

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

February 16, 2015

The Medina County District Library Board of Trustees met in regular session on Monday, February 16, 2015 at the Medina Library. With a quorum present, President Mary Ogden called the meeting to order at 6:00 p.m.

Roll Call was taken with the following members noted as present: Mary Ogden, Howard Elko, Kate Dunlap, Adrienne Appleby-Bures, Robert Tomaselli, Brad Rice and Mary Schultz. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Sue Demis, Technology Manager; Lisa Buzalka, Deputy Fiscal Officer 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. Bures and seconded by Mr. Tomaselli. 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 January 19, 2015 minutes as corrected was made by Mr. Elko and seconded by Ms. Bures. The motion carried unanimously.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of January. She reported that receipts totaled about \$1,809,743 and expenditures were about \$1,337,832. The unexpended balance of \$8,877,182 minus outstanding encumbrances of \$1,704,458 left an ending balance of \$7,172,724. In January, investments earned about \$3,537 with a principal of about \$9,060,126 in bank accounts and investments at an average interest rate of .585%. Ms. Kroll explained that account 2H66 with Federal Home Loan Bank was called in January and the funds had been reinvested in new CD's.

As of February, funds received in 2015 from the PLF were up nearly 3% over the same time in 2014.

Robert Tomaselli was concerned about the expense of maintaining older vehicles and suggested that it may be more cost effective to buy new ones instead. Ms. Kowell reminded everyone that vehicle maintenance expenses also included the Bookmobile which requires a week-long maintenance overhaul every year. The trustees were reassured that Maintenance Supervisor Keith Maynard keeps up with the maintenance needs of all the vehicles and replaces them on a rotational basis according to age. The bookmobile is kept on a schedule of its own.

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

Mr. Ed Wiklioski entered the meeting at approximately 6:10 p.m. and submitted a written request to address the trustees. President Ogden granted the request. Mr. Wiklioski was representing a group seeking a location for a veteran's themed monument and proposed that it be placed in the green space on the northwest corner of the Medina Library property. Mr. Tomaselli had many concerns of liability issues. There were also questions of the monument being of special interest and not directly relatable to the library's mission. The proposal to consider placement of the monument at the library was declined.

Director's Report: Director Carole Kowell shared with the trustees a summary of notable information, statistics and events which had taken place within the library system during the month of January. Of particular interest was the wireless printing capability now available in the libraries. Still in a pilot stage it is so far functioning well. Another point of interest concerned the external digital signs that the library was very interested in obtaining. Several communities, most recently Lodi, have voted to prohibit their use.

Communications: Ms. Kowell shared the following communications:

- : MCDL was thanked for organizing the Leadership Medina County Out and About in Lodi
- The Salvation Army thanked the library for our Warm Up Medina County donation
- Leadership Medina County thanked Community Relations for our participation in the Local Government Class Day
- Hospice of Medina County thanked the library for the donation of books to The Robertson Bereavement Center.

Personnel Report: The January report was summarized by Human Resources Manager Julie Carragher. She noted that hiring has been strong for the time of year and that there have been many internal transfers which in-turn open up new positions.

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: No committees met

Unfinished Business: none

New Business:

A. Approval of 2015 Board Committees: Ms. Ogden announced the following committees:

Finance: Brad Rice (Chair), Howard Elko, Mary Schultz, Robert Tomaselli

Personnel: Kate Dunlap, (Chair), Brad Rice, Mary Schultz

Policy and By-Laws: Adrienne Appleby-Bures (Chair), Kate Dunlap, Bob Tomaselli

Buildings: Howard Elko (Chair), Adrienne Appleby- Bures, Bob Tomaselli

Howard Elko made a motion to approve the committees and Kate Dunlap seconded the motion. The board voted unanimously to approve the appointments.

B. 2014 Accomplishments: Ms. Kowell provided a list of outstanding accomplishments and honors that MCDL had achieved in 2014. Mr. Tomaselli asked why new computers were being installed with Windows 7 rather than waiting for Windows 10 to launch. Ms. Demis explained that all computers currently being installed have upgrade assurance and can be upgraded at no cost.

C. Approval of Policy TECH-8: A new policy was introduced for approval that would govern the use by staff of technical devices owned by the library. There were some revisions needed to be made to the original draft which Ms. Kroll explained in detail.

Resolution 15-07: Upon a motion made by Ms. Bures and seconded by Mr. Tomaselli, it was resolved that: The Medina County District Library Board of Trustees hereby approves policy TECH-8 Devices and Software to be effective immediately. The motion carried unanimously.

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

1. William and June McMahan: donated \$50
2. James and Janice Clark: donated \$50
3. Thomas and Judy Peterson; donated \$100 in memory of Ray Flowers
4. Connie Lurtz: donated \$20
5. Jack and Genevieve Esgar: donated \$40

6. WVIZ: donated *Downton Abby; Seasons 1-4* valued at \$50 for a door prize at the Downton Abby Mini-Marathon
7. Friends of MCDL: donated \$26,150 for Writers Live, SRC, signature events, Story Fest, STAR Committee and volunteer appreciation
8. Target Corporation Grant: \$1000 to be used for Outreach Busy Books
9. Wolff Family Charitable Trust: donated \$1000 for digital preservation of existing collection and new books.
10. Wal-Mart Grant: \$1000 for books to place in Feeding Medina County's Weekender Bags.

Trustee's Comments:

Howard Elko remarked that he was very relieved to have the Lodi complication resolved and he was looking forward to moving on to other projects.

Kate Dunlap was very excited to see all of the outstanding accomplishments that were listed in the review of MCDL in 2014. She thanked Ms. Kowell for her gift to the trustees of a framed photo of the Lodi building. She said she keeps hers on her desk and frequently receives admiring remarks about it. She stressed how much she enjoys reading the stories submitted by staff noting that this month's was particularly touching with a story that brought to mind her grandmother who is a huge library supporter.

Adrienne Appleby-Bures thanked Ms. Demis for providing answers to the technology questions.

Mary Schultz expressed her congratulations for achieving such an impressive amount of accomplishments in 2014.

Brad Rice was happy to see several of the statistics increasing and urged everyone to continue seeking ways to also increase circulation and people counts.

Mary Ogden also congratulated the staff on the many achievements of 2014 and was proud of all of the MCDL staff who had been selected to participate in several ALA and OLC committees.

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Adjournment: Upon motion made by Ms. Dunlap and seconded by Mr. Rice, the meeting was adjourned at 6:59 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 March 16 at 6:00 p.m. at the Buckeye Library

Mary Ogden- President

Kate Dunlap - Secretary