

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

December 17, 2012

The Medina County District Library Board of Trustees met in regular session on Monday, December 17, 2012 at the Medina Library. President Bures called the meeting to order at 6:00 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; Craig Harwick, Human Resources Manager; Theresa Laffey, Assistant Director; Marilyn Plitt, SEIU President; Sylvia Williams, Collection Resources Manager; Heather Coontz, Community Relations Manager; Sue Demis, Technology Manager and Tammy Nandras, Senior Administrative Assistant. Guests included Elaine Frankowski and Pat Walker.

Approval of the Agenda - A motion to approve the agenda as distributed was made by Kate Dunlap and seconded by Mr. Elko. There being no discussion, the agenda was approved unanimously.

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 November 19, 2012 minutes was made by Mr. Snyder and seconded by Mr. Tomaselli. Upon discussion, Mary Ogden wished to make the correction to the November minutes to reflect that she was incorrectly identified as a member of the Personnel Committee and that the correct person to be included would be Kate Dunlap. With the stated corrections being made, the motion to accept the November minutes was carried unanimously.

Financial Report - Mrs. Kroll reviewed the financial report for the board stating that, in the month of November, receipts totaled about \$272,600 and expenditures were about \$3,275,100 with a \$2,570,000 bond payment accounting for a large percentage of the disbursements. In November investments earned about \$7,900 with a principal of almost \$13,080,900 in bank accounts and investments, at an average interest rate of .27%. Mrs. Kroll stated that she has been moving investments for higher interest rates, and the average interest rate of the portfolio has been increasing over the last several months. She will continue to watch for improving interest rates. The real estate tax revenues so far this year are about \$138,000 over the County Auditor's estimate. Mrs. Kroll noted that the PLF revenues for the year were \$3,039,768, which was about 5.6% down from last year. She noted that we received the amount as predicted by the Ohio Department of Taxation.

Mrs. Kroll noted that if state legislators make no move to change the law when the new state biennial budget goes into effect on July 1, 2013, PLF revenues will revert back to 2.22% of General Revenue Fund (GRF) taxes collected by the state. Currently we are receiving a flat percentage of last year's PLF revenues, which allows for no growth in revenues and is not tied to the economy. If the PLF reverts back to the 2.22%, this should result in an increase to our PLF revenues assuming Ohio's economy continues to improve. A motion was made by Mr. Snyder and seconded by Mr. Elko to approve the November financial report. The motion was carried unanimously

Director's Report: Director Kowell reported that circulation and door counts system-wide were down from November, 2011. December should give a more accurate account by comparing numbers reflecting the loss of Lodi in both years. Wi-Fi use is increasing while library computer use is declining possibly because increased use of tablets and more lightweight laptops make it easier for members to carry in their personal devices. Ms. Kowell gave a glowing report on Staff Development Day and thanked the Board for making it possible. As a result of speaker Jim Bigam and especially in light of recent events, MCDL has decided to schedule armed intruder training for the entire staff in 2013. Ms. Kowell commended Lodi on the great success of their signature program, Winter Wonderland, held at the Lodi Outlet Mall. Over 1000 guests enjoyed the festivities which included crafts, live reindeer, refreshments, and a visit with Santa and Mrs. Claus.

The September **Personnel Report** was reviewed and a motion was made by Mr. Elko and seconded by Mr. Tomaselli to approve the report as distributed. The motion was carried unanimously.

Communications: - The following communications were noted by Director Kowell:

1. Help Me Grow and the Salvation Army expressed gratitude to MDCL for contributing knitted/crocheted hats, scarves and blankets through Warm-up Medina County.

Board Committee Reports: No Committees met

Executive Session: None Required

Unfinished Business:

Strategic Plan 2013-2014: The discussion to approve the Strategic Plan for 2013-2014 was reopened after being tabled in the November regular meeting to allow more time for study and assessment with the main topic of interest being the development of a new position for Program Coordinator. Carole Kowell and Theresa Laffey highlighted several ways that the position would streamline operations in the programming and stressed how popular the library programs are with the public. *

Resolution – 12-59: Upon motion made by Mr. Snyder and seconded by Mr. Elko it was RESOLVED: Upon recommendation from Management, the Medina County District Library Board of Trustees hereby approves the Medina County District Library Strategic Plan 2013-2014 and instructs the Director and Fiscal Officer to incorporate the costs into the budget. The motion was carried unanimously.

New Business:

Food for Fines: Mrs. Kowell distributed pamphlets from “Feeding Medina County”, a nonprofit organization whose mission is to provide food for children, families and seniors who are at risk of hunger. The “Food for Fines” program allows library members to make contributions to the organization in lieu of payment of library fines. *

Resolution – 12-60: Upon motion made by Kate Dunlap and seconded by Mary Ogden it was RESOLVED: That the Medina County District Board of Trustees hereby approves the Food for Fines Campaign, March 1-31, 2013. Food collected would be donated to Feeding Medina County. The motion was carried unanimously.

Unique Management Contract: It was recommended by Director Kowell that the contract with Unique Management Services, Incorporated be renewed for another year to handle the collection of payments for overdue fines and lost materials for MCDL. *

Resolution – 12-61: Upon motion made by Mr. Elko and seconded by Mr. Tomaselli 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, 2013. All terms of the initial agreement shall remain the same. The motion was carried unanimously.

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Appropriation Transfer: Mrs. Kroll gave an account of the status of the previous appropriation by the Board for legal services for Lodi. In order to cover the latest legal expenses, Mrs. Kroll recommends a transfer of \$30,000 from the Furniture and Equipment line.*

Resolution – 12-62: Upon motion made by Mr. Tomaselli and seconded by Ms. Ogden it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves a transfer of **\$30,000** in the 2012 Building and Repair Fund budget as follows:

From: 401-5500 Furniture and Equipment **To:** 401-3700 Professional Services to cover legal services

As the Resolution was not to be resolved unanimously, it was decided by the board to invoke a roll call vote with voting as follows: Ms. Ogden-aye, Mr. Snyder-no, Mr. Tomaselli-aye, Mr. Elko-no, Ms. Dunlap-aye, Ms. Appleby-Bures-aye. Motion carried.

Voluntary Retirement Incentive Plan: Craig Harwick distributed hand-outs to the board describing a proposed voluntary retirement incentive plan which offers qualified staff members the option of retirement with an incentive at a long range savings to the library.*

Resolution – 12-63: Upon motion made by Scott Snyder and seconded by Howard Elko it was RESOLVED: That upon recommendation from Management, the Medina County District Library Board of Trustees approves the proposal for a Voluntary Retirement Incentive Plan to be offered beginning in January, 2013. The motion carried unanimously.

Directors Salary Increase: In keeping in line with other professional/administrative salary increases for 2013 which were approved at the November meeting of the Board of Trustees, Mr. Harwick submitted an increase of 2.5% for the Director to be effective December 30, 2012.*

Resolution – 12-64: As a result of decisions made by the Personnel Committee and seconded by Howard Elko it was RESOLVED: That upon recommendation from the Personnel Committee, the Medina County District Library Board of Trustees hereby approves a 2 1/2% increase to the Director's salary and it is to be effective December 30, 2012. Motion carried unanimously.

Contract for Fiscal Officer: As recommended by the Personnel Committee Mr. Harwick proposed a salary increase of 2.5% for the Fiscal Officer/Business manager to be implemented in a new contract which will expire on December 31, 2013. *

Resolution – 12-65: As a result of decisions made by the Personnel Committee and seconded by Howard Elko it was RESOLVED: : That upon recommendation from the Personnel Committee, the Medina County District Library Board of Trustees approves an increase to the salary of the Fiscal officer/ Business Manager of 2.5% and a new contract through the end of 2013. The increase is to be effective January 1, 2013. Motion carried unanimously.

Scott Snyder Recognition of Service: A proclamation recognizing Scott Snyder for his years of service on the MCDL Board of Trustees was read aloud by President Appleby-Bures and presented to Mr. Snyder. He commended the entire MCDL staff, stating that the libraries were not defined by the buildings, but rather by the people who occupy them. Scott expressed gratitude in being able to serve on the Board and lauded the library staff members for their contributions in making the libraries, not only a supplier of books and other material, but as truly being a Community Center of which the public and staff could be extremely proud. Mr. Snyder noted that the only point of regret that he could state was that the Lodi project was not resolved during his term. He stressed to the board that their New Year's resolution should be to reopen the Lodi Library.*

Presentation of Slate of Officers: Submitted by the nominating committee, Howard Elko moved to install, the 2013 slate of officers as follows:

President: Maria Griffiths

Vice President: Mary Ogden

Secretary: Bob Tomaselli

The motion was seconded by Mary Ogden and carried unanimously.

Digital Sign Presentation: Technology Manager, Sue Demis, and Community Relations Manager, Heather Coontz, collaborated in a presentation to introduce the Trustees to the new digital signs which are now installed in the libraries. Large HD screens in all MCDL branch lobbies will be receiving information directly from Evanced to promote upcoming programs and events projecting up to 60 days. Traveling versions of the signs will be available to promote large events such as signature programs. Smaller screen versions are installed outside of meeting rooms listing bookings for the individual rooms and on department desks highlighting what is unique to each department.

2013 Board Meeting Schedule The board approved of the following 2013 meeting schedule: Jan. 21, Medina; Feb. 18, Medina; March 18, Medina April 15, Medina; May 20, Buckeye; June 17, Medina; July 15, Brunswick; Sept. 16, Lodi; Oct. 21, Highland, Nov. 18, Medina; Dec. 16, Medina

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

1. Randall S. Shaffer and Family, donated \$50 in Memory of Richard Parish
2. Glenn and Maria Blair, donated \$50 to be used for programs at Highland
3. H. Robert Schappert, donated \$50 as a thank you for genealogy services
4. MCDL Goodwill Fund , donated \$50 in memory of Vitte Rudnickas
5. Steve Zureick, donated three vintage collector plates depicting Lodi, Seville and Medina
6. Medina County Genealogical Society, donated *The Nella Foltz Marshall Family Story* for the Franklin Sylvester Collection
7. Larry Scudder, donated *Six Ohio County Histories* for the Franklin Sylvester Collection
8. Sue Williams, donated *Dague Family Journal and Dague Family Reunion History from 1904 to 1993* for the Franklin Sylvester Collection
9. Bill Dunn, donated a notebook journaling the history of his years as Medina County Parks and Recreation Director for the Franklin Sylvester Collection
10. Walmart, awarded to MCDL \$500 in grant monies to be used for symphony story times at Art and Music Programs
11. Kiwanis Club of Medina: donated recognition books valued at \$75.00 for Oct. – Dec.2012 for esteemed Kiwanians
12. The Western Reserve Colony of the Society of Mayflower Descendants in the State of Ohio donated: *The Mighty Mastiff of the Mayflower* to the Children's Department

For Staff Development Day:

13. Hospice of Medina County: donated 25 forty page *Living Will* booklets
14. Kathy and John Kolar, discounted two gift certificates for Thyme2 restaurant by \$20 each.

For Lodi Winter Wonderland:

15. Barbara Potts and Trinity Elminger, donated use of the facilities at the Lodi Station Outlets to host the signature program

Trustees Comments:

Howard Elko expressed his gratitude to Scott Snyder for his leadership during his term, remarking that Mr. Snyder was particularly helpful when he, Mr. Elko, was a newly elected Trustee offering him guidance and support and acting as a mentor. He encouraged Scott to come back and visit when possible.

Bob Tomaselli also expressed gratitude to Mr. Snyder for his years of service commenting on the wisdom and calm demeanor that he brought to the table. He made a point of saying that Mr. Snyder often knew the answers before others even knew the questions. He thanked the staff members, as well, who contributed to the snacks and refreshments for the meeting.

Kate Dunlap thanked Mr. Snyder and said that she hoped that he planned on having some fun. She also congratulated the staff on the 2013-2014 Strategic Plan which she found to be innovative, aggressive and member-driven. She is particularly interested in the Social Media tracking and is anxious to see how it evolves.

Scott Snyder thanked everyone for their well wishes and especially wanted to let Mrs. Kroll know that he was very comfortable leaving his term with her as Fiscal Officer. He expressed appreciation to President Bures for her leadership as board president.

Mary Ogden first congratulated Mr. Snyder on his accomplishments while serving as a Trustee and expressed appreciation for his fine leadership qualities. She also thanked the staff for the digital sign presentation commenting that it was both informative and entertaining.

Adrienne Appleby-Bures expressed gratitude to the staff for the refreshments and for providing Mr. Snyder with a heartfelt send off. She noted that the staff does a phenomenal job, with another year gone and so much accomplished. She then complimented Scott on his tenure as a Trustee member, wishing him the very best in the future.

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Adjournment: Upon motion made by Mr. Snyder and seconded by Mr. Elko, the meeting was adjourned at 7:00 p.m. The motion was carried unanimously.

*Supporting documents are kept on file and viewable at the Medina County District Library administrative office.

**NEXT BOARD MEETING
Monday January 21, 2013 at 6:00 p.m. at the Medina Library**

**Maria Griffiths
President**

**Robert Tomaselli
Secretary**