

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

**October 19, 2015**

The Medina County District Library Board of Trustees met in regular session on Monday, Oct. 19, 2015 at the Highland Library. With a quorum present, Vice President Howard Elko called the meeting to order at 6:01 p.m.

**Roll Call** was taken with the following members noted as present: Howard Elko, Robert Tomaselli, Kate Dunlap and Mary Schultz.

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Sylvia Williams, Collection Resources Manager, Lisa Buzalka, Deputy Fiscal Officer; Diane Dermody, Highland Branch Manager; Lisa Rieneerth, Kathy Petras and Katie Graefnitz, Medina Library Associates; Debbie Jedreski and Linda Easton, Medina Customer Service Clerks; Nancy Boyher, Highland Library Associate; Annetherese Biesiada, Highland Librarian; Lois Huff, Brunswick Customer Service Clerk; Sue Giurbino, Outreach Customer Service Clerk; Abby Wilson, Outreach Library Associate; Greg Biebelhausen and Jeff Krist, Maintenance and Delivery; Marilyn Plitt, SEIU President and Tammy Nandrasny, Senior Administrative Assistant acting as recording secretary.

**Approval of the Agenda** – Vice President Howard Elko stated that Executive Session would be added to the agenda immediately following Donations for an update of information concerning the ongoing labor negotiations. A motion to approve the agenda as amended was made by Mr. Tomaselli and seconded by Ms. Schultz. The motion carried unanimously.

**Recognition of Guests and Comments from the Public** –Mr. Elko welcomed all in attendance. Guests attending the meeting were SEIU representative Corey Kern and Mr. Ron McClendon.

**Disposition of Minutes** – A motion to approve the September 21, 2015 minutes as corrected was made by Mr. Tomaselli and seconded by Ms. Dunlap. The trustees voted unanimously to approve the minutes.

Adrienne Appleby-Bures arrived at 6:05 p.m.

**Financial Report**– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of September. She reported that receipts totaled about \$804,502 and expenses were about \$657,599. The unexpended balance of \$12,052,381 minus outstanding encumbrances of \$896,827 left an ending balance of \$11,155,554. Ms. Kroll reported that, as of September 30, 64.5% of the 2015 General Fund budget had been spent which is below the 75% average expected to be reached at the end of the third quarter.

Brad Rice arrived at 6:12 p.m.

In September, investments earned about \$7,545 with a principal of about \$12,177,288 in bank accounts and investments at an average interest rate of .396%. Ms. Kroll clarified that two institutions had called investments due to declining interest rates explaining why those accounts were showing zero balances.

Funds received in 2015 from the PLF which included the month of September were up slightly over 12% from the same time in 2014. Ms. Kroll noted that the double digit increases seen in many months of 2015 would probably be less frequent due to the state's decrease in income taxes.

Mr. Tomaselli asked for a description of the costs reflected in the Land Improvement line of the expense report. Ms. Kroll explained that the cost of the digital sign at the Buckeye Library was included in that line which accounted for the larger than normal number there.

A motion was made by Ms. Dunlap and seconded by Mr. 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 September. She reported that Buckeye Library had participated in the Fall Foliage Tour and had provided exceptional hospitality and fun activities for all the visitors. The Outreach Keep on Truckin' signature program was well received with 19 vehicles on hand for the public to explore. Most statistical figures for the month were unchanged from September of 2014.

**Communications:**

- The Greater Medina Chamber of Commerce and the Brunswick Area Chamber of Commerce thanked the library for supporting their golf outing
- Ohio Library Council expressed their appreciation for the involvement of Connie Sureck as Assistant Chair of the 2015 OLC Convention and Expo's Program Committee.

**Personnel Report:** The September report on Human Resources activity was reviewed by the trustees. 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:**

Finance Committee: No meeting

Personnel Committee: No meeting

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

**Unfinished Business:** none

**New Business:**

**A. Update on Medina 3<sup>rd</sup> Floor Balcony Windows:** Architect Bob Arnold is confident that he will be able to get the specific glass needed to satisfy the historic preservation board in order to complete the project in the spring. Facility and Operations Manager Keith Maynard will check for gaps and leaks before winter and will have them caulked if needed.

**B. Certifying the 2016 Tax Levy 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 15-36:** Upon a motion made by Mr. Tomaselli and seconded by Ms. Bures, 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 carried unanimously.

**C. Snowplowing Services Contract:** Ms. Kroll informed the board that quotes had been received from two snowplowing contractors and although rates were very close, the Facilities/Operations Manager Keith Maynard and she recommended Peters Landscaping due to the lower rate. Mr. Rice asked if there were any problems with C& M Landscaping, who had done the snow removal the previous year. Ms. Kroll stated that the library did experience the company returning to salt sidewalks repeatedly in a single day without approval during the previous winter. She added that she felt that Peters was better equipped to handle the libraries' winter weather needs.

**Resolution 15-37:** Upon a motion made by Mr. Tomaselli and seconded by Ms. Dunlap, the Medina County District Library Board of Trustees hereby awards the snowplowing services contract for all branch locations to Peters Professional Landscaping for the period November 1, 2015 through April 15, 2018. The motion carried unanimously.

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

**September Donations:**

1. Joe Conrad: donated \$20.00

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**E. Labor/Management Contract Negotiations:** A motion was made by Ms. Bures to call for an executive session to discuss collective bargaining matters. The motion was seconded by Ms. Dunlap and a roll call vote was taken with the following results: Kate Dunlap-aye, Adrienne Appleby-Bures aye, Robert Tomaselli-aye, Brad Rice-aye, Mary Schultz-aye and Howard Elko-aye. Invited to attend the session with the trustees were Carole Kowell, Julie Carragher, Kelly Kroll and Theresa Laffey. Executive session commenced at 6:30 p.m.

Regular session resumed at 7:20 p.m. with no action taken.

### **Trustee's Comments**

Brad Rice: called the Board's attention to Kate Dunlap's excellent Guest Column article in the Post about Breast Cancer Awareness.

Kate Dunlap: thanked Diane Dermody for hosting the meeting and commented that she approved of the title change of the Community Relations Manager to Community Engagement Manager, as it represented a more accurate description of the job in today's library world.

**Adjournment:** Upon motion made by Ms. Dunlap and seconded by Mr. Tomaselli, the meeting was adjourned at 7:23 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 15 at 6:00 p.m. at the Medina Library**

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**Mary Ogden- President**

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**Kate Dunlap - Secretary**