

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

July 15, 2013

The Medina County District Library Board of Trustees met in regular session on Monday, July 15, 2013 at the Brunswick Library. Vice 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, Adrienne Appleby-Bures, Howard Elko and Brad Rice. Not present at roll call were Maria Griffiths, Robert Tomaselli and Kate Dunlap. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Theresa Laffey, Assistant Director; Sylvia Williams, Collection Resources Manager; Keith Maynard, Facilities and Operations Manager; Susan Ungham, Brunswick Branch Manager; Marilyn Plitt, SEIU President and Tammy Nandrasy, Senior Administrative Assistant.

Approval of the Agenda - A motion to approve the agenda as distributed was made by Ms. Bures and seconded by Mr. Rice. The agenda was approved unanimously.

Recognition of Guests and Comments from the Public – Ms. Ogden welcomed all in attendance. There were no guests.

Disposition of Minutes – A motion to approve the June 24, 2013 minutes was made by Mr. Elko and seconded by Mr. Rice. Ms. Bures abstained from the vote having been absent from the June meeting. Ms. Ogden, Mr. Elko and Mr. Rice voted to accept the minutes as written. Having a quorum seated and obtaining an affirmative vote from the majority of Trustees present, the minutes were approved.

Financial Report– Before beginning her report, Fiscal Officer Kelly Kroll explained to the Board that the Business Office had just installed new accounting software and that the reports may look a little bit different. She reviewed the financial report stating that, in the month of June, receipts totaled almost \$295,000 and expenditures were about \$719,000. The unexpended balance of \$13,930,000 minus outstanding encumbrances of \$2,500,000 leaves an ending balance of \$13,067,000. In June, investments earned about \$1,785.00 with a principal of about \$11,400,000 in bank accounts and investments, at an average interest rate of .29%. The PLF, at about \$257,000, reflects a decline of 3.4% over June of last year as the state's new biennium budget with changes in the PLF percentage rate having begun. It is not yet known how the new budget will affect library tax revenues long term, but Ms. Kroll stated that she would update the Board as developments occur.

Mr. Rice asked what had been the intended purpose of the budget for line item 101.5.5500 (Computers, Furniture) and also asked what purchases had already been made. Ms. Demis replied that the budget had originally been designed to include new PC purchases, but due to changing technology, may now be used for something more current. She added that some

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Apple purchases, software and licenses had accounted for a large part of expenditures thus far. Ms. Demis also explained that the service to upgrade the servers was moving forward.

Ms. Kroll informed the Board that she will be a featured speaker at the upcoming Treasurer of State Center for Public Investment Management Conference taking place at the University of Akron on August 7, 2013.

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

Director's Report Director Carole Kowell reported that, when accounting for e-media, circulation stats were 10% higher than June of 2012. All other statistics showed increases as well, including a nearly 20% increase in new member cards issued. Ms. Kowell reported that Reading Riot had been a great success and MCDL looks forward to doing more partnership events with Project:LEARN.

The 2013 ALA conference in Chicago was attended by four MCDL staff members including the director. She informed the Board that the conference had been extremely valuable in terms of information received and renewed motivation. Ms. Kowell will provide a more detailed account to the Board when all of the information is sufficiently organized and summarized.

Ms. Kowell explained to the Board her annual summer visits with staff members throughout the MCDL system. The visits encourage interaction between administration and other staff and serve as an avenue through which information may be passed freely. She stated that she is about half way through the visits and will report any substantial findings to the Board when the visits are complete.

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

Board Committee Reports: No Committees met

Communications: Garrett Blevins thanked Highland Library Manager Diane Dermody for her help and support of his Eagle Project (an outdoor swing) at the library. The Medina Rotary Club thanked Assistant Director Theresa Laffey for her donation of time to give the Group Study Exchange (GSE) team from South Korea a tour of the Medina Library. Medina Safety Town thanked Medina Library Children's Department Supervisor Daphne Silchuk-Ashcraft for coming to Safety Town and "sharing your expertise with us." Main Street Medina asked the director to pass along a huge thank you to the library staff, particularly to the bookmobile folks. "We love the partnership and presence during events on the Square!"

Executive Session: None needed

Unfinished Business: none

New Business:

A. Status of Building Committee: In January of 2012 the MCDL Board of Trustees introduced the idea of an ad hoc committee to address issues arising from anything having to do with the physical building structures within the library system. Since the committee had never met and, therefore, never reported to the Board within the year of its appointment, the committee no longer was valid by virtue of being an ad hoc committee. Consequently, and in light of developments in Lodi, the Board discussed the advantages of having a standing Buildings Committee. The committee would be permanent and members would be appointed annually by the president at the Board's annual meeting. The purpose of the committee would be to address any major issues arising from the physical and operational state of any of the MCDL buildings and to report to the full Board its findings and recommended solutions or actions.

Resolution 13-21:Upon motion made by Mr. Elko and seconded by Mr. Rice it was Resolved that: The Board of Trustees of the Medina County District Library hereby authorize formation of a new standing committee hereto known as the Buildings Committee. The function of the committee will be to discuss and assess any major issues involved in constructing and maintaining the physical structures within the Medina County District Library system and to recommend action to the Board. The motion was carried unanimously.

In the absence of the Board President, Vice President Mary Ogden appointed Howard Elko as Chair of the Buildings Committee and appointed Adrienne Appleby-Bures and Robert Tomaselli as members.

B. Workers' Compensation/Wage Continuation: As had been discussed in the June 4, 2013 Personnel Committee meeting, Craig Harwick, Human Resources Manager, recommended to the Board that MCDL institute a wage continuation program for employees who are temporarily unable to work due to job related illness or injury. The program would make use of unused hours in the employee sick bank and would be used in lieu of Workers' Compensation to cover wages for short term absences. Mr. Harwick presented to the Board a detailed procedure to be adopted as policy.*

Resolution 13-22: Upon motion made by Mr. Rice and seconded by Mr. Elko it was Resolved that: The Medina County District Library Board of Trustees hereby approves the new policy for Wage Continuation, HR-C-24, effective immediately. The motion carried unanimously.

C. 3M Library Systems Service Agreement: The Board was asked to renew the service contract from 3M for the MCDL self-checkout machines. Ms. Ogden asked how often the machines require service and Sue Demis, Technology Manager, replied that, on average, the technicians are called about twice a month to respond to hardware issues. Without a service contract, each call would cost approximately \$1500 and software upgrades are not available. After asking the average age of the machines, Mr. Elko was told that the average age is 5-7 years. Ms. Demis reported that she has been researching upgrades and will keep the Board updated.

Resolution 13-23: Upon motion made by Mr. Elko and seconded by Ms. Bures, 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, 2013 through August 31, 2014 at a cost of \$35,244. The motion carried unanimously.

D. Appointment of Deputy Fiscal Officer: Fiscal Officer Kelly Kroll reported to the Board that, after interviewing 5 qualified candidates, Lisa Buzalka had been selected as the new Deputy Fiscal Officer. Ms. Kroll felt very confident in Ms. Buzalka's abilities. She also explained that the Deputy Fiscal Officer must be appointed by the Board on an annual basis with a bond amount set.

Resolution 13-24:Upon motion made by Mr. Elko and seconded by Ms. Bures, it was Resolved that: The Medina County District Library Board of Trustees hereby appoints Lisa Buzalka as Deputy Fiscal Officer effective July 15, 2013 through July 14, 2014, at an hourly rate of \$18.00, at a surety bond set in the amount of \$250,000.00. The motion passed unanimously.

E. Agreement with PEI and Increase to Appropriations: The Board of Trustees received a proposal from Prime Engineering Incorporated for onsite monitoring of the Lodi branch building project and to provide further sealant testing of the defective timber frames as they are removed. Director Carole Kowell made it clear that the observer would not be in any management position and that they would be documenting during the deconstruction anything that may be of interest to Bricker and Eckler as litigation commences. Facilities Manager Keith Maynard verified that the observer is highly qualified with an impeccable background.

Ms. Ogden expressed concern over the dates presented on the proposal and asked if the start date was to be changed to reflect the actual date the work began. Ms. Bures wished to be certain that work stoppages or extended deadlines would not result in cost increases to the proposal. Ms. Kowell assured the Board that she could fine tune the details and Ms. Kroll suggested that the Board only authorize a base amount for the monitoring now, as well as the testing. That would allow work to begin and if changes occur as the project progresses, the Board could consider its options at that time.*

Resolution 13-25: Upon motion made by Ms. Bures and seconded by Mr. Rice, it was Resolved that: The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to enter into an agreement with Prime Engineering Inc. for construction administration services in the amount of \$222,193.56, and laboratory analysis services in the amount of \$17,200.00, for a total of \$239,393.56, and to appropriate the funds as follows from the General Fund:

101-5-3750 Professional Services	\$239,393.56
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A roll call vote was taken with the following results: Ms. Bures, aye; Mr. Elko, no; Mr. Rice, aye; Ms. Ogden, aye. Having a quorum seated and obtaining an affirmative vote from the majority of Trustees present, the resolution was approved.

F. Authorization for the Director to Make Decisions During Lodi Construction: To keep the construction of the Lodi Library repairs and renovations moving between Board meetings, it was recommended by legal counsel that the Board authorize the Director to make decisions and approve change orders during construction with a detailed report of those actions to be made at the next regular Board meeting. Decisions made by the director would be restricted to those involving amounts of \$50,000.00 or less.

Resolution 13-26: Upon motion made by Mr. Rice and seconded by Ms. Bures, it was Resolved that: The Medina County District Library Board of Trustees hereby authorizes the Director to approve up to \$50,000.00 in changes as needed during the Lodi Library Repairs and Renovations Project, with consultation with the Board President or Chair of the Buildings Committee, and with a detailed report of such actions to be presented at the next regular Board meeting.

G. Strategic Plan Update: A summary was given of the second quarter of the 2013-2014 MCDL Strategic Plan to update the Board of progress being made. Ms. Kowell was asked to identify the library to which she referred as being close to 100% self-check. She informed the Board that Cuyahoga County Public Library offers self-check as an only option, however there are a few members who require assistance and therefore cannot claim 100% self-check. The Board was pleased with the progress of the plan.*

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

1. Medina County Historical Society donated: *History of Northrup School* for the Franklin Sylvester Room
2. Alan L. Leiby donated: *Memory Lane Wellington, Ohio* for the Franklin Sylvester Room
3. Friends of the Highland Library donated: \$500 to repair the fish tank.
4. Theresa Laffey donated \$15 in memory of Paul Mutzabaugh and \$15 in memory of Eleanor Prante Schanz

For Bee Festival:

5. Medina County Beekeepers Association donated: Bees and maintenance for Medina Library bee hive
6. Inflatable Images donated: Use of inflatable bee valued at \$680

For SRC:

7. Ramseyer Farms donated: 138 five dollar discount coupons for children

For Popsicles in the Park:

8. Giant Eagle Medina donated: \$25 gift card for purchase of popsicles

Adjournment: Upon motion made by Mr. Elko and seconded by Ms. Bures, the meeting was adjourned at 7:19 p.m. The motion was carried unanimously.

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

NEXT BOARD MEETING
Monday September 16 at 6:00 p.m. at the Medina Library

Maria Griffiths
President

Robert Tomaselli
Secretary