she felt that it should appear as a separate item. *Communications*, which would be retitled *Correspondence*, would be moved to a subtopic of the *Director's Report*, neither requiring official board approval. Since the agenda order is included in the By-Laws, they would also need to be revised to reflect the change.*

Resolution 14-45: The Medina County District Library Board of Trustees hereby approves revision of policy BRD-7 Board of Trustees By-Laws to reflect changes to the structure of the monthly meeting agenda.

B. Daryle Hunt Service Recognition: Dr. Griffiths read aloud the service recognition for Daryle Hunt. Ms. Hunt's many years of faithful service were acknowledged and recognized by all of the trustees.

Resolution 14-46: The Board of Trustees of Medina County District Library congratulates Daryle Hunt on her years of steadfast service to Medina County District Library. We thank her for her dedication and wish her well in her retirement.

C. Keni Hansen Service Recognition: Dr. Griffiths read aloud the service recognition for Keni Hansen. Ms. Hansen's many years of faithful service were acknowledged and recognized by all of the trustees.

Resolution 14-47: The Board of Trustees of Medina County District Library congratulates Keni Hansen on her years of steadfast service to Medina County District Library. We thank her for her dedication, love of children, swinging story times, friendship and excellent customer service, and we wish her well in her retirement.

Trustee's Comments:

Kate Dunlap stated that she had enjoyed the Masquerade Ball fundraiser, calling it an exquisite event. She congratulated those who were responsible for its planning and function. She also had visited Buckeye's Family Food Fest and said it was great. Her favorite part of getting the monthly packet is reading the stories submitted by staff and members that appear in the Director's Report. They prove that the library is an experience, a really good experience.

Mary Ogden thanked the Medina staff for the invitation to their Thanksgiving dinner and was sorry she couldn't make it.

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Adrienne Appleby-Bures said she regretted having to miss the fundraiser and commended its success.

Maria Griffiths thanked the administrators for providing the Staff Development Day. Everyone who is involved in providing excellent service by the library has a vested interest in the staff and keeping a healthy morale is vital. Any library should be thought of in terms of providing a great experience. She also reminded the other trustees that it is important to notify someone if you are unable to attend a meeting.

Adjournment: A motion was made by Ms. Dunlap and seconded by Ms. Ogden to adjourn the meeting at 7:27 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, December 15 at 6:00 p.m. at the Medina Library

Maria Griffiths
President

Robert Tomaselli
Secretary