

# **MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING**

**November 18, 2013**

The Medina County District Library Board of Trustees met in regular session on Monday, November 18, 2013 at the Medina Library. President Maria Griffiths called the meeting to order at 6:13 p.m.

**Roll Call** was taken with the following members noted as present: Maria Griffiths, Mary Ogden, Robert Tomaselli, Howard Elko, Kate Dunlap and Brad Rice. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Theresa Laffey, Assistant Director; Sylvia Williams, Collection Resources Manager; Julie Carragher, Human Resources Manager; Keith Maynard, Facilities and Operations Manager; Lisa Buzalka, Deputy Fiscal Officer; Joy Hovanetz, Human Resources Receptionist/Clerk; Marilyn Plitt, SEIU President and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

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

**Recognition of Guests and Comments from the Public** – Dr. Griffiths welcomed all in attendance. Guests in attendance: Steve Hummel, Dave Simmons, Craig Simmons and Bill Simmons. Bill Simmons of Simmons Brothers Construction submitted a request to speak on the topic of the Lodi reconstruction and partial update projects. He addressed the Board with concerns affecting the Simmons Brothers Construction progress arising from the separate project to redesign the circulation area, teen area and the reference desk while the major building reconstruction is under way. Of special concern was the lighting plans and the placement of electrical wiring. The Board thanked Mr. Simmons for his input.

**Disposition of Minutes** – A motion to approve the October, 2013 minutes was made by Mr. Tomaselli and seconded by Ms. Dunlap. The motion to approve the minutes with corrections was carried. Mary Ogden abstained from voting having not attended the October meeting.

**Financial Report**– Fiscal Officer Kelly Kroll reported to the Board that, in the month of October, receipts totaled almost \$782,400 and expenditures were about \$1,083,000. The unexpended balance of \$15,312,000 minus outstanding encumbrances of \$5,039,000 leaves an ending balance of \$10,273,000. In October, investments earned about \$1,790.00 with a principal of about \$15,324,000 in bank accounts and investments at an average interest rate of .25%. The funds received from the PLF so far in 2013 are 2.4% above where they were at the same time in 2012.

Mr. Tomaselli asked for further information about the Vehicle Supplies line item because he felt that the amount reported exceeded the range of amounts normally seen there. Ms. Kroll explained that the Business Office is still in the process of learning to navigate the new accounting software and that she had used that line for an entry to move funds between budgets. Essentially money had been transferred in and then transferred out to a different department making it appear as an expense to the Vehicle Supplies line.

Ms. Kroll also told the Board that she had been somewhat conservative with the 2013 budget because it was her first with MCDL.

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

**Director's Report** – Director Carole Kowell shared the circulation numbers with the Board along with program statistics and people counts. Dr. Griffiths asked if the trend of slightly decreased circulation was particular to MCDL or if other libraries are experiencing the same. She replied that it is a trend being seen in most library systems and that the fact that other statistics, such as program attendance, are rising is indicative that members are visiting the library for purposes beyond checking-out books.

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

**Finance Committee:** Chair Mary Ogden reported that the Finance Committee had met on November 11 to preview the proposed **2014 Budget**. All trustees had received a copy of the detailed budget in advance of the regular meeting and Ms. Kroll presented a summary at the meeting. \*

Ms. Kroll made note that the carry-over amount will be reduced. She reported that the County Budget Commission, which is responsible for disbursing the PLF within the county, had shown interest in the large carry over amount previously maintained. The Board had agreed previously to target the amount of about 3 million dollars as the carry over to be maintained.

The comprehensive budget required no further clarifications.

**Resolution 13-43:** Upon recommendation of the Finance Committee it was resolved that: The Medina County District Library Board of Trustees hereby adopts the 2014 Budget as recommended by the Finance Committee and as attached. Roll call vote was as follows: Ms. Ogden-aye, Mr. Tomaselli-aye, Mr. Elko-aye, Ms. Dunlap-aye, Mr. Rice-aye, Dr. Griffiths-aye.

**Personnel Committee:** Chair Robert Tomaselli reported that the Personnel Committee had met on October 21<sup>st</sup> and again on November 12. Minutes of both meetings had been made available to the Trustees.

The first issue brought before the Board coming from the Committee involved a change to the Policy and Procedure Manual regarding Sunday hours for non-bargaining unit employees. The policy HR-C-13 currently states that Sunday payroll hours are figured over and above the regular workweek. The suggested change is to reflect that henceforth, Sunday hours will be included in the standard workweek and scheduled hours should be adjusted accordingly to avoid exceeding 40 hours in a week and subsequent overtime. The change would take effect on the first of January, 2014. \*

**Resolution 13-44:** Upon recommendation of the Personnel Committee it was resolved that: The Medina County District Library Board of Trustees hereby approves the revision to the Sunday Hours Policy HR-C-13 as recommended by the Personnel Committee. Roll call vote was as follows: Ms. Ogden-aye, Mr. Tomaselli-aye, Mr. Elko-aye, Ms. Dunlap-aye, Mr. Rice-aye, Dr. Griffiths-aye

In preparation for the new contracts of the fiscal officer and director, the Committee had conferred and agreed upon the terms to be presented to the Board for approval. Performance evaluation forms had been distributed to selected staff members to be completed and returned for review by the Committee. In order to discuss the results of the performance reviews and, hereby, the compensation of a public employee, a motion was made by Mr. Rice and seconded by Mr. Tomaselli to move into **Executive Session** at 7:32 p.m. with roll call vote as follows: Ms. Ogden-aye, Mr. Tomaselli-aye, Mr. Elko-aye, Ms. Dunlap-aye, Mr. Rice-aye, Dr. Griffiths-aye.

Regular Session resumed at 7:47 p.m.

**Policy and By-Laws Committee:** No meeting

**Buildings Committee:** No meeting

**Communications:** No meeting

**Unfinished Business:** No meeting

**New Business:**

**A. Revisions to Record Retention Schedule:** Prior to the regular meeting, the Records Commission made up of all Trustees and the Fiscal Officer met on November 18 to discuss making some revisions to the Record Retention Schedule resulting in the following recommendation being presented to the Board for approval.\*

**Resolution 13-45:** Upon recommendation of the Records Commission it was resolved that: The Medina County District Library Records Commission and Board of Trustees hereby approves the revised MAN-7 Records Retention Policy. Roll call vote was as follows: Ms. Ogden-aye, Mr. Tomaselli-aye, Mr. Elko-aye, Ms. Dunlap-aye, Mr. Rice-aye, Dr. Griffiths-aye.

**B. Approval of Contract and Additional Appropriations for Lodi Partial Interior Update Project:** In light of issues brought forth by Bill Simmons earlier in the meeting, it was decided to postpone approval of a contract for the Lodi Partial Interior Update Project until more details could be examined. A motion was made by Mr. Rice to table the approval of the contract and seconded by Mr. Tomaselli. Roll call vote was as follows: Ms. Ogden-aye, Mr. Tomaselli-aye, Mr. Elko-aye, Ms. Dunlap-aye, Mr. Rice-aye, Dr. Griffiths-aye.

**C. Donations:** Upon motion made by Ms. Dunlap and seconded by Mr. Rice, the following donations were accepted with gratitude. The motion was carried unanimously

1. Friends of the Lodi Library: donated \$2000 for Winter Wonderland and large print books
2. Gil Ellenberger: donated \$30.00
3. Phyllis and Charles Flaugh: donated Cat's Meow lighthouse collection valued at \$350

**D. Other:** After brief discussion, the Board agreed to vote to offer the new terms of contract to the Director and Fiscal Officer which, upon agreement by the individuals filling those positions, will be presented at the annual organizational meeting for final approval in December.

A motion was made by Mr. Elko and seconded by Mr. Rice to offer to the Director a contract made up of the terms agreed upon. Roll call vote was as follows: Ms. Ogden-aye, Mr. Tomaselli-aye, Mr. Elko-aye, Ms. Dunlap-aye, Mr. Rice-aye, Dr. Griffiths-aye.

A motion was made by Ms. Ogden and seconded by Mr. Elko to offer to the Fiscal Officer a contract made up of the terms agreed upon. Roll call vote was as follows: Ms. Ogden-aye, Mr. Tomaselli-aye, Mr. Elko-aye, Ms. Dunlap-aye, Mr. Rice-aye, Dr. Griffiths-aye.

**Trustee's Comments:**

Howard Elko was glad that the Board had been made aware of some possible issues in phase 2 of the Lodi projects. He was comfortable with postponing hiring a contractor so they could be worked out.

Bob Tomaselli was pleased that, even with changes and a few hiccups, the Lodi project is moving along nicely.

Mary Ogden commended Mr. Tomaselli as Chair of the Personnel Committee for having done such a thorough job on the contracts for the Director and Fiscal Officer. She also expressed appreciation to Ms. Kroll and all the staff for the hard work involved in creating the 2014 budget.

Kate Dunlap noted that she was excited to read in the Director's Report that Program Coordinator Connie Sureck was working in partnership with the Medina County Park District on program ideas.

Maria Griffiths expressed a note of gratitude to Keith Maynard for being on top of the Lodi projects. She was pleased that the Board members had agreed on the terms of the contracts for the Director and Fiscal Officer and was looking forward to a continued positive working relationship with Ms. Kowell and Ms. Kroll should they accept the terms. She encouraged all MCDL staff to continue to think of "wish lists" for the libraries.

**Adjournment:** Upon motion made by Mr. Elko and seconded by Ms. Dunlap, the meeting was adjourned at 8:10 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 16 at 6:00 p.m. at the Medina Library**

---

**Maria Griffiths**  
**President**

---

**Robert Tomaselli**  
**Secretary**

