

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

Sept. 21, 2015

The Medina County District Library Board of Trustees met in regular session on Monday, Sept. 21, 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, Robert Tomaselli, Kate Dunlap and Mary Schultz. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Lisa Buzalka, Deputy Fiscal Officer; Keith Maynard, Facilities and Operations Manager; Lisa Riennerth, Medina Library Associate; Kathy Petras, Medina Library Associate; Debbie Jedreski, Medina Customer Service Clerk; Linda Easton, Medina Customer Service Clerk; Bonnie Schneider, Highland Customer Service Clerk; Lois Huff, Brunswick Customer Service Clerk; Aleen Olee, Buckeye Customer Service Clerk; Sue Giurbino, Outreach Customer Service Clerk; Greg Biebelhausen, Maintenance and Delivery; Airin Dalton, Maintenance and Delivery; Marilyn Plitt, SEIU President and Tammy Nandrasny, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda – President Mary Ogden asked to include the topic of the Medina building third floor balcony windows to the agenda under New Business. A motion to approve the agenda as amended was made by Ms. Dunlap and seconded by Mr. Tomaselli. The motion carried unanimously.

Recognition of Guests and Comments from the Public –Ms. Ogden welcomed all in attendance. Mr. Bob Arnold of Arnold Architectural Strategies, LLC was present to discuss the Medina windows.

Disposition of Minutes – A motion to approve the July 20, 2015 minutes was made by Mr. Tomaselli and seconded by Ms. Dunlap. The trustees voted unanimously to approve the minutes.

Brad Rice arrived at 6:04 p.m.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of August. She reported that receipts totaled about \$401,880 and expenses were about \$891,277. The unexpended balance of \$11,905,478 minus outstanding encumbrances of \$1,150,202 left an ending balance of \$10,755,275. Ms. Kroll reported that, as of August 31, 59% of the 2015 General Fund budget had been spent which was slightly below the estimated target for that date.

In August, investments earned about \$1,655 with a principal of about \$12,055,987 in bank accounts and investments at an average interest rate of .603%.

Funds received in 2015 from the PLF which included the month of September were up 13% from the same time in 2014. The month of August showed a 19% increase over the number in the same month of 2014. Ms. Kroll noted that an Ohio income tax reduction was approved by the legislature and she would be paying close attention to the effects that may have on the PLF.

A motion was made by Mr. Tomaselli and seconded by Ms. Schultz to approve the Financial Reports for July and August. The motion carried unanimously.

SEIU representative Corey Kern arrived at 6:07 p.m.

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 August. She reported that another season of SRC was successfully completed and numbers continue to increase. She updated the trustees on new statistics that had been compiled by the schools for the Medina County R.O.C.K.S. program and reported that the program was very successful. She also recapped the visits she had made to staff at all branch locations over the summer. She was encouraged by the positive attitudes she encountered and stressed that everyone felt a gold standard of customer service was vital to the library and to the successful passing of a levy in 2017. Ms. Kowell also reported on the 2015 ALA conference and noted that points deemed worthy of further development had been assigned to teams which would periodically report progresses.

Communications: MCDL received thanks from the following organizations: Faith in Action, United Way Stuff the Bus, Summer Reinforcement Program, Inc., American Red Cross Blood Drive, Author Linda Castillo, Society for Handicapped Citizens of Medina County.

Personnel Report: The July and August reports on Human Resources activity was reviewed by the trustees. A motion was made by Mr. Tomaselli and seconded by Ms. Dunlap to approve the report as distributed. The motion was carried unanimously.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: No meeting

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

Unfinished Business: none

New Business:

A. Update on Medina 3rd Floor Windows: Bob Arnold gave an update on the project to replace the Medina Library 3rd floor balcony windows. There has been a problem acquiring the necessary glass for the replacements that meet the requirements of the City of Medina. The color and reflective value need to match the other windows in the building and the company that originally produced the glass only manufactures that glass in October with orders required to be placed by the end of August.

Mr. Arnold stated that the drawings for the project were nearly complete and told Ms. Kroll that the library could advertise for bids with a bid opening date of October 14, 2015. *

Resolution 15-33: Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli, the Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to advertise for bids for the Medina Library Third Floor Window Replacement Project, which is subject to prevailing wage at a cost estimate of \$200,000, in the Medina Gazette twice during the month of October as required by Ohio Revised Code 3375.41, with a bid opening in mid-October. The motion carried unanimously.

B. Business after Business at Seville: Ms. Kowell announced that the Seville Library wished to host a Business after Business local event serving light alcoholic beverages as was done last year. Only invited guests would attend the function and the alcohol would not be purchased by the library.

Resolution 15-34: Upon a motion made by Mr. Rice and seconded by Ms. Dunlap, the Medina County District Library Board of Trustees hereby approves the serving of alcohol beverages such as wine or mimosa punch at the Business after Business event on Friday, December 4th, 2015 at 5:30 p.m. at the Seville Library. The motion carried unanimously.

C. Advancement of Pay Date: Ms. Kroll informed the board of the progress being made in the transition to a managed payroll system with ADP. Once the project is complete, the time needed to review and submit timecards will be reduced and, as such, Ms. Kroll requested that the trustees approve moving the pay date to the Friday immediately following the last day of a pay period. Currently there is a 10 day gap between the final day of a pay period and the pay date. Ms. Kroll recognized that it would add a 27th pay day to the 2015 budget and confirmed that this was included in the budget.

Mr. Rice asked if there was a policy change needed to accommodate moving the pay date. Ms. Kroll replied that the establishment of the pay date was covered in the Procedure sub-heading within the HR-C-6 Policy. It is only when changes are made to the "Policy" section that board approval is mandatory, however, since the date change affects the payroll procedures, Ms. Kroll felt it wise to seek board approval.

Resolution 15-35: Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli, the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to move the pay day forward four days from the second Tuesday following the pay period ending date, to the Friday following, effective November 6, 2015. The motion carried unanimously.

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

July Donations:

1. Anthony Fimiani: donated a table for the self-check machine in the Children's Department of the Highland Library
2. Firehouse Quilt Guild: donated a wall quilt for the Highland Library

In Memory of Arthur Thurston:

3. Barbara L. Sever: donated \$25
4. Frederick and Elaine Harris: donated \$50
5. Arthur and Patrick Shick: donated \$25
6. Dale and Julie Root: donated \$50

In Contribution to a Plaque at the Lodi Library for the Lodi Literary Club:

7. Lodi Literary Club: donated \$330
8. Mary Gortner: donated \$25
9. Bonita Querin: donated \$25
10. Louann Mental: donated \$20
11. Mary Lee Wooley: donated \$100

August Donations:

1. Bob Smith: donated \$3000 for gallery sponsorship
2. James M. Zema: donated \$300 for fantasy e-books
3. William L. Schultz: donated \$50
4. Pastor Paul F. Swartz: donated Swartz Family History for Franklin Sylvester Collection
5. D.E.A.R. Ladies Book Club: donated \$50 in recognition of Rita Malone

6. Chippewa Lake Lions Club; donated \$500 for Medina Donor Wall
7. Tru-Cut Saw Inc.: donated gift basket for British Car Show prize
8. Royal Car Care: donated car-care basket for British Car Show prize
9. Susan Unghan: donated Keurig Coffee Maker, Richard Doyle print and Radir Nelso poster to the Brunswick Library

Labor/Management Contract Negotiations: A motion was made by Mr. Elko to call for an executive session to discuss collective bargaining matters. The motion was seconded by Ms. Dunlap and a roll call vote was taken with the following results: Howard Elko-aye, Kate Dunlap-aye, Robert Tomaselli-aye, Brad Rice-aye, Mary Schultz-aye and Mary Ogden-aye. Invited to attend the session with the trustees were Carole Kowell, Julie Carragher, Kelly Kroll, Theresa Laffey and Keith Maynard. Executive session commenced at 6:55 p.m.

Attorney Jim Wilkins arrived at 7:05 p.m. and was invited to join the executive session.

Regular session resumed at 7:50 p.m. with no action taken.

Trustee's Comments

Mr. Tomaselli thought it was a good night with lots of discussion. The library impressed him with their preparation on all topics.

Kate Dunlap congratulated Theresa Laffey on her Women of Our Community Award and wished her luck in winning the Athena Award. She said she was energized by so much going on and thought the library stories will be very important in the levy campaign. She stated that statistics are just numbers and that people are passionate about how the library connects with them. She suggested a 5K race as a levy fundraiser.

Mr. Rice reported that with a new job in Cleveland, he might be late to board meetings.

Ms. Ogden congratulated Theresa. She agreed that the library stories are important and said that the library is changing and we have to change with it. She added that MCDL should figure out what the key issues are in Medina County in the next 18 months, and then address those issues, such as we did with the R.O.C.K.S program to promote the library's value in the community.

Board of Trustees Meeting
Page Six
Sept. 21, 2015

Adjournment: Upon motion made by Ms. Dunlap and seconded by Mr. Tomaselli, the meeting was adjourned at 7:59 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, October 19 at 6:00 p.m. at the Highland Library

Mary Ogden- President

Kate Dunlap - Secretary