

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

November 16, 2015

The Medina County District Library Board of Trustees met in regular session on Monday, Nov. 16, 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, Robert Tomaselli, Adrienne Appleby-Bures and Mary Schultz.

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Sylvia Williams, Collection Resources Manager; Lisa Buzalka, Deputy Fiscal Officer; Tina Sabol, Community Engagement Manager; Suzie Muniak, Brunswick Branch Manager; Renee Dunn, Lisa Rienenrth, Kathy Petras and Katie Graefnitz, Medina Library Associates; Desiree Maher, Debbie Jedreski and Linda Easton, Medina Customer Service Clerks; Nancy Boyher, Highland Library Associate; Kathy Stauffer, Lodi Library Associate; Aleen Olee, Buckeye Customer Service Clerk; Allen Smith, Airin Dalton, Greg Biebelhausen and Jeff Krist, Maintenance and Delivery; and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda – Ms. Ogden requested an executive session be added to the agenda for the purpose of discussing the compensation of a public employee. A motion to approve an amended agenda was made by Mr. Elko and seconded by Ms. Dunlap. The motion carried unanimously.

Recognition of Guests and Comments from the Public –Ms. Ogden welcomed all in attendance. Guests were Mike Rienenrth, Hannah Rienenrth, and Corey Kern.

Disposition of Minutes – A motion to approve the October 19, 2015 minutes was made by Ms. Bures and seconded by Mr. Tomaselli. Ms. Ogden abstained from voting having been absent at the October meeting and the remainder of the trustees agreed unanimously to approve the minutes.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of October. She reported that receipts totaled about \$318,248 and expenses were about \$771,270. The unexpended balance of \$11,599,359 minus outstanding encumbrances of \$1,455,879 left an ending balance of \$10,153,480.

In October, investments earned about \$1,610 with a principal of about \$11,769,470 in bank accounts and investments at an average interest rate of .532%.

Funds received in 2015 from the PLF which included the month of November were up a little over 11.5% from the same time in 2014. Ms. Kroll reminded the trustees that the double digit increases seen earlier in the year have come down due to the decreased income taxes being collected by the state.

Ms. Bures asked if there is any estimate given by the state as to what the 2016 PLF revenue will be. Ms. Kroll responded that the state is only required to submit estimates in December and July thus the last estimate received would be an inflated value based on the higher income taxes being collected at that time, but she expects to have a better estimate in December. She added that the current percentage of funds being budgeted for the PLF from the State's general fund revenue is at 1.7% which is up slightly from 1.66%.

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

Brad Rice arrived at 6:14 p.m.

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 October. Suzie Muniak and Tina Sabol were introduced to the board as the new managers of the Brunswick Library and the newly renamed Community Engagement Department respectively. Of particular note of highlighted events were the Tuvan throat signing ensemble Alash and author Lauren Oliver who visited schools along with MCDL branches and were very well received by the public.

Communications: Feeding Medina County thanked the Buckeye and Outreach staffs for their donation of 40 pounds of food. Students from Buckeye Middle School thanked Buckeye Library Manager Holly Camino for bringing author Lauren Oliver to their school and to the author herself for her wonderful, instructive workshops on writing.

Personnel Report: The October report on Human Resources activity was reviewed by the trustees. Because Human Resources Manager Julie Carragher was unable to attend the meeting, Ms. Kroll spoke on her behalf. She explained to the trustees that the extra report sent in the packet reflected pay increases over the last several months because when the format of the Personnel Report was changed, that information was inadvertently omitted. That information will be included in future Personnel Reports.

A motion was made by Mr. Tomaselli and seconded by Mr. Elko to approve the reports 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. Approval of Medical Insurance Carrier 2016: Ms. Kroll recommended to the board on behalf of Ms. Carragher that Medical Mutual of Ohio be the provider of health insurance for MCDL staff who qualify for the benefit. She agreed that the new insurance broker, Alpha Group, had done a thorough job of comparing rates and services to find the most effective and economical plan.*

Resolution 15-38: Upon a motion made by Mr. Elko and seconded by Ms. Bures, the Medina County District Library Board of Trustees hereby approves the contract with Medical Mutual of Ohio for the medical care SuperMed Plus PPO plan for the period of January 1, 2016 through December 31, 2016. The motion carried unanimously.

B. Approval of Ancillary Insurance Carrier 2016: Ms. Kroll informed the trustees that Guardian had been found to be the best company to provide ancillary coverage including dental, vision and supplemental life insurance.*

Resolution 15-39: Upon a motion made by Mr. Tomaselli and seconded by Ms. Dunlap, the Medina County District Library Board of Trustees hereby approves the contract with Guardian for ancillary policies; Dental, Vision, Life, and Supplemental Life for the period of January 1, 2016 through December 31, 2016. The motion carried unanimously.

C. Board Approval of Donations: Ms. Kroll informed the trustees that the board is required by law to approve cash donations to the library only, therefore the in-kind grants will no longer appear on the agenda. All donors will still receive acknowledgement letters of appreciation and a complete list of donations can be requested at any time.

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.

1. Jayne Cole: donated \$50

E. Sylvia Williams Service Recognition: Collection Resources Manager Sylvia Williams was recognized by the trustees for her years of service and a proclamation was read by Ms. Ogden commending her and wishing her well in retirement.

Resolution 15-40: Upon a motion made by Mr. Tomaselli and seconded by Ms. Schultz, the Board of Directors of the Medina County District Library congratulates Sylvia Williams on her years of steadfast service to Medina County District Library. We thank her for being such an inspirational leader, friend and colleague who has built MCDL's collection into the best it could possibly be. The motion carried unanimously.

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F. Executive Session: A motion was made by Mr. Elko and seconded by Ms. Bures to enter into an executive session to discuss the compensation of a public employee. A roll call vote was taken with the following results: Howard Elko-aye, Kate Dunlap-aye, Adrienne Appleby-Bures aye, Robert Tomaselli-aye, Brad Rice-aye, Mary Schultz-aye and Mary Ogden-aye. No other attendees were invited to participate. Executive session was entered at 6:32 p.m.

Regular session resumed at 7:33 p.m.

Trustee's Comments

Robert Tomaselli thanked Keith Maynard for providing an overview of the library facilities.

Brad Rice: Also thanked Mr. Maynard for the overview and noted that he had attended a performance of Alash and found it very entertaining. He hoped that MCDL will continue its relationship with ORMACO.

Mary Ogden: congratulated Tina Sabol and Suzie Muniak in their new positions.

Adjournment: Upon motion made by Ms. Dunlap and seconded by Ms. Bures, the meeting was adjourned at 7:39 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 21 at 6:00 p.m. at the Medina Library

Mary Ogden- President
Howard Elko-Vice President

Kate Dunlap – Secretary