

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

July 16, 2012

The Medina County District Library Board of Trustees met in regular session on Monday, July 16, 2012 at the Brunswick Library. President Bures called the meeting to order at 6:11 p.m.

Roll Call was taken with the following members noted as present: Adrienne Appleby-Bures, Mary Ogden, Scott Snyder, Robert Tomaselli, Howard Elko and Kate Dunlap. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Theresa Laffey, Assistant Director; Craig Harwick, Human Resources Manager; Marilyn Plitt, SEIU President; Susan Ungham, Brunswick Library Manager; Charlene Smiley, Assistant Circulation Supervisor-Brunswick; Sue Demis, Technology Services Manager; and Judy Hamer, Senior Administrative Assistant.

Approval of the Agenda - A motion to approve the agenda as distributed was made by Mr. Elko and seconded by Mr. Tomaselli. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Recognition of Guests and Comments from the Public - President Bures welcomed all in attendance. There were no comments.

Disposition of Minutes - A motion to approve the June 18, 2012 minutes was made by Ms. Ogden and seconded by Mr. Tomaselli. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Financial Report – Fiscal Officer Kelly Kroll reviewed the financial reports noting that the library is right on target for expenses. Receipts year-to-date were about \$5,986,000 and expenses \$4,429,000. The cash balance in all funds at the end of June was about \$13,800,000. Investment rates are still low but since reinvesting the STAR Ohio funds, she expects the interest will be higher on the next report. A motion to accept the June Financial Report as distributed was made by Ms. Ogden and seconded by Mr. Tomaselli. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Director's Report – Director Kowell announced that 5496 children have registered for the Summer Reading Celebration and are playing the game and over 2000 book reviews have been received from our teen players. Medina's Bee Festival was a huge success with 1708 people entering the building during the event. Lodi held their summer kick-off at the Outlet Mall. The porch furniture is in place and the tapestry hung completing the Seville project.

June's **Personnel Report** was reviewed. A motion to approve the report as distributed was made by Mr. Tomaselli and seconded by Mr. Elko. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Board Committee Reports:

- A. **Finance Committee** – No meeting.
- B. **Personnel Committee** – No meeting.
- C. **Policy and By-laws Committee** - No meeting.
- D. **Building Committee** - No meeting.

Communications – There were none this month.

Unfinished Business

Lodi Update – President Bures called for an **Executive Session** at 6:25 p.m. Chris McClusky from Bricker and Eckler joined the discussion. Upon motion made by Mary Ogden and seconded by Robert Tomaselli, the Board moved to enter into Executive Session to discuss possible litigation. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

The Board came out of Executive Session at 7:10 p.m. upon motion made by Mr. Elko and seconded by Mrs. Dunlap. The roll call vote was as follows: Maria Griffiths – aye, Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye. No action was reported. **Resolution 12-32** Upon motion made by President Bures and seconded by Mr. Elko, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes Director Kowell to sign a contract with Mays Consulting & Evaluation Services, Inc. for services and approves payment of up to \$25,000 from the 401 Building and Repair Fund.**

New Business

Change in Board Meeting Schedule – Due to the change in vacation schedules at the Highland Library, Management requests a change in location of the September and October meetings. **Resolution 12-33** Upon the request of Management the Medina County District Library Board of Trustees hereby approves the revised board meeting schedule as follows:

September 17, 2012 to be held at the Medina Library

October 15, 2012 to be held at the Highland Library

The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - absent, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Fashion Show Date Change – A revision to Resolution 12-23 passed at the May meeting is required due to the change of date of the event. **Resolution 12-34** Upon motion made by Mrs. Dunlap and seconded by Mr. Tomaselli, it was RESOLVED: That upon recommendation from Management, The Medina County District Library Board of Trustees agrees to revise Resolution 12-23 due to a change in the date of the event and make an exception to MCDL meeting room policy to allow alcoholic beverages on the Medina Library premise on September 8, 2012 from 7-9:30 pm for Main Street Medina’s Fashion Show fundraiser for that event and date only. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Reinstatement of Open Hours in Highland, Buckeye and Seville - As part of the budget cuts in 2009 and a concerted effort to reduce ongoing operating expenses, Highland, Buckeye and Seville libraries’ open hours were reduced by ten hours each week. Administration feels the library is in a secure financial position and can reinstate the lost open hours, effective September 4, 2012. Mr. Harwick assured the Board that the \$11,000 expense was covered by the 2012 budget and that the extra hours plus the addition of an Early Childhood Librarian were well within the 2013 budget. The graphs that Mrs. Kowell presented showed the drop in door count and circulation since the hours were cut. **Resolution 12-35** Upon motion made by Mr. Elko and seconded by Mr. Tomaselli, it was RESOLVED: Upon recommendation from Management, the Medina County District Library Board of Trustees hereby approves the addition of ten open hours per week to the Highland Library, effective September 4, 2012; ten open hours per week to the Buckeye Library, effective September 4, 2012; ten open hours per week to the Seville Library, effective September 4, 2012. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

New Conduct Policy - Upon review of the Member Behavior Policy (MCDL Policy & Procedure Manual, Safety and Security, SS-11, attached) an ad hoc committee with the approval of the director, has proposed the changes to the policy (see attachment). The new conduct policy lists guidelines that foster an atmosphere that is welcoming and comfortable for all library users with the expectation that each person act in a manner which is respectful of library functions and considerate of other members and library staff. The policy states the procedures the library will follow to enforce behavior guidelines in a consistent manner. **Resolution 12-36** Upon motion made by Mr. Snyder and seconded by Mr. Tomaselli, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the changes to the Member Behavior Policy (MCDL Policy & Procedure Manual, Safety and Security –SS-11) as written in the attachment, effective immediately. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

3M Library Systems Service Agreement - The Technology Services Manager has recommended that we contract with 3M Library Systems for maintenance and software upgrades for the seventeen self-check machines throughout the system. This agreement is for the period of September 1, 2012 through August 31, 2013 for a total cost of \$33,286. The service agreement

includes all service calls, hardware replacement, hardware upgrades, software troubleshooting and all software upgrades. Without a service agreement, the library will not receive software upgrades and a service call can cost well over \$1,500 for parts and labor. **Resolution 12-37** Upon motion made by Mr. Elko and seconded by Mrs. Dunlap, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager to enter into a service agreement with 3M Library Systems for maintenance and software upgrades for seventeen self-check machines for the period of September 1, 2012 through August 31, 2013 at a cost of \$33,286. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Additional Costs for Digital Signage - Sue Demis, Technology Services Manager, has requested additional funds for software and hardware needed to fully implement the digital signage project. Once the equipment was received, it became apparent that the wireless system would not work as originally planned. Receivers are needed for the system to function properly, and cages are needed to house the equipment at each site. It is also recommended that we purchase a software module at a cost of approximately \$1,000 that will allow Technology Services staff to program the monitors to turn on and shut down at certain hours each day. The total additional amount requested is \$8,000. **Resolution 12-38** Upon motion made by Mr. Snyder and seconded by Mr. Elko, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves an additional \$8,000 for the digital signage project, to be paid out of the 401 Building and Repair Fund. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Moving and Storage for Lodi - Keith Maynard, Facilities Operations Manager has secured several quotes for the packing, moving and storage of library materials at the Lodi branch in anticipation of repair work to be done there. Attached is a listing of the quotes received. Fridrich Moving & Storage has submitted a quote of \$8,200 to pack, move and reshelve the materials, plus a monthly storage cost of \$390. Mr. Maynard is recommending that the Board approve a contract with Fridrich Moving & Storage in the above amount. **Resolution 12-39** Upon motion made by Mrs. Dunlap and seconded by Mr. Tomaselli, it was RESOLVED: That the Medina County District Library Board of Trustees hereby awards a contract to Fridrich Moving & Storage for packing, moving, and reshelving of library materials at Lodi at a cost of \$8,200, plus monthly storage of \$390 as long as necessary, to be paid out of the 401 Building and Repair Fund. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Roofing Repair – The balcony roof on the north and south sides of the Medina Library has been leaking for some time with water leaking into some offices on the third floor as well as lower floors. The original roofing contractor has not been able to remedy the problem and Warren Roofing and Insulating Company was called in to find a solution. They did some preliminary work on the balcony roof on a trial basis, and through several hard rain storms, seems to have solved the problem. Mr. Maynard and Mrs. Kroll both recommend contracting

with Warren Roofing and Insulating to finish the job. **Resolution 12-40** Upon motion made by Mr. Elko and seconded by Mr. Tomaselli, it was RESOLVED: That the Medina County District Library Board of Trustees hereby awards the repair and replacement of the north and south balcony roofs of the Medina Library to Warren Roofing and Insulating Company at a cost of \$28,665 to be paid out of the 401 Building and Repair Fund. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Records Retention Policy – President Bures decided it was not necessary to discuss the matter at the Board Meeting as it was voted on at the Records Commission meeting prior to this meeting.

Boyer Drive – Director Kowell has been asked to meet with Brunswick school officials and the city manager who are hopeful that the three entities could agree on sharing the cost of repairing Boyer Drive. The library was included because heavy equipment used the road during construction several years ago. The county prosecutor says that the library is not responsible for the cost of repairs. The Board advised Director Kowell to attend the meeting.

Donations: - Upon motion made by Ms. Ogden and seconded by Mr. Elko the following donations were accepted with gratitude. The vote was unanimous.

1. From Rusinko Enterprises/Busy Bee Muffler, \$100 sponsorship of Medina Library's Bee Festival and free oil change coupons valued at \$200 that will be used as prizes
2. Friends of the Brunswick Library contributed \$106 for a sensory balance beam for Brunswick Children's Department
3. John W. Zimmerly donated a copy of the *Peterson's 4-Year Colleges*
4. From Ramseyer Farms, coupons for child's admission to the farm used as rewards in Children's Summer Reading Celebration
5. \$25 from Donald M. Hartsough
6. Underhill Games gave three adult strategy board games that will be used as prizes in a Medina Library program
7. From Paula Fulmer, 1930s home movies taken by William Fulmer that will be placed in the Genealogy Room at the Medina Library

Trustees' Comments

Mr. Tomaselli was pleased with the immediate answers he received to his questions. He noted the Brunswick's flowerbeds need attention.

Howard Elko wanted Susan Ungham to relay to library associate Denise Pierman how terrific she was to his daughter who received her first library card.

Scott Snyder asked Judy Hamer to schedule a finance meeting in August for an informal session on MCDL's various funds and fundraising activities in 2012.

Mary Ogden thanked the Brunswick staff for their hospitality in hosting the meeting.

Kate Dunlap appreciated the director's notes about her branch visits.

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Adjournment - The meeting was adjourned at 8:12 p.m. upon motion made by Mr. Elko and seconded by Mrs. Dunlap. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

NEXT BOARD MEETING
Monday, September 17, 6:00 p.m. at the Medina Library

Adrienne Appleby-Bures
President

Mary Ogden
Secretary