

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

June 20, 2011

The Medina County District Library Board of Trustees met in regular session on Monday, June 20, 2011 at the Buckeye Library. President Adrienne Appleby-Bures called the meeting to order at 6:00 p.m.

**Roll Call** was taken with the following members noted as present: Adrienne Appleby-Bures, Maria Griffiths (arrived at 6:25), Patricia Boyle, Scott Snyder, Mary Ogden (arrived at 6:10), Robert Tomaselli and Howard Elko. Library staff members in attendance: Carole Kowell, Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Heather Coontz, Community Relations Manager; Sue Demis, Technology Services Manager; Holly Camino, Buckeye Library Manager; Marilyn Plitt, SEIU Representative; and Judy Hamer, Senior Administrative Assistant. Bob Lapmarado and Brian K'Meyer, both of Digital Signage, were also in attendance.

**Approval of the Agenda** - A motion was made by Patricia Boyle and seconded by Scott Snyder to approve the revised agenda as distributed. The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Recognition of Guests and Comments from the Public** - President Bures welcomed all in attendance. There were no comments.

**Disposition of Minutes** – A motion to approve the May 16, 2011 minutes was made by Howard Elko and seconded by Robert Tomaselli. The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Financial Report** - Business Manager/Fiscal Officer, Jack Masterson reported that it looks likely that there will be another 1.5% reduction to PLF funds for OPLIN and Library for the Blind and Physically Handicapped funding on top of the 5% that we are expecting. He feels that our budget should be able to absorb the increase. As of May 31, PLF receipts are 4.69% ahead of estimate. General Fund receipts are 16.43% ahead of estimate and General Fund expenses are 12.77% below estimate. The General Fund balance is \$6,876,372. A motion to accept the May 31, 2011 Financial Report as distributed was made by Robert Tomaselli and seconded by Howard Elko. The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

Mary Ogden arrived at 6:10

**Director's Report** – Director Kowell noted that circulation was up 6% but the door count showed a slight decline. Computer use was up 21%. 129 passports were processed in May.

4,435 children have registered for the Summer Reading Celebration during the first two weeks.

The Director has begun her annual June tour of the branches to talk with staff.

MCDL's Relay for Life Team *The Dewey Decimators* and staff raised \$3,700 - quite an accomplishment and a great team effort. Special thanks to Suzie Muniak, team captain.

Brian Richter of the county prosecutor's office is reviewing and making changes to the bid documents for the Seville Project Phase II.

October 14 is the date chosen for the Friends of MCDL's fundraiser.

There is no immediate cause for concern about Lodi's construction. A contractor will be hired to place monitors in the beams to judge their movement. It will take a year before we have the results.

The May **Personnel Report** was reviewed. A motion to approve the Personnel Report as distributed was made by Patricia Boyle and seconded by Mary Ogden. The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

**Finance Committee** - No meeting.

**Personnel Committee** - No meeting.

**Policy and By-laws Committee** - No meeting.

**Communications** - Mrs. Kowell read a letter from Leadership Medina County thanking the library for participating in their Quality of Life Day.

**Unfinished Business** - None

**New Business** -

**Tax Advances Request - Second Half 2011** - This request permits MCDL to receive a portion of the tax collections monthly which allows for a steady cash flow and increased investment income. Staff recommends that the motion be adopted authorizing the Business Manager/Fiscal Officer and/or the Deputy Fiscal Officer to submit a request for tax advances.

**Resolution 11-13** Upon motion made by Patricia Boyle and seconded by Robert Tomaselli it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer and/or the Deputy Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the second half of 2011. The roll call vote was as follows: Patricia Boyle - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye and Adrienne Bures - aye.

Dr. Griffiths arrived at 6:25

**Depository Agreement Process for 2011-2016** - Every five years Depository Agreements must be renewed with banking institutions designating a specified level of active and interim deposits as denoted by MCDL. As part of this process applications will be sent to various banking institutions soliciting their interest in becoming a designated banking depository for the period August 17, 2011 to August 18, 2016. Current Depository Agreements expire on August 18, 2011. All valid applications and Depository Agreements will be presented to the Board for their formal review at the July Board Meeting.

**The first Resolution** would establish the active and interim deposit levels for all Medina County District Library (MCDL) funds as they apply to soliciting applications for depository agreements with banking institutions. **Resolution 11-14 Upon motion made by Marie Griffiths and seconded by Robert Tomaselli it was RESOLVED:** That the Medina County District Library Board of Trustees hereby approves that the estimated aggregate maximum amount of public funds subject to the control of said Board be awarded within the new period of designation and be on deposit as ACTIVE deposits is ONE MILLION, SEVEN HUNDRED THOUSAND DOLLARS (\$1,700,000), and as INTERIM deposits is THIRTEEN MILLION DOLLARS (\$13,000,000), that the Business Manager/Fiscal Officer and/or the Deputy Fiscal Officer notify the banks of the passage of this Resolution and request their application to become a depository. These applications will be received and opened at 12:00 NOON, E.D.S.T/E.S.T., on the 12th day of July 2011, at which time designation will be made. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle – aye, Scott Snyder - aye, Mary Ogden – aye, Robert Tomaselli - aye, Howard Elko - aye and Adrienne Bures - aye.

**The second Resolution** would authorize the Business Manager/Fiscal Officer and/or the Deputy Fiscal Officer to proceed with designating various financial institutions as public depositories for the MCDL for a period of five years upon receipt of their Application for Deposit of Public Monies. According to Ohio Revised Code, deposits of public monies must be designated as one of three types of deposits:

- Active: funds that are necessary to meet current demands such as checking accounts
- Interim: funds that will not be needed for immediate use such as investment vehicles including STAROhio
- Inactive: funds other than active or interim

In 2006 active deposit levels remained at \$1,700,000 and interim deposit levels were increased to \$40,000,000 due to the construction project. Going forward, it is suggested that the active deposit levels remain at \$1,700,000. However, since most of the construction project has been completed, and the interim deposits in the aggregate currently are approximately \$13,000,000, it is suggested that the interim deposits be decreased to \$13,000,000. **Resolution 11-15 Upon motion made by Scott Snyder and seconded by Maria Griffiths it was RESOLVED:** That the Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer and/or the Deputy Fiscal Officer to designate all appropriate financial institutions as public depositories for the period beginning August 17, 2011 to and including August 18, 2016 for the maximum amounts as listed. The Business Manager/Fiscal Officer shall

report all such designations to the Board at their next regularly scheduled meeting. The roll call vote was as follows: Maria Griffiths - aye, Patricia Boyle – aye, Scott Snyder - aye, Mary Ogden – aye, Robert Tomaselli - aye, Howard Elko - aye and Adrienne Bures - aye.

**Digital Signage Solution for MCDL** – The motion was tabled.

Patricia Boyle departed at 7:15

**Bargaining Unit Job Descriptions** – All job descriptions for bargaining unit positions have been reviewed and updated or modified by a committee made up of both bargaining unit personnel and management. No major functions were changed in any of the descriptions. The proposed changes have been reviewed with the Director and the Labor/Management Committee and both have agreed with the proposed changes. **Resolution 11-16** Upon motion made by Scott Snyder and seconded by Robert Tomaselli it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby approves the adoption of all changes to the bargaining unit job descriptions as presented. The new descriptions will be effective immediately. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden – aye, Robert Tomaselli - aye, Howard Elko - aye and Adrienne Bures - aye.

**Donations** - Upon motion made by Maria Griffiths and seconded by Robert Tomaselli the following donations were accepted with gratitude:

- 3500 coupons for free mozzarella sticks or a kid's meal valued at \$29,950 from Applebee's to be used as prizes in the children's and teens SRC
- \$2,000 from Friends of Brunswick Library for SRC
- One free six-month membership from ancestry.com to be used as a door prize at Medina's Genealogy Lock-in program
- \$1,000 from Friends of Highland Library; \$250 for SRC and \$750 for aquarium maintenance
- 60 bags of chips and salsa from the Brunswick Chipotle Mexican Grill valued at \$173 used at Brunswick's Family Fiesta program
- From Tammy Daubner two genealogy books used as door prizes at Medina's Genealogy Lock-in program
- \$50 from Eileen Moore in memory of Eileen Fay Wilson
- 3000 coupons for free pretzels valued at \$7,170 from Auntie Anne's Pretzels to be used as prizes in the children's and teens SRC
- \$10,325 from Friends of MCDL; \$4,875 for SRC, \$5,000 for Writers Live, \$250 Medina's Bee Festival and \$200 for a breakdancing program at Medina
- \$500 from Friends of MCDL to the STAR Committee
- \$500 from FirstMerit Bank to sponsor the Medina Bee Festival
- Ten \$5 gift certificates from Hungry Howie's Pizza to be used as prizes in the teen SRC
- 25 gift certificates for a small pizza valued at \$150 from Gionino's Pizza to be used as prizes in the teen SRC
- From Linda Schiller-Hanna, three copies of *Gasland*, a DVD, to be added to the collection

The roll call vote was as follows: Maria Griffiths – aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

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**Staff Recognition**

**Rita Duplaga's Retirement** – The board congratulates Rita on her service to the Medina County District Library and honors her dedication to the library. They wish her health and happiness in her retirement.

**Executive Session** – None was required.

**Trustees' Comments** – Dr. Griffiths thanked Mrs. Camino and the Buckeye Library staff for hospitality. She said that the digital signage proposal is a great idea but needs more information before making a decision.

Mr. Snyder totally supports the digital signage concept but the board, being very fiscally conservative, needs more figures before making the decision.

**Adjournment** - The meeting was adjourned at 7:24 p.m. upon motion made by Maria Griffiths and seconded by Howard Elko. The roll call vote was as follows: Maria Griffiths - aye, Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko – aye, Adrienne Bures - aye.

**NEXT BOARD MEETING**

**Monday, July 18, 2011, 6:00 p.m.  
at Brunswick Library**

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**Adrienne Bures**  
**President**

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**Patricia Boyle**  
**Secretary**