

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

**January 19, 2015**

The Medina County District Library Board of Trustees met in regular session on Monday, January 19, 2015 at the Medina Library. With a quorum present, 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, Howard Elko, Kate Dunlap, Adrienne Appleby-Bures, Robert Tomaselli 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; Heather Coontz, Community Relations Manager, Lisa Buzalka, Deputy Fiscal Officer; Marilyn Plitt, SEIU President and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

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

Ms. Mary Schultz was sworn in by notary public Kelly Kroll to fill the 1/2015 to 12/2021 term on Medina County District Library Board of Trustees.

**Recognition of Guests and Comments from the Public** –Ms. Ogden welcomed all in attendance. Former MCDL staff member Pauline Chapman attended as a guest.

**Disposition of Minutes** – A motion to approve the December 15, 2014 minutes was made by Mr. Elko and seconded by Ms. Bures.

**Financial Report**– Fiscal Officer Kelly Kroll provided to the Board the financial statements for December as well as a fiscal summary of 2014. She reported that, in the month of December, receipts totaled about \$374,777 and expenditures were about \$870,503. The unexpended balance of \$8,405,271 minus outstanding encumbrances of \$754,471 left an ending balance of \$7,650,800. The revenues received in 2014 were 105% of what had been projected. In December, investments earned about \$5,898 with a principal of about \$8,499,621 in bank accounts and investments at an average interest rate of .639%.

The funds received from the PLF in January of 2015 were nearly 7% more than what were received in January 2014. MCDL's county share of the PLF in 2015 will be 79.67% and will reach the maximum 80% in 2016.

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

**Director's Report:** Director Carole Kowell shared with the trustees a summary of notable information, statistics and events which had taken place within the library system during the month of December. The Winter Wonderland at the Lodi Outlet Mall and the Medina Mini-Con had been very successful

Ms. Kowell also gave a brief summary of the year-end statistics for 2014. She was pleased that circulation numbers were relatively steady, showing a small decrease. Computer use statistics continue to climb as expected as do passport processing and e-media.

Ms. Ogden asked if there were statistics being kept to track the number preschool children being visited by Outreach. Assistant Director Theresa Laffey responded that the numbers were kept as part of the system-wide statistics reported each month.

**Communications:** Ms. Kowell shared the following communications:

- The Towslee Triathlon Coordinator thanked the bookmobile for stopping at their event and helping to make the triathlon a success.
- The Door Prize Committee of Family-A-Fair thanked the library for the great donated prizes for their event.
- Brunswick Manager received a note of appreciation from the Skier Ski Family for the staff help they received (especially from Jordan and Noreen) in locating items at other locations.
- The Community Services Center thanked the library for the “very generous donation of two bags of handmade items received in November, 2014”.
- The American Red Cross thanked MCDL for being a Deluxe Cocoa Bonbon Sponsor at \$100 for the Chocolate Festival.
- Hospice of Medina County thanked the library for the “extraordinary in-kind donation of 16 library books to be used in their library at the HMC Robertson Bereavement Center.

**Personnel Report:** The December report was summarized by Human Resources Manager Julie Carragher. A motion was made by Ms. Bures and seconded by Mr. Tomaselli to approve the report as distributed. The motion was carried unanimously.

**Board Committee Reports:** No committees met

**Unfinished Business:** none

**New Business:**

**A. Strategic Plan Update:** A summary of the 2013-2014 Strategic Plan was provided to the trustees and Ms. Kowell asked if there were any questions. Ms. Ogden asked if the partnerships forged under the plan were temporary or would they continue into the future. Ms. Kowell replied that some, but not all of the partnerships would continue functioning in the future. Mr. Tomaselli was curious to know the purpose for requesting staff to visit all of the branches at least once. Ms. Kowell explained that she felt it was necessary to help reinforce the vision of MCDL as a system. Ms. Ogden asked if there was a new plan in development. Ms. Kowell answered that the administrators were considering new ways of approaching the plan and hoped to have some time to put more thought into its design.\*

**B. Approval of HR-B-1/Group Health Insurance:** Ms. Carragher stated that the search for adequate health coverage that met the criteria of the contract had been challenging, but she was happy to report that Anthem had succeeded with providing a very attractive plan option. Mr. Rice asked if the contract with Anthem was for one year and Adrienne Appleby-Bures asked if the union had been in agreement. The answer was yes to both questions.\*

**Resolution 15-01:** Upon a motion made by Mr. Tomaselli and seconded by Mr. Elko, it was resolved that: The Medina County District Library Board of Trustees hereby approves the HR-B-1 Group Health Insurance policy update. The resolution passed unanimously.

**C. Approval of Health Insurance Costs for 2015:** Ms. Carragher provided a spreadsheet of 2015 health insurance costs to those of 2014 and asked for approval of the 2015 costs. There were no requests for further clarification.\*

**Resolution 15-02:** Upon a motion made by Ms. Bures and seconded by Ms. Dunlap, it was resolved that: The Medina County District Library Board of Trustees hereby approves the 2015 Anthem Health Insurance rates. The resolution passed unanimously.

**D. Approval of HR B-4/Benefit Options Policy:** Ms. Carragher asked the trustees for approval of changes to the Benefit Options policy to reflect the changes in costs and options. Ms. Bures asked if the Health Reimbursement Account was administrated by library personnel. Ms. Kowell explained that it is administrated by NEO, an outside entity.\*

**Resolution 15-03:** Upon a motion made by Mr. Elko and seconded by Ms. Bures, it was resolved that: The Medina County District Library Board of Trustees hereby approves the HR-B-4 Benefit Options policy update. The resolution passed unanimously.

**E. Tax Advance Request:** Fiscal Officer Kroll recommended to the Trustees a resolution to authorize the Medina County Auditor to distribute a portion of property taxes as collected through 2015. She explained to the Board that without such authorization the tax revenue would be distributed in large lump sums after all funds had been collected. She noted that the authorization of advance payments must be done annually.

**Resolution 15-04:** Upon a 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 Business Manager/Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for 2015. The resolution passed unanimously.

**F. Additional Appropriations for 701 Endowment Fund:** Ms. Kroll asked that the board appropriate funds recently received through grants so that the specified items could be purchased.

**Resolution 15-05:** 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 following increase in estimated revenue and appropriations in the 701 Endowment Fund:

**Revenue:**

701-4-6500 Donations	<b>\$10,000.00</b>
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**Expenses:**

701-5-2100 Supplies	\$ 1,000.00
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701-5-4100 Books	500.00
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701-5-5510 Equipment	8,000.00
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<b>Total</b>	<b>\$ 9,500.00</b>	The resolution passed unanimously.
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**G. Interfund Transfer:** Ms. Kroll reported that all funds resulting from the settlement of the Lodi case had been received and deposited in the General Fund as advised by the State Auditor's Office. She requested that the board approve a transfer of those funds into the Building and Repair Fund to replenish that account for future projects.

**Resolution 15-06:** Upon a motion made by Ms. Dunlap and seconded by Ms. Bures it was resolved that: The Medina County District Library Board of Trustees hereby approves an increase in estimated revenue in the 2015 General Fund of \$640,000, and an increase in the Transfer-Out account in the same amount for an Interfund transfer from the 101 General Fund to the 401 Building/Repair Fund, to replenish the balance in that Fund. The resolution passed unanimously.

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

1. Gerald and Janet Bender: donated \$500
2. Pat Miller: donated \$90 in memory of Zdenka Miller
3. Mark Kruse: donated a LEGO Mindstorm Robotics Kit
4. Christie Myers: donated a large dollhouse valued at \$300 for the children's play area of the Medina Library

**Trustee's Comments:**

Howard Elko remarked that he was very relieved to have the Lodi complication resolved and he was looking forward to moving on to other projects.

Adrienne Appleby-Bures wished everyone a Happy New Year and welcomed Mary Schultz to the Board. She also said how nice it was to see Pauline Chapman as a visitor.

Bob Tomaselli thanked Ms. Kroll and Ms. Carragher for the nice work done on the budget projections and on securing new health coverage. He especially complimented the color graphs that Ms. Kroll includes with her finance report.

Mary Schultz said that it was a pleasure and an honor to be appointed as a trustee of MCDL and that she was excited and eager to participate.

Brad Rice remarked that he had attended the "Meet-n-Greet" given at the Lodi branch by branch manager Eric Lucius. He felt that it was very beneficial to the community.

Kate Dunlap congratulated the entire MCDL staff on an outstanding job and stated that she was extremely proud to serve as a trustee. She extended welcome to Mary Schultz.

Mary Ogden also commended the staff for all of their hard work and welcomed Mary Schultz. She wished all a Happy New Year, as well.

Board of Trustees Meeting  
Page Six  
January 19, 2015

**Adjournment:** Upon motion made by Mr. Elko and seconded by Ms. Schultz, the meeting was adjourned at 6:49 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 February 16 at 6:00 p.m. at the Medina Library**

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**Mary Ogden- President**

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**Kate Dunlap - Secretary**