

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

**October 20, 2014**

The Medina County District Library Board of Trustees met in regular session on Monday, October 20, 2014 at the Highland Library. With a quorum present, President Maria Griffiths called the meeting to order at 6:00 p.m.

**Roll Call** was taken with the following members noted as present: Maria Griffiths, Mary Ogden, Robert Tomaselli, Howard Elko and Brad Rice. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Sylvia Williams, Collection Resources Manager; Julie Carragher, Human Resources Manager; Lisa Buzalka, Deputy Fiscal Officer; Diane Dermody, Highland Branch Manager; Bonnie Schneider, SEIU 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 Mr. Rice and seconded by Mr. Tomaselli. The agenda was approved unanimously.

A motion was made by Mr. Tomaselli and seconded by Ms. Ogden to enter into executive session for the purpose of discussion of an imminent court action. A roll call vote was taken and the motion carried unanimously. The trustees, along with Director Carole Kowell and Fiscal Officer Kelly Kroll, entered into executive session at 6:01 p.m.

Kate Dunlap arrived at 6:05 p.m. and joined the executive session.

Regular session resumed at 6:55 p.m.

**Recognition of Guests and Comments from the Public** – Dr. Griffiths welcomed all in attendance. There were no guests.

**Disposition of Minutes** – A motion to approve the September 15, 2014 minutes was made by Mr. Rice and seconded by Mr. Tomaselli. The motion carried unanimously.

**Financial Report**– Fiscal Officer Kelly Kroll provided to the Board the financial statements for September. She reported that receipts totaled about \$269,103 and expenditures were about \$740,774. The unexpended balance of \$11,995,122 minus outstanding encumbrances of \$1,224,422 left an ending balance of \$10,770,699 in all funds. Ms. Kroll remarked that we have spent about 66% which is below the “target” percentage of 75% for this month in the year.

In September, investments earned about \$2,682 with a principal of about \$12,054,230 in bank accounts and investments at an average interest rate of .532%. Ms. Kroll pointed out that Westfield Bank had agreed to a higher interest rate in order to retain MCDL funds.

The PLF was down 2.54% year-to-date through September, but it is projected that the 2015 revenue will show an increase of about 3%.

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

**Director's Report:** Carole Kowell reported on the MCDL statistics and events occurring during the month of September. Keep on Truckin', the Outreach signature program, had been very successful and had fortunately fallen on a beautiful day. Many things were taking place involving the One Book/One Community initiative including a program featuring J.R. Martinez and a mega-bouncy ball drop.

Mr. Elko asked how the Fall Foliage Tour had gone with the Lodi branch being a featured stop. Assistant Director Theresa Laffey replied that the weekend was very successful.

Dr. Griffiths asked if the decrease in program attendance is a problem. Ms. Kowell replied that there had been a decrease earlier in the year, but the most recent months had actually shown an increase.

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.

**Board Committee Reports:**

A. Finance:

B. Personnel: Chairman Tomaselli reported that the Personnel Committee met on September 30, 2014 at the Medina Library. Duties were assigned and a timeline created for the performance evaluations of the director and fiscal officer.

C. Policy and By-Law: None

D. Buildings: None

**Communications:**

- Ohio Library Council expressed their appreciation for the involvement of Program Coordinator Connie Sureck on the 2014 OLC Convention and Expo's Program Committee.
- Adrienne Riegenbach wrote a note to thank MCDL for the recent Writer's Live. "I took my friend for her birthday. What a great way to spend the day!"

**Unfinished Business:** none

**New Business:**

**A. Strategic Plan Update:** A summary of progress made on the current strategic plan was distributed to the trustees for their review. Ms. Kowell informed the board that OrangeBoy consultants would be coming to the Highland branch for customer service training later in the month. It was suggested that the Buildings Committee be involved in upcoming repurposing projects. Ms. Kowell assured the trustees that there would be no problem including the committee, and that priorities would be structured according to budget.

Mr. Tomaselli asked for clarification of the status of the Creative Coffee service in the libraries. Ms. Kowell said that approval by the board had only thus far been given to proceed with investigating the possibility of offering the service at the Brunswick branch. Dr. Griffiths agreed with Mr. Rice that there should be an agreement that Medina Creative Housing offer the service for a minimum of one year. \*

**B. Permission for Light Alcoholic Beverages at Seville Event:** The Seville Library is planning a Business after Business event on December 12, 2014 which will spotlight the Seville branch as a vital community partner. It was requested by the branch manager, Lynn Wiandt, that there be a resolution to allow service of light alcohol such as wine or mimosa punch at the event.

**Resolution 14-39:** Upon a motion made by Mr. Elko and seconded by Ms. Dunlap, it was resolved that: The Medina County District Library Board of Trustees hereby approves the serving of alcohol beverages such as wine or mimosa punch at the Business after Business event on Friday, December 12<sup>th</sup>, 2014 from 4-6:00 p.m. at the Seville Library. The motion was carried unanimously.

**C. Accepting Amounts and Rates of Property Tax Levy: Accepting Property Tax Rates:** Ms. Kroll reminded the trustees that the Ohio Revised Code requires the Board to officially accept the amounts and rates of property taxes related to the 1.25 mill operating and .80 mill construction bond levies annually in order to receive these amounts as collected by the County Auditor.

**Resolution 14-40:** Upon motion made by Mr. Rice and seconded by Mr. Tomaselli, it was resolved that: The Medina County District Library Board of Trustees hereby accepts the amounts and rates of property taxes related to the 1.25 mill operating and .80 mill construction bond levies as outlined in accompanying documents. \* The motion was carried unanimously.

**D. Approval of transfers in Medina County ROCKS Appropriations:** Medina County ROCKS is a literacy program being offered by MCDL through United Way grant funding. Because there is no need for supplies in the 2014 budget year, Outreach Manager Ann Plazek who is administering the funds, asked that funds be transferred from supplies to wages in order to cover preparatory expenses.

**Resolution 14-41:** Upon a motion made by Ms. Dunlap and seconded by Mr. Tomaselli, it was resolved that: The Medina County District Library Board of Trustees hereby approves the following appropriations transfer in the Medina County ROCKS Fund:

<b>From</b>	<b>To</b>	<b>Amount</b>
201-5-2100 Supplies	201-5-1120 Wages and Benefits	\$1,000.00

To cover wage expenses for this year as supplies will not be purchased until next year.  
The motion carried unanimously.

**E. Approval for Disposal of Surplus Equipment:** Ms. Kroll distributed an inventory of surplus and obsolete equipment. She noted that Facilities and Operations Manager Keith Maynard would like to auction the items. \*

**Resolution 14-42:** Upon motion made by Mr. Elko and seconded by Mr. Tomaselli, it was resolved that: the Medina County Board of Trustees hereby approves the attached list of equipment to be declared surplus, and authorizes the Fiscal Officer to conduct a sale of items to the public, and the Director to donate or dispose of any items not sold. The motion carried unanimously.

**F. Approval of Increase of Appropriation for Bricker and Eckler:** The trustees were asked to approve an increase in appropriations in the 101 General Fund to cover legal expenses accrued in the ongoing Lodi litigation.

**Resolution 14-43:** Upon motion made by Ms. Ogden and seconded by Mr. Rice it was resolved that: The Medina County District Library Board of Trustees hereby approves the following increase in appropriations in the 101 General Fund:

101-5-3760 Legal Services	\$ 60,000.00
<b>Total</b>	<b>\$ 60,000.00</b>

Roll call vote was taken and the motion carried unanimously.

**G. Betsy Gilder Service Recognition:** Dr. Griffiths read aloud the service recognition for Betsy Gilder. Ms. Gilder's many years of faithful service were acknowledged and recognized by all of the trustees. \*

**Resolution 14-44:** Upon motion made by Ms. Ogden and seconded by Ms. Dunlap, it was resolved that: the Board of Trustees of Medina County District Library congratulates Elizabeth Gilder on her years of steadfast service to Medina County District Library. We thank her for her dedication, public service commitment, caring nature and friendship, and we wish her well in her retirement.

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

1. MCDL Goodwill Fund: donated \$50 in memory of Peter Wiandt
2. Beth Myers: donated \$25 in memory of Maribeth Edgley
3. Don Canfield: donated *The Handy Book for Genealogists* to be used as a door prize at the Genealogy Lock-in.
4. Booksmith Educational Resources: donated \$36.80 from book sales at Writers Live event
5. Barnes and Noble, Inc.: donated \$152.47 from book sales at Writers Live event

**I. Other:** Dr. Griffiths shared with the other trustees an artist's drawing of the Highland Stadium and parking lot currently under construction. She felt that there were serious issues with access to the facility and parking that will affect the library. Since her term expires at the end of the year, she felt it was important to put the issue out there for the other trustees to keep on their radar. Dr. Griffiths also wished to call attention to areas of the Highland building that were experiencing peeling paint. Ms. Kowell said that she will bring the matter to Mr. Maynard and get back to the trustees with an update.

**Trustee's Comments:**

Kate Dunlap wished to congratulate everyone involved in the One Book One Community initiative. She felt that the program had a very positive impact in the community. She also congratulated Ms. Kowell on her nomination of the Athena Award.

Brad Rice wanted to make a point of expressing his very best wishes to Betsy Gilder. He wanted to make certain that her contributions to MCDL and to the Lodi community were recognized properly. He shared a light story of his first meeting with Ms. Gilder.

Maria Griffiths congratulated Ms. Kowell for her recognition in the community as an Athena Award nominee and thanked the MCDL staff for all that they do so well.

Mary Ogden thanked Diane Dermody for hosting the meeting at her branch. She regretted that she will not be able to attend the library fundraiser, but wished everyone good luck with the event.

Howard Elko wished Ms. Kowell and Ms. Kroll good luck at the mediation.

**Adjournment:** A motion was made by Mr. Elko and seconded by Ms. Dunlap to adjourn the meeting at 7:54 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 November 17 at 6:00 p.m. at the Medina Library**

---

**Maria Griffiths**  
**President**

---

**Robert Tomaselli**  
**Secretary**