

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

December 21, 2015

The Medina County District Library Board of Trustees met in regular session on Monday, December 21, 2015 at the Medina Library. With a quorum present, Vice President Howard Elko called the meeting to order at 6:02 p.m.

Roll Call was taken with the following members noted as present: Howard Elko, Kate Dunlap, Robert Tomaselli and Mary Schultz.

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Sue Demis, Technology Manager; Keith Maynard, Facilities and Operations Manager; Christine Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Kathy Petras, Medina Library Associate; Linda Easton, Medina Customer Service Clerk; Nancy Boyher, Highland Library Associate; Deborah Honigman, Seville Customer Service Clerk; Catie Taylor, Buckeye Library Associate; Greg Biebelhausen, Maintenance and Delivery; Marilyn Plitt, SEIU President and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda –A motion to approve the agenda was made by Mr. Tomaselli and seconded by Ms. Dunlap. The motion carried unanimously.

Recognition of Guests and Comments from the Public –Mr. Elko welcomed all in attendance. Guests were Kyle White, MaryBeth Guenther and Pauline Chapman.

Disposition of Minutes – A motion to approve the November 15, 2015 minutes was made by Mr. Tomaselli and seconded by Ms. Dunlap. The minutes as corrected were approved unanimously.

A motion to approve the December 8, 2015 special meeting minutes was made by Mr. Tomaselli and seconded by Ms. Schultz. The minutes were approved unanimously.

Brad Rice arrived at 6:05 pm. Adrienne Appleby-Bures arrived at 6:06 pm.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of December. She reported that receipts totaled about \$324,229 and expenses were about \$3,414,595. The unexpended balance of \$8,508,992 minus outstanding encumbrances of \$1,126,132 left an ending balance of \$7,382,860.

In November, investments earned about \$8,191 with a principal of about \$8,670,221 in bank accounts and investments at an average interest rate of .688%. Ms. Kroll noted that interest rates were beginning to show signs of increase and that November had been a good month in interest paid to the library from investments. Mr. Elko asked her if she expected library investment interest rates to reflect the increase in the federal interest rates. She noted that the federal rates will most likely have a positive effect for the library's investments.

Total funds received in 2015 from the PLF were up 12.31% from 2014. December 2015 showed an increase over the same month in 2014 of nearly 20%. Ms. Kroll noted that 2015 had been a very good year for the PLF and was hopeful that the trend would continue.

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

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 November. She was happy to report that statistics were holding steady and that MCDL had presented some especially note-worthy programs including the Symphonyland Storytimes in partnership with the Canton Symphony Orchestra. Ms. Kowell proudly announced outstanding achievements of several MCDL staff members. She also introduced Christine Weaver-Pieh to the board as the new Collection Resources manager.

Communications: none

Personnel Report: The November report on Human Resources activity was reviewed by the trustees. Because Human Resources Manager Julie Carragher was unable to attend the meeting, Ms. Kroll spoke on her behalf. There were no questions about the report.

A motion was made by Ms. Dunlap and seconded by Ms. Bures to approve the report as distributed. The motion was carried unanimously.

Board Committee Reports:

A. Finance Committee: The Finance Committee met on December 10th, 2015. Chairperson Brad Rice had been unable to attend the meeting so, being the senior trustee member of the committee, Robert Tomaselli acted as chair and reported to the board.

1. 2016 Budget: The 2016 budget was reviewed, discussed and approved for recommendation at the Finance Committee meeting. All trustees were provided copies of the budget in advance of the regular meeting in time for review. There were no questions or requests for clarification.*

Resolution 15-43: Upon recommendation of the Finance Committee, it was resolved that: The Medina County District Library Board of Trustees hereby adopts the 2016 Budget as attached. A roll call vote was taken with the following results: Ms. Bures-aye, Ms. Dunlap-aye, Mr. Elko-aye, Mr. Rice-aye, Ms. Schultz-aye, Mr. Tomaselli-aye. Approval was unanimous.

Personnel Committee: Chairperson Kate Dunlap reported that the Personnel Committee met on December 10, 2015 and had discussed and approved for recommendation, the following items:

1. Approve Contract and Set Bond for Fiscal Officer: The terms of a new one year contract were accepted by Fiscal Officer Kelly Kroll and a \$250,000 bond was secured.*

Resolution 15-44: Upon Recommendation of the Personnel Committee it was resolved that: The Medina County District Library Board of Trustees hereby approves the Fiscal Officer/Business Manager's one year 2016 contract effective Jan 1, 2016 with an annual salary of \$72,828 (a 2% increase) and a surety bond set in the amount of \$250,000. A roll call vote was taken with the following results: Ms. Bures-aye, Ms. Dunlap-aye, Mr. Elko-aye, Mr. Rice-aye, Ms. Schultz-aye, Mr. Tomaselli-aye. Approval was unanimous.

2. Professional/Administrative and Page and External Sub Wage Increases: A worksheet describing wage scales of professional/administrative, page and external sub positions was provided to the trustees. A 2% wage increase for those positions was recommended by the committee to the trustees for approval.*

Resolution 15-45: Upon Recommendation of the Personnel Committee it was resolved that: The Medina County District Library Board of Trustees hereby approves the Professional, Administrative, Page and External Substitutes wage increases effective 12/27/2015. A roll call vote was taken with the following results: Ms. Bures-aye, Ms. Dunlap-aye, Mr. Elko-aye, Mr. Rice-aye, Ms. Schultz-aye, Mr. Tomaselli-aye. Approval was unanimous.

3. Approval of 27th Pay Date for All Employees: Earlier in the year the board had approved rescheduling the MCDL pay date to occur closer to the end date of the pay periods which had necessitated a 27th pay date in 2015. The committee recommended that addition of a 27th pay in 2015 clearly be stated to include all employees.

Resolution 15-46: Upon Recommendation of the Personnel Committee it was resolved that: The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to pay all employees, including hourly, salaried and employees with contracts, their normal 2015 bi-weekly wages or salary on the 27th pay day on December 31, 2015 due to the pay date change from Tuesday to Friday approved earlier this year. A roll call vote was taken with the following results: Ms. Bures-aye, Ms. Dunlap-aye, Mr. Elko-aye, Mr. Rice-aye, Ms. Schultz-aye, Mr. Tomaselli-aye. Approval was unanimous.

4. Health Insurance Catch-up: Ms. Kroll explained that, under current practice, the employee share of health insurance premiums is deducted from employees' pay during the month in which the premium is due. In order to get to the point where the share will be deducted in the month prior to the premiums being due, the committee recommended that the library make a one-time payment of the employees' share of the premiums of existing employees. Newly hired staff will begin employment with the understanding that their health insurance deductions will begin prior to the premium due date.

Resolution 15-47: Upon Recommendation of the Personnel Committee it was resolved that: The Medina County District Library Board of Trustees hereby approves paying the employees' share of health insurance premium for the month of January 2016 of approximately \$7,400.00, so that future employee health insurance deductions are collected by the library a month in advance of when the premium is due. A roll call vote was taken with the following results: Ms. Bures-aye, Ms. Dunlap-aye, Mr. Elko-aye, Mr. Rice-aye, Ms. Schultz-aye, Mr. Tomaselli-aye. Approval was unanimous.

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

Unfinished Business: none

New Business:

A Revision of 2016 Tax levy Rates: Ms. Kroll explained that an error had been made in the tax rate amount which had been approved by the board in October. She apologized for the error and asked that the trustees approve an amended rate.*

Resolution 15-48: Upon a motion made by Ms. Bures and seconded by Ms. Dunlap, it was resolved that: The Medina County District Library Board of Trustees hereby approves the amended tax rate as submitted by the fiscal officer outlined in the attached documents. * The motion carried unanimously.

B. Approval of 2016 Board Schedule: The 2016 schedule of board meetings was distributed for review and approval. Upon a motion made by Mr. Tomaselli and seconded by Ms. Bures, the schedule was approved unanimously.

C. Approval of 2016 Board Officers: As the outgoing trustee, Ms. Bures read the proposed slate of officers for consideration and approval. Upon a motion made by Ms. Bures and seconded by Ms. Dunlap, the 2016 MCDL Board of Trustees officers were nominated as follows: Mary Ogden, President; Howard Elko, Vice President; Brad Rice, Secretary. The officers were approved unanimously.

D. Approval of Engineering Firm to Conduct Analysis of Medina Library Tiles: Keith Maynard described the situation involving the stone tiles covering the exterior wall at the main entrance to the Medina Library. Mineral deposits have been leaching out of the stone due, most likely, to water seepage occurring behind the tiles. It was asked that the trustees approve funds to hire an engineer to investigate the cause of the seepage and assess the structural integrity of the entryway.*

Resolution 15-49: Upon motion made by Mr. Elko and seconded by Ms. Dunlap, it was resolved that: The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to contract with Weatherproofing Technologies, Inc. to conduct an analysis on the exterior tiles on the Medina Library, at a cost not to exceed \$35,000, to be paid out of the 2015 General Fund budget. A roll call vote was taken with the following results: Ms. Bures-aye, Ms. Dunlap-aye, Mr. Elko-aye, Mr. Rice-aye, Ms. Schultz-aye, Mr. Tomaselli-aye. Approval was unanimous.

E. Interfund Transfer: As part of a long range financial plan to rebuild the funds in the 401 Building and Repair Fund, Ms. Kroll asked that the board approve a transfer of \$100,000 from the General Fund to that account.

Resolution 15-50: Upon motion made by Mr. Elko and seconded by Ms. Bures, it was resolved that: The Medina County District Library Board of Trustees hereby approves the \$100,000 Interfund Transfer from the 2015 budget from 101 General Fund to the 401 Building/Repair Fund. The motion carried unanimously.

F. Fix Compensation and Set Bond for Deputy Fiscal Officer: Ms. Kroll asked the board to approve compensation and set bond for Fiscal Officer Lisa Buzalka to be valid through 2016. Mr. Tomaselli asked what duties were involved in that position. Ms. Kroll answered that the duties of the deputy fiscal officer included many complicated tasks in the business office and that Ms. Buzalka is qualified to step in and act as fiscal officer if the need arose.

Resolution 15-51: Upon motion made by Mr. Elko and seconded by Mr. Tomaselli, it was resolved that: The Medina County District Library Board of Trustees hereby appoints Lisa Buzalka as Deputy Fiscal Officer effective January 1, 2016 through December 31, 2016, at an hourly rate of \$19.3827, with a surety bond set in the amount of \$250,000. The motion was carried unanimously.

G. Contract for Unique Management: Unique Management handles collection of fines and recovery of materials for MCDL. Ms. Kowell recommended the company for their positive results and asked that the one year contract retaining their services be renewed. *

Resolution 15-52: Upon motion made by Mr. Elko and seconded by Ms. Bures, it was resolved that: : Upon recommendation by the Director, the Medina County District Library Board of Trustees approves the renewal of the contract with Unique Management Services, Inc., originally signed on December 21, 2009, for an additional one (1) year term. This renewal would expire on December 21, 2016. All terms of the initial agreement shall remain the same. The motion was carried unanimously.

H. Food for Fines: Ms. Kowell refreshed the Trustee's memories on what the Food for Fines project is about and what it has accomplished in the past. The library would again accept specified food items in lieu of payment of overdue fines during the month of March to be contributed to Feeding Medina County.

Resolution 15-53: Upon motion made by Mr. Elko and seconded by Mr. Tomaselli, it was resolved that: The Medina County District Board of Trustees hereby approves the Food for Fines Campaign, March 1-31, 2016. Food collected would be donated to Feeding Medina County. The motion was carried unanimously.

I. Closing for Staff Development Day on November 11, 2016: Every other year the library staff is offered a full day of development, information and enrichment through workshops and seminars. The Board was asked to approve the closing of all MCDL libraries on November 11, 2016 to allow for this Staff Development Day.

Resolution 15-54: Upon motion made by Mr. Elko and seconded by Ms. Dunlap, it was resolved that: : Upon recommendation of management, the Medina County District Library Board of Trustees approves the closing of the library to the public on Friday, November 11, 2016 for the purpose of professional growth and development. The motion was carried unanimously.

J. New Trustee Oath of Office: Newly appointed trustee, Kyle White, was sworn in to her term by Ms. Kroll who is a notary public. Ms. White was welcomed by all and will begin her term on January 1, 2016.

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

1. Buckeye Area Ministerial Association donated \$1076 to help fund teen after-school activities at Buckeye Library.

E. Adrienne Appleby-Bures Service Recognition: Mr. Elko read aloud a service proclamation for Ms. Bures and everyone heartily thanked her for her wisdom and contributions throughout the years of her term.

Trustee's Comments

Robert Tomaselli expressed his concern that the trustees keep a sharp eye on the physical condition of the library buildings and distributed a worksheet outlining some of the major costs that might be expected in the future. He stressed the importance of being vigilant and keeping these costs in mind when constructing the annual budgets.

Adrienne Appleby-Bures congratulated Ms. White on her appointment to the Board of Trustees and wished her well.

Kate Dunlap congratulated Ms. White and Ms. Weaver-Pieh on their new positions. She loved hearing the stories in the Director's Report that come from member experiences in the libraries and recognized the achievements accomplished by staff, adding that quality staff are the heart of a library system. They make a difference and keep libraries relevant and necessary.

Brad Rice congratulated Ms. White and Ms. Weaver-Pieh. He also gave expressed good wishes to Tina Sabol in her new responsibilities as manager of the Community Engagement Department.

Mary Schultz congratulated Ms. White and gave her best wishes to Ms. Bures.

Howard Elko stated that he will miss Ms. Bures as she was always very helpful. He welcomed Ms. White to the board and congratulated Ms. Weaver-Pieh and Ms. Sabol in their new positions. He wished all a happy holiday season.

Adjournment: Upon a motion made by Ms. Bures and seconded by Mr. Tomaselli, the meeting was adjourned at 6:57p.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, January 18, 2016 at 6:00 p.m. at the Medina Library

Mary Ogden- President

Brad Rice- Secretary