

MEDINA COUNTY DISTRICT LIBRARY

MINUTES OF THE BOARD OF TRUSTEES MEETING

September 19, 2016

The Medina County District Library Board of Trustees met in regular session on Monday, September 19, 2016 at 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, Kate Dunlap, Howard Elko, Brad Rice, Mary Schultz, Robert Tomaselli and Kyle White.

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Keith Maynard, Facilities and Operations Manager; Sue Demis, Technology Manager; Tina Sabol, Community Engagement Manager; Chris Weaver-Pieh, Collection Resources Manager; Lisa Rienrth, Medina Library Associate 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 Mr. Tomaselli. The motion carried unanimously.

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

Disposition of July Minutes – A motion to approve the July 18, 2016 minutes was made by Mr. Elko and seconded by Mr. Tomaselli. The motion carried unanimously.

Disposition of Special Meeting Minutes – A motion to approve the August 24, 2016 special meeting minutes was made by Mr. Elko and seconded by Mr. Tomaselli. Ms. Dunlap abstained from voting. All others carried the motion unanimously.

Financial Reports– Fiscal Officer Kelly Kroll stated that she would be covering the August financial reports in detail and asked if any trustees needed any clarification of the July reports. Since August contained the most current information, the trustees were satisfied with the arrangement, having read the July reports when they were sent in August. Since there had been no regular meeting in August both reports were provided for approval.

August receipts totaled \$550,746 and expenses were \$798,107. The unexpended balance of \$11,575,954 minus outstanding encumbrances of \$1,390,332 left an ending balance of \$10,367,622 in all funds. Ms. Kroll explained that 59.6% of the General Fund budget had been spent by the end of August which is 66% of the way through the year. That means that spending has been below the target for the time of year.

Investments in August earned \$4,487 in interest on a principle balance of \$12,113,590. Ms. Kröll reported that there were a couple of new investments and that a couple of investments had matured.

Overall PLF funds through September for 2016 were up .99% over the same time in 2015. Ms. Kröll noted that the Ohio Department of Taxation had not yet released projected estimates of the 2017 tax revenue. The PLF was very close to even to last year at the same time after experiencing extreme peaks and valleys through the year.

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

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

Director's Report: Director Carole Kowell shared highlights and statistics occurring within the system during the month of August. She was very happy to report that the 2016 SRC had been a resounding success with registrations showing a significant increase. Brunswick School's participation was a contributing factor and it was noted that in 2017 other school systems in the MCDL service area will be prompted to join, as well.

Bob Tomaselli asked if it would be possible to be presented with statistics in a format that would allow the trustees to see ongoing trends. Mary Ogden agreed that the report would be helpful going into a levy campaign. Sue Demis said that her department will develop the report.

Ms. Kowell provided a report of the 2016 ALA conference which had been compiled of summaries provided by those who had attended. She reported that there were several concepts coming from the conference that will be explored further for development at MCDL.

It was also reported that negotiations of the labor contract will resume when both parties meet on October 25th with a mediator present.

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

- The United Way thanked the library for our support of their Stuff the Bus campaign and placing donation boxes in our libraries.
- The American Red Cross thanked Highland for hosting their Blood Drive.
- The Medina County Art League thanked MCDL for the generous contribution of \$50 as a Friend of the Arts for Art in the Park.
- Feeding Medina County thanked staff in the Buckeye building for their food donations totaling 52 pounds.
- New "fan of the Seville Library" Susie Spencer thanked the Seville staff for their excellent program on the Monarch Butterfly.

Personnel Report: The July and August reports on Human Resources activity was reviewed by Julie Carragher. She noted that summer is traditionally a busy time in HR with pages leaving for college and new ones coming in. She also reported on progress to meet June Garcia's staffing recommendations including the new floating associate position that has been so well received.

A motion was made by Mr. Rice and seconded by Mr. Tomaselli to approve the July report as distributed. The motion was carried unanimously.

A motion was made by Mr. Elko and seconded by Ms. White to approve the August 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:

A. Medina Building Repairs: Facilities and Operations Manager Keith Maynard reported that the window project on the third floor was postponed for a short period due to an oversight of the supplier. The new target date to begin installation is October 3. He also reported that Mays Consulting Inc. had completed their results of the inspection of the structural problems of the building and had delivered them the day of the board meeting. Once he has had an opportunity to look it over he will report to the board. *

New Business:

A. 2016-2019 Strategic Plan: Ms. Kowell gave a PowerPoint presentation outlining the 2016-2019 MCDL Strategic Plan. Trustees had several questions which were answered by the head of whichever department the question applied.

Ms. Ogden asked how the new plan differed from the one just completed. Ms. Kowell gave some examples including an emphasis on staffing models.*

Resolution 16-25: Upon a motion made by Mr. Elko and seconded by Ms. White, the Medina County District Library Board of Trustees hereby approves the Strategic Plan 2016-2019. The motion carried unanimously.

B. Revision to Policy SS-10 Smoke Free Environment: Mr. Maynard asked the trustees to approve a revision to the policy to include e-cigarettes and vaping. Mr. Rice asked if other places had added the materials to a policy where it had met with challenges. Mr. Maynard replied that the MCDL policy change would not set a precedent and that he was unaware of any time the addition had been challenged.

Resolution 16-26: Upon a motion made by Ms. Dunlap and seconded by Mr. Elko, the Medina County District Library Board of Trustees hereby approves the revised Policy SS-10 to include electronic cigarettes and vaping. The motion carried unanimously.

C. Contract Extension for Control Cleaning Solutions, Inc.: Ms. Kroll explained that a 3 year contract with Control Cleaning Solutions, Inc. to clean all branches and the Bookmobile will expire at the end of September 2016. Rather than enter into a new 3 year contract, Ms. Kroll felt it more prudent to extend the current contract until the end of 2017. The extension would stay in effect until after the 2017 levy was decided and allow for options to be available under varying circumstances.*

Resolution 16-27: Upon a motion made by Mr. Elko and seconded by Ms. White, the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to enter into an extension of the custodial services agreement with Control Cleaning, Inc. of Brunswick, effective 10/1/2016 through 12/31/2017, in the amount of \$10,900 per month for ongoing services at all library buildings. The motion carried unanimously.

D. Submission of Question of Tax Levy: Ms. Kroll explained the second of a series of steps in the formal process of placing a levy on the May 2017 ballot to renew the current MCDL levy of 1.25 mills with an addition of .25 mills. She asked that the board approve submission of the question of tax levy to the County Commissioners. She noted that the estimated revenue from the County Auditor had come back slightly lower than she had anticipated, but was confident that the long range projections could be met with the millage she proposed.

Mr. Rice asked if research had been done to determine what other levies would be on the ballot or what levies had recently been passed as it may influence the decision of voters. Community Engagement Manager Tina Sabol stated that she is handling that research.

Resolution 16-28: Mr. Elko introduced the following resolution and moved its passage:

RESOLUTION REQUESTING THE COUNTY OF MEDINA, OHIO
TO SUBMIT TO THE ELECTORS OF THE MEDINA COUNTY
DISTRICT LIBRARY SERVICE AREA THE QUESTION OF A
RENEWAL WITH AN INCREASE TAX LEVY FOR CURRENT
EXPENSES OF THE
MEDINA COUNTY DISTRICT LIBRARY

(R.C. Sections 5705.03, 5705.23, 5705.25)
Renewal with an Increase Library Operating Levy

WHEREAS, the Medina County Auditor has certified that the above-referenced tax will generate \$5,713,600 during the first year of collection, based on the current assessed valuation of the Medina County District Library service area (as defined by the State Library Board pursuant to Ohio Revised Code Section 3375.01, the "Library Service Area") of \$3,937,424,020;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Medina County District Library, Medina County, Ohio, two-thirds of all of the members appointed thereto concurring, that:

Section 1. It is hereby found, determined, declared and recited, that (a) the Library was established prior to September 4, 1947, by resolution passed by the Board of County Commissioners of the County as a free public library to serve the County; and (b) this Board wishes to initiate proceedings for the submission to the electors of the Library Service Area the question of a renewal with an increase tax levy for current expenses of the Library.

Section 2. It is hereby found, determined and declared that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and it is necessary to levy a renewal with an increase tax in excess of such limitation for current expenses of the Library, such renewal with an increase tax levy to renew all of the ten year one and twenty five hundredths (1.25) mill levy approved by the voters of Library Service Area on November 6, 2007, with an increase of twenty five hundredths (.25) mills.

Section 3. This Board hereby requests the Board of County Commissioners of the County to pass a resolution under Ohio Revised Code Section 5705.25, and other applicable provisions of law to submit to the electors of the Library Service Area at an election to be held therein on May 2, 2017, the question of such renewal with an increase tax levy for current expenses of the Library. The Library shall reimburse the County for costs of the election as certified by the Board of Elections of Medina County.

Section 4. Such renewal with an increase tax levy shall be at a rate not exceeding one and one half (1.50) mills for each one dollar of valuation, which amounts to fifteen cents (\$.15) for each one hundred dollars of valuation, for ten (10) years.

Section 5. Such renewal with an increase tax levy shall be placed upon the tax list and duplicate for 2017, due in calendar year 2018, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the levy of the tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the Library Service Area and for the residents of the County.

Section 7. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Board of County Commissioners of the County.

Section 8. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Ohio Revised Code Section 121.22.

Ms. Dunlap seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: Kate Dunlap, Howard Elko, Brad Rice, Mary Schultz, Robert Tomaselli, Kyle White, Mary Ogden

Nays: _____

The resolution passed.

Passed: September 19, 2016

BOARD OF LIBRARY TRUSTEES
MEDINA COUNTY DISTRICT LIBRARY
MEDINA COUNTY, OHIO

Attest: _____
Kelly A. Kroll, Fiscal Officer

Mary Ogden, Board President

CERTIFICATE

The undersigned Fiscal Officer of the Board of Library Trustees of the Medina County District Library, Medina County, Ohio, hereby certifies that the foregoing is a true copy of a resolution duly passed by said Board on September 19, 2016 and that a certified copy thereof was filed in the office of the Board of County Commissioners of the County of Medina, Ohio on September 19, 2016.

Kelly A. Kroll, Fiscal Officer
Medina County District Library

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

1. Seville Kiwanis: donated \$300
2. Kathleen Roberts: donated \$78
3. Cloverleaf Class of 1964: donated \$50

F. Other:

Trustee Comments

Kate Dunlap was excited to have heard a spot on NPR promoting the One Book One Community initiative being presented by MCDL and United Way

Mr. Rice was also pleased that the author of Station Eleven will also be visiting area schools during her visit.

Howard Elko expressed his gratitude to the library administration for providing great leadership that required minimal interference from the trustees.

Adjournment: A motion was made by Mr. Elko and seconded by Ms. Dunlap to adjourn the meeting at 7:12 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 17, 2016 at 6:00 p.m. at Highland Library