

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

**March 16, 2015**

The Medina County District Library Board of Trustees met in regular session on Monday, March 16, 2015 at the Buckeye 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, Adrienne Appleby-Bures, Robert Tomaselli, Brad Rice and Mary Schultz. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Sue Demis, Technology Manager; Heather Coontz, Community Relations Manager; Sylvia Williams, Collection Resources Manager; Holly Camino, Buckeye Branch Manager; Ann Plazek, Outreach Manager; Lisa Buzalka, Deputy Fiscal Officer 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. Elko and seconded by Mr. Tomaselli. 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 February 16, 2015 minutes was made by Ms. Bures and seconded by Mr. Tomaselli. The motion carried unanimously.

**Financial Report**– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of February. She reported that receipts totaled about \$2,699,323 and expenses were about \$779,783. The unexpended balance of \$10,796,722 minus outstanding encumbrances of \$1,359,783 left an ending balance of \$9,436,938. Ms. Kroll pointed out that the Transfer Out expense amount in account 101.5.999 of the General Fund reflected the amount approved by the board to be transferred to the Building/Repair Fund.

In February, investments earned about \$1,225 with a principal of about \$11,042,517 in bank accounts and investments at an average interest rate of .461%. Mr. Tomaselli asked what was done with earned interest. Ms. Kroll replied that the destination of the interest earned from investments varies according to investment type, but all earned interest funds are returned to interest bearing accounts.

Funds received in 2015 from the PLF were up nearly 8% year-to-date. Revenue collected in the month of March was 24% higher than the same month in 2014. Ms. Kroll is hopeful that the increase is indicative of a recovering state economy.

A motion was made by Mr. Elko and seconded by Ms. Schultz 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 February. She was very excited to share with the trustees several honors and achievements that were awarded to MCDL staff including the ALA's Allie Beth Martin Award to Mary Olson for outstanding work in the area of reader's advisory.

Mr. Tomaselli asked to be updated on the status of the window repairs being planned for the Medina building's third floor. Ms. Kroll replied that the architects are working on designing replacements and, once the specs are decided, the manufacture of the windows would have to be placed open to bidding. She said that she would have Facility and Maintenance Manager Keith Maynard provide an update on the project to the trustees.

Mr. Rice questioned the decline in people count and program attendance. Ms. Kowell suggested that the weather had an adverse effect on people coming to the library and many agreed that they had noted similar effects at events they had attended personally.

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

- Main Street Medina thanked the Medina Library and specifically Suzie Muniak and Gail Ebey as being particularly helpful during their training meeting
- ORMACO thanked MCDL for the contribution of \$1,000 to help with the Paulo Padilha and Group residency.

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

**Board Committee Reports:** No committees met

**Unfinished Business:** none

**New Business:**

**A. Revision to Finance Committee:** A revision was required to the membership of the Finance Committee in order to reduce it to the required number of three members. By unanimous agreement, the 2015 MCDL Finance Committee will be as follows:

Brad Rice-Chair, Robert Tomaselli and Mary Schultz

**B. Outreach Update:** Outreach Manager Ann Plazek distributed print materials and gave a PowerPoint presentation outlining the functions, needs and possible future direction of the Outreach Department. She had made the current Bookmobile available for the trustees to tour prior to the meeting and noted that it was aging. She made note of the trend of libraries towards smaller more flexible vehicles and showed images of some examples.

Mr. Rice complimented Ms. Plazek for thinking creatively and was particularly interested in the function of the Outreach Department in their role of serving seniors at assisted living facilities. Ms. Plazek remarked that the library visits serve not only a literary purpose but also as a social function for seniors who are unable to visit the library.\*

**C. Brunswick Creative Coffee Update:** Ms. Kowell reported that there will be a five year lease agreement between MCDL and Medina Creative Housing presented for approval at the April Board meeting. She shared some of the points included in the agreement and noted that it had been reviewed by the library's attorneys and was in the final draft stage. Mr. Tomaselli asked questions concerning liability and was informed that MCH would carry their own insurance as the primary underwriter and the library's insurance would serve as a secondary underwriter.

**D. Professional/Administrative/Page Lump Sums for 2014 Performance Plans:** The trustees were asked to approve a lump sum payment to cover the expense of bonuses awarded to non-bargaining unit employees who had received an overall "exceeds expectations" on their 2014 Performance Plan reviews. The number of staff members who achieved the rating increased in 2014 which required the amounts awarded per individual to be decreased. A list of those who had earned the bonus was provided to the board.

Mr. Elko asked what the cost would have been to keep the amounts at the same level as the previous year. Ms. Kröll replied that the amount was not within the budget of funds allotted for that purpose.\*

**Resolution 15-08:** 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 a one-time lump sum payment in the amount of \$500 for those employees whose standard hours are 30 or more per week and \$250 for those employees under 30 hours, in recognition of Professional, Administrative and Page staff receiving an Overall Performance Rating of "Exceeds Expectations" on their 2014 Performance Plan review. The motion carried unanimously.

**E. Bargaining Unit Position Descriptions Update:** Ms. Carragher described the process of reviewing bargaining unit position descriptions and provided a summary of the steps which had taken place over the last several months. She provided the board with the updated revisions asked that they approve the descriptions.\*

**Resolution 15-09:** Upon a motion made by Mr. Elko and seconded by Mr. Rice , it was resolved that: The Medina County District Library Board of Trustees hereby approves the adoption of all changes to the bargaining unit Position Descriptions as presented. The new Position Descriptions will be effective immediately. The motion carried unanimously.

**F. Approval of Lactation/Breastfeeding Policy HR-B-26:** Ms. Carragher presented the trustees with a new policy to provide staff members who are nursing mothers with guidelines regarding lactation and breastfeeding. She noted that the procedures described in the policy had been being used for some time, but that there should be an official policy in place.

**Resolution 15-10:** 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 adoption of HR-B-26, Lactation/Breastfeeding Policy. The motion carried unanimously.

**G. Approval of Breastfeeding Policy PUB-23:** Ms. Carragher presented a separate policy for approval that described procedures for members of the public who are nursing mothers. There are state laws in place pertaining to nursing in public and the new MCDL policy will defer to those laws.

**Resolution 15-11:** 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 adoption of PUB-23 Breastfeeding Policy. The motion carried unanimously.

**H. Approval of Revised Expense Reimbursement Policy FIN-6:** Kelly Kroll presented an updated policy that would increase the amounts specified in the current policy concerning per diems allotted to staff members traveling on library business. She also noted that by rearranging the format of the policy the monetary functions would be placed in the section requiring board approval of policy rather than listed in procedures that do not require board approval.

Mr. Elko remarked that the requested amounts were still insufficient and suggested setting a meal per diem of \$65 standard and \$80 for larger markets. Mr. Tomaselli asked if there were checks in place to make sure the lowest cost options for air fare and hotel were being used. Ms. Kroll replied that the business office reviews those purchases.

**Resolution 15-12:** Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli, it was resolved that: The Medina County District Library Board of Trustees hereby approves the revised FIN-6 Expense Reimbursement policy, effective March 16, 2015. The motion carried unanimously.

**I. Approval of Policy FIN-20/ Personal Use of Business Machines:** Ms. Kroll explained that MCDL needed to have a policy in place that sets limits on the amount of personal copies, prints and faxes processed on library machines by staff members. The restrictions will be the same as those in place for the public.\*

**Resolution 15-13:** Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli, it was resolved that: The Medina County District Library Board of Trustees hereby approves the revised FIN-20 Copiers, Printers and Faxes for Staff Use policy, effective March 16, 2015. The motion carried unanimously.

**J. Service Recognition for Donalynn Prosak:** Mary Ogden read aloud a service recognition proclamation for Donalynn Prosak who will be retiring from MCDL at the end of March. She was commended for her many years of dedicated service. \*

**Resolution 15-14:** Upon a motion made by Mr. Tomaselli and seconded by Mr. Rice, it was resolved that: the Board of Trustees of Medina County District Library congratulates Donalynn Prosak on her years of steadfast service to the Medina County District Library. We thank her for her advocacy and support of teens; your friends and colleagues will miss you. YA YA and goodbye. The motion carried unanimously.

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

1. American Legion Post1523; donated an American Flag for the Lodi Branch and a copy of *Korea Reborn; A Grateful Nation*
2. Theresa Laffey; donated \$25 in memory of Katherine Honore Duffy Nelson  
In Memory of Marge Adams:
3. Scioto Valley Chorus; donated \$25
4. Richard and Pat Miller; donated \$100
5. Brian and Bonnie Miller; donated \$150
6. Deborah and Roger Rex; donated \$25

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**Trustee's Comments:**

Adrienne Appleby-Bures thanked Ann Plazek for her nice presentation on Outreach services.

Mary Schultz said that she had made branch visits to Lodi, Buckeye and Highland and met with the managers. She was very pleased with the hospitality she had been shown.

Brad Rice stated that he was very proud of the awards and accomplishments that had been achieved by MCDL staff. We wished to express his appreciation.

Howard Elko supported the sentiments of Mr. Rice and said that such high profile accomplishments make the whole MCDL system stronger.

Mary Ogden also recognized the outstanding achievements and also thanked Ms. Plazek for her presentation.

**Adjournment:** Upon motion made by Mr. Rice and seconded by Mr. Tomaselli, the meeting was adjourned at 7:30 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 April 20 at 6:00 p.m. at the Medina Library**

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**Mary Ogden- President**

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**Kate Dunlap - Secretary**