

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

November 21, 2016

The Medina County District Library Board of Trustees met in regular session on Monday, November 21, 2016 at Medina Library. With a quorum present, Vice President Howard Elko called the meeting to order at 6:00 p.m.

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

Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Tina Sabol, Community Engagement Manager; Chris Weaver-Pieh, Collection Resources Manager; Lisa Buzalka, Deputy Fiscal Officer; Sue Demis, Technology Manager and Tammy Nandrasny, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda Mr. Rice requested that discussions of the Director's and Fiscal Officer's contracts be added to the agenda under Personnel Committee. A motion to approve the agenda as amended was made by Ms. Dunlap and seconded by Mr. Rice. The motion carried unanimously.

Recognition of Guests and Comments from the Public Mr. Elko welcomed all in attendance. Rick Wright attended as a guest.

Disposition of Minutes – A motion to approve the October 17, 2016 minutes was made by Mr. Tomaselli and seconded by Mr. Rice. The motion carried unanimously.

President Mary Ogden arrived at 6:05 p.m.

Financial Report– Fiscal Officer Kelly Kroll provided the trustees with the financial statements for the month of October. She reported that receipts totaled \$321,373 and expenses were \$788,049. The unexpended balance of \$11,479,452 minus outstanding encumbrances of \$4,290,624 left an ending balance of \$7,188,828 in all funds. Ms. Kroll stated that 70% of the 2016 general fund budget had been spent with roughly 83% of the year passed.

Mr. Rice asked if the money had been paid for the new phone and fiber internet services. Ms. Kroll replied that the expense had not yet been paid, but will be once all transfers to the new service have been completed. Ms. Demis added that the transition from Frontier Communications to Fidelity Fusion will begin the following week and shouldn't take long once tests have been completed.

In October, investments earned \$8,169 with a principal of \$11,626,415 in bank accounts and investments at an average interest rate of .735%.

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PLF funds, including those received in November, were up .45% compared to 2015. With several fluctuations occurring month-to-month in 2016, the year-end PLF will most likely be fairly close to the funds collected in 2015.

A motion was made by Mr. Elko and seconded by Ms. Schultz 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 October. She reported to the board that the November 22 negotiations with the mediator to settle a labor contract had to be canceled. She was hopeful that a rescheduled date could be agreed upon soon. She was very excited that the Staff Development Day had been a wonderful success. She thanked Training Coordinator Pat Bernauer for her hard work and the trustees for allowing the libraries to be closed for the day.

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

- The Medina County Board of DD thanked the library for participating in the Assistive Technology Vendor Fair.

Personnel Report: The October report on Human Resources activity was reviewed by Julie Carragher. She noted that the payroll responsibilities had been delegated to the Deputy Fiscal Officer with that position increasing hours to full time. Mr. Tomaselli asked if Ms. Buzalka was capable of handling the payroll duties. Ms. Kroll replied that Ms. Buzalka had already been acting as in-house specialist for payroll issues and was very proficient with the ADP software.

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

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: Committee Chair Brad Rice reported that the committee met on November 9, 2016.

A. Federal Exempt Salary Requirement: New federal regulations requiring a minimum salary to qualify for overtime exemption resulted in two MCDL staff members whose salary did not fall within compliance. It was recommended that the salary be increased to meet the requirement; one through an increase in pay and one through an increase in hours.

Resolution 16-33: At the recommendation of the Personnel Committee and in order to comply with the new Department of Labor's exempt salary requirements which go into effect on December 1, 2016, the Medina County District Library Board of Trustees approves the following: Effective at the start of the 11/27/16 pay period, Seville Branch Manager Jamie Stilla's wage rate be raised to the salary minimum of \$913 per week. Also effective 11/27/16, Community Engagement Manager, Tina Sabol's standard schedule be raised to 32 hours per week. The motion carried unanimously.

B. Discussion of Terms for Fiscal Officer's and Director's Contract: A motion was made by Mr. Rice and seconded by Ms. Dunlap to enter Executive Session for the purpose of discussion of compensation of the fiscal officer. A roll call was taken with the following results: Ms. Dunlap-aye, Mr. Elko – aye, Mr. Rice – aye, Ms. Schultz-aye, Mr. Tomaselli - aye, Ms. Ogden - aye. Executive Session was entered into at 6:23 p.m. with board members only in attendance.

Regular session resumed at 6:50 p.m. No action was taken.

A motion was made by Mr. Rice and seconded by Mr. Elko to enter Executive Session for the purpose of discussion of compensation of the director. A roll call was taken with the following results: Ms. Dunlap-aye, Mr. Elko – aye, Mr. Rice – aye, Ms. Schultz-aye, Mr. Tomaselli - aye, Ms. Ogden - aye. Executive Session was entered into at 6:53 p.m. with board members only in attendance.

Regular session resumed at 7:14 p.m. No action was taken.

Policy and By-Laws Committee: Committee Chair Kate Dunlap reported that the committee met on October 17, 2016.

A. Revisions to BRD-7 Board of Trustees By-Laws: Ms. Dunlap reported that the committee had reviewed the by-laws and recommended some revisions. A draft of the revised document was provided for review. Ms. Ogden asked for clarification of a majority and supermajority of the board. Ms. Kroll explained that a supermajority vote is used in specific circumstances. She offered to do some research and provide a more detailed account along with a list of circumstances that require a supermajority vote. Approval of the revisions was tabled pending the results of that research.*

B. Revisions to BRD-5 Days Library Closed: A revised policy outlining the days that are approved by the board for the libraries to be closed was provided for review for approval. Ms. Kowell asked that Mother's Day be included in the list of days closed and the trustees agreed to add it.*

Resolution 16-34: Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves revisions to the BRD-05 Days Closed policy. The motion carried unanimously.

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C. Revision to PUB-14 Meeting Rooms: Ms. Kröll explained that there was an omission in the policy regarding the public use of meeting rooms at the libraries. She asked that it be added to the policy that the Medina Room is not available free of charge to any groups, whether profit or non-profit.*

Resolution 16-35: Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves revisions to policy PUB-14 Meeting Rooms. The motion carried unanimously.

Buildings Committee: No meeting

Unfinished Business:

A. Medina Building Repairs: Ms. Kröll reported that the window replacement project on Medina's third floor is nearly complete. There are just a few finishing touches.

1. Mays Consulting and Evaluation Services: Ms. Kröll provided an agreement for board approval with Mays Consulting and Evaluation Services to assess the faulty tiles and leaky book drop. Mr. Tomaselli was unhappy with the length of time involved in seeing the building projects through to completion and hoped that administration would be "lighting a fire" on this project to keep the process moving. Mr. Elko asked if there would be a safety concern for members while the testing is under way. Ms. Kröll assured him that there would be adequate precautions taken.*

Resolution 16-36: Upon a motion made by Mr. Elko and seconded by Ms. Dunlap, the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to enter into an agreement with Mays Consulting & Evaluation Services, Inc. for tile wall destructive testing in an amount not to exceed \$13,000.00, to be paid out of the Building and Repair Fund. The motion carried unanimously.

New Business:

A. Approval of Medical Insurance Carrier 2017: Ms. Carragher recommended that Medical Mutual of Ohio be the provider of health insurance for MCDL staff who would qualify for the benefit. She added that there would be an 8% increase in the cost for 2017, but the convenience to staff of not having to change providers outweighed any benefit that could be gained by switching. Mr. Rice asked if she had explored consortiums. She replied that the consortiums organize in July and she would be doing more investigation into the benefit of that arrangement.*

Resolution 16-37: Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli: the Medina County District Library Board of Trustees hereby approves the contract with Medical Mutual of Ohio for the medical care SuperMed Plus PPO plan for the period of January 1, 2017 through December 31, 2017. The motion carried unanimously.

B. Approval of Ancillary Insurance Carrier 2017: Ms. Carragher informed the trustees that, as in 2016, Guardian had been found to be the best company to provide ancillary coverage including dental, vision and supplemental life insurance.*

Resolution 16-38: Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli, The Medina County District Library Board of Trustees hereby approves the contract with Guardian for ancillary policies; Dental, Vision, Life, Accidental Death and Dismemberment (AD&D) and Supplemental Life and AD&D for the period of January 1, 2017 through December 31, 2017. The motion carried unanimously.

C. Revision to Policy PUB – 17 Mislaid Member Funds: Ms. Kroll explained that the policy addressing money left in books or found left in the library was overcomplicated and needed to be revised. She provided a revised policy with more simple procedures and asked the trustees to approve it.*

Resolution 16-39: Upon a motion made by Ms. Schultz and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves revisions and a name change to existing policy PUB-17 Mislaid Member Funds to PUB-17 Found Money. The motion carried unanimously.

Trustees Comments

Kate Dunlap congratulated Lisa Buzalka, Mary Olson and Kaitlyn Booth for their achievements and accomplishments.

Mary Ogden Thanked the staff for the meeting refreshments and wished everyone a Happy Thanksgiving.

Adjournment: A motion was made by Ms. Dunlap and seconded by Ms. Schultz to adjourn the meeting at 8:01 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, December 19, 2016 at 6:00 p.m. at Medina Library

Mary Ogden - President

Brad Rice– Secretary