

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

February 15, 2016

The Medina County District Library Board of Trustees met in regular session on Monday, February 15, 2016 at the Medina Library. With a quorum present, President Mary Ogden called the meeting to order at 6:01 p.m.

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

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Christine Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Lisa Buzalka, Deputy Fiscal Officer; Lisa Rienenrth and Rachel Rundle, Medina Library Associates; Debbie Jedreski, Medina Customer Service Clerk; Kelly Halleen, Seville Librarian, Marilyn Plitt, Brunswick Customer Service Clerk/SEIU President and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

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

Recognition of Guests and Comments from the Public –Ms. Ogden welcomed all in attendance.

Disposition of Minutes – A motion to approve the January 18, 2016 minutes was made by Mr. Elko and seconded by Mr. Tomaselli. Kate Dunlap abstained from voting and all other trustees voted unanimously to approve the minutes as corrected.

SEIU representative Corey Kern arrived at 6:05 pm.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of January. She reported that receipts totaled \$615,703 and expenses were \$702,474. The unexpended balance of \$7,807,700 minus outstanding encumbrances of \$1,832,364 left an ending balance of \$5,975,337 in all funds. She noted that the large increase in the 701 Endowment Fund was due to the large contribution made annually by the Friends of MCDL to be used for SRC and other specified applications. Mr. Tomaselli asked how the Friends group acquires funds. Community Engagement Manager Tina Sabol replied that the funds are acquired through book sales and fund raising events. Ms. Kroll added that the revenue in the general fund also shows a marked increase as property tax revenue begins to come in.

In January, investments earned \$6,771 with a principal of \$7,909,527 in bank accounts and investments at an average interest rate of .723%. Ms. Kroll explained that the interest earned was higher in January due to interest received from investments set up to pay semi-annually.

PLF funds which included those received in February were up nearly 7% from the same time in 2015 with an increase of a little more than \$41,000. Ms. Kroll remarked that the PLF funds continue to increase as the Ohio economy rebounds.

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

Director's Report: Director Carole Kowell shared highlights and statistics occurring within the system during the month of January and was happy to report increases in all but a couple of categories. She also shared 2015 circulation statistics from other like-sized library systems to which the MCDL statistics could be compared. Most had comparable results in 2015 except for those that showed a marked increase by implementing automatic renewals.

Ms. Kowell updated the trustees of the progress being made by The Impact Group to design a new strategic plan. The process will begin with telephone polling followed by focus groups in March. Ms. Sabol added that her department had published a press release to introduce to the public the library's intentions.

The trustees were updated on two ongoing building projects, both in Medina. Ms. Kowell stated that the engineer's assessment of the tiles at the building's main entry would be coming by week's end. She also informed the trustees that the third floor window project would be moving forward soon and that the architect had reported that he was ready to put the job out for bids.

Ms. Kowell shared that she had received word from the labor attorney that the fact-finding proceedings would be stayed until a decision is reached in the appellate court as to whether the decision to go to fact finding will be upheld.

Finally, Ms. Kowell announced that she had been re-elected as Chairman of the Board of Main Street Medina.

Communications: Ms. Kowell shared the following communications with the trustees:

- Feeding Medina County thanked the Buckeye staff for their donation of 29.5 pounds of food to their pantry.
- Medina Rotary Club thanked Medina Children's Supervisor Gail Ebey for her "fine tour and presentation" at their meeting.
- Adventist Community Services Center of Medina thanked MCDL for the "very generous donation of 3 bags of crocheted goods received in December, 2015."

Brad Rice arrived at 6:15 pm.

Board of Trustees Meeting

Page Three

Feb. 15, 2016

Personnel Report: The January report on Human Resources activity was reviewed by the trustees and Human Resources Manager Julie Carragher asked if there were any questions. There being none, a motion was made by Mr. Tomaselli and seconded by Ms. White 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. Nepotism Policy HR-E-6: Ms. Carragher presented for approval a revised policy addressing nepotism in the staffing of MCDL. Mr. Rice asked if there was anyone currently working at the library that would be affected by the new policy. Ms. Carragher replied that there was not.

Resolution 16-05: Upon a motion made by Mr. Tomaselli and seconded by Mr. Elko it was resolved that: To support the Ohio Ethics Law which prohibits an Ohio official from authorizing the employment of a family member and from using the authority or influence of his or her public position to secure authorization of the employment of a family member, the Medina County District Library Board of Trustees hereby approves the revised Nepotism Policy, HR-E-6 which prohibits employment of relatives of Board of Trustees members, the Director, Assistant Director, Fiscal Officer and Human Resources Manager. The motion carried unanimously.

B. Smith Art Gallery Sign: Ms. Kroll asked for funds to be appropriated in the 701 Endowment Fund for purchase and installation of a sign for the newly named B. Smith Art Gallery in the Medina Library. Mr. Tomaselli stated that he felt strongly that the \$3000 donation made to acquire the naming rights for the gallery was not significant enough to warrant a sign at the expense being proposed.

Ms. Schultz asked if there were procedures by which naming rights are assigned or if there had been previous instances of purchasing naming rights and, if so, what the cost had been. Ms. Sabol replied that during the major building projects of the previous decade, the library had promoted sponsorships of specific spaces such as meeting rooms. The sponsorships did not result in a particular space being named for the donor, but there were plaques placed outside the rooms recognizing the sponsor. She added that there was not an optimal place to hang such a plaque for the gallery where it would be noticed. She also noted that the economic climate for donations had been far more favorable at the time of the building projects.

Ms. White commented that consideration should be given to the idea that Bob Smith, for whom the gallery will be named, was a very influential character in the history of the library and was largely responsible for MCDL being named “Library of the Year” by Library Journal Magazine in 1998.

Resolution 16-06: Upon a motion made by Mr. Rice and seconded by Ms. Dunlap, it was resolved that: The Medina County District Library Board of Trustees hereby approves the following increase in appropriations in the 701 Endowment Fund:

701-5-5510 Furniture and Equipment	<u>\$ 1,100.00</u>
Total	\$ 1,100.00

A roll call vote was taken with the following results: Ms. Dunlap – aye, Mr. Elko – aye, Mr. Rice – aye, Ms. Schultz – nay, Mr. Tomaselli – nay, Ms. White – aye, Ms. Ogden – aye. The motion carried.

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

1. Marta Mahoney: donated \$50
2. Friends of MCDL: donated 28,900 for SRC, Writers Live, STAR, Storyfest, signature events and volunteer recognition
3. Anonymous; donated \$100

D. Other: Mr. Tomaselli asked Ms. Kroll if the transition to ADP managed payroll was complete and if all of the kinks had been worked out. Ms. Kroll replied that it had been a lengthy and complicated process and that there continues to be issues that require resolution, but progress is being made. Mr. Tomaselli advised that the company be given 6 months from the start of the contract to have all issue addressed. If results are unsatisfactory at that time, he suggested looking into nullifying the contract.

Board of Trustees Meeting

Page Five

Feb. 15, 2016

Trustees Comments

Robert Tomaselli commended Ms. Kroll on her diligence in guiding the transition to ADP managed payroll.

Brad Rice expressed concern over the exit from MCDL of key players from the staff such as the Program Coordinator and Buckeye Branch Manager.

Kate Dunlap was very impressed with the new art brochures showcasing the many pieces of art displayed in the libraries.

Kyle White said that she had found great joy in going to the branches and meeting the managers for the first time.

Adjournment: A motion was made by Mr. Elko and seconded by Mr. Tomaselli, to adjourn the meeting at 6:48 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 21, 2016 at 6:00 p.m. at the Buckeye Library

Mary Ogden- President

Brad Rice– Secretary