

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

July 18, 2011

The Medina County District Library Board of Trustees met in regular session on Monday, July 18, 2011 at the Brunswick Library. President Adrienne Appleby-Bures called the meeting to order at 6:07 p.m.

Roll Call was taken with the following members noted as present: Adrienne Appleby-Bures, Maria Griffiths, Patricia Boyle, Scott Snyder, Mary Ogden, Robert Tomaselli and Howard Elko. Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Jack Masterson, Business Manager/Fiscal Officer; Craig Harwick, Human Resources Manager; Heather Coontz, Community Relations Manager; Susan Ungham, Brunswick Library Manager; Marilyn Plitt, SEIU Representative; and Judy Hamer, Senior Administrative Assistant.

Approval of the Agenda - A motion was made by Patricia Boyle and seconded by Mary Ogden to approve the revised agenda as distributed. 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, 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 Maria Griffiths and seconded by Scott Snyder. 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, Adrienne Bures - aye.

Financial Report - Business Manager/Fiscal Officer, Jack Masterson reported that the monthly snapshot shows PLF receipts are 4.4% above estimate for the first six months of 2011. General Fund receipts are 5.52% higher and expenses are 14.45% below estimates for the same period of time. General Fund balance is \$6,738,840. PLF monthly receipt for July showed a 20% increase from July 2010 receipts. Overall, PLF is 6% above estimated receipts for first six months of 2011. A motion to accept the June 30, 2011 Financial Report as distributed was made by Maria Griffiths and seconded by Robert Tomaselli. 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, Adrienne Bures - aye.

Director's Report - Medina Library's Bee Festival was a huge success, drawing 1,871 members during the 5.5-hour period, over 400 more than last year's festival attendance.

The ALA convention in New Orleans was very helpful for the director and she was grateful to attend. She returned with many good ideas. It was also rewarding to find that MCDL is still one of the best libraries in the country.

MCDL circulation is up 6.2% from June, 2010; door count is down 3.76%, and computer usage is up 11.5%. 161 passports were processed last month. 6,528 children have registered for SRC.

The Medina and Brunswick libraries will begin taking credit card payments for fines and materials replacement. The smaller branches will start accepting credit card payments in September when their machines will be installed.

Director Kowell will be writing an article about the convenience of our pick-up lockers for the next Library Live in hopes that it will encourage their use.

Strategic Plan Update - Highlights include:

- 1.b: Most of the new website will be in place in early August. Focus groups of staff members will be organized for their input and suggestions.
- 3.1: Friends fundraiser is set for October 14, 2011 at the Medina Library.
- 3.5: A donor database has been established which will be linked to the new website. Credit card payments for fines and fees will be accepted in Medina and Brunswick on August 1 and September 1 for the remaining branches.
- 4.3: Program attendance is 10% higher for the first six months of 2011.

The June **Personnel Report** was reviewed. A motion to approve the Personnel Report as distributed was made by Maria Griffiths and seconded by Patricia Boyle. 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, Adrienne Bures - aye.

Finance Committee – No meeting.

Personnel Committee – No meeting.

Policy and By-laws Committee - No meeting.

Communications - Mrs. Kowell read a proclamation from Ohio's Secretary of State Jon Husted commending Medina County District Library for being one of the highest usage per capita libraries in the nation according to the ALA. The Director also received a letter from Marjorie Clark complimenting the library on our service to members.

Unfinished Business –

Mr. Masterson addressed the **Depository Agreement Process for 2011-2016**. MCDL will continue to use FirstMerit as its active operations depository. The list of financial institutions that have been designated as public depositories for the active and interim deposits of public monies for MCDL for the period of August 17, 2011-August 18, 2016 was reviewed.

The board would like a report on the condition of the Lodi Library at the September meeting.

New Business –

Closing the Medina Library Early for Friends' Fundraiser – The Friends of the Medina County District Library will hold their first annual fundraiser to benefit the Medina County District Library on Friday, October 14, 2011. In order to allow time to setup for the event Director Kowell asked that the Medina Library be permitted to close at 4:30 pm instead of the usual closing time of 6:00 pm. The committee expects to have 200 guests at the fundraiser and hopes to raise \$8000 from ticket sales and sponsorships. **Resolution 11-18** Upon motion made by Scott Snyder and seconded by Robert Tomaselli it was **RESOLVED**: That the Board of Trustees of the Medina County District Library approves closing the Medina Library at 4:30 pm on Friday, October 14, 2011 to allow time to setup for the Friends of Medina County District Library's Puttin' on the Ritz fundraiser. 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, Adrienne Bures - aye.

3M Library Systems Service Agreement – The Business Manager asked that he be authorized to enter into a service agreement with 3M Library Systems for maintenance and software upgrades for the seventeen self-check machines throughout the system. The agreement brings all the machines into the same service agreement period ending August 31, 2012. Fourteen of the machines are being warrantied for the full 12-month period beginning September 1, 2011 at a cost of \$1,904.00 each and three of the machines have been prorated from different contracts. The total amount for the service agreement is \$28,460.89, which includes all service calls, hardware replacement, hardware upgrades, software troubleshooting and all software upgrades. **Resolution 11-19** Upon motion made by Maria Griffiths and seconded by Mary Ogden it was **RESOLVED**: That the Board of Trustees of the Medina County District Library hereby authorizes the Medina County District Library Business Manager to enter into a service agreement with 3M Library Systems for maintenance and software upgrades for seventeen (17) self-check machines. 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, Adrienne Bures - aye.

Donations: Upon motion made by Patricia Boyle and seconded by Mary Ogden the following donations were accepted with gratitude:

- \$100 from George Rusinko, Busy Bee Muffler, for sponsorship of the Medina Bee Festival
- A gift basket valued at \$150 from A. I. Root Company to be used as a prize at the Medina Bee Festival
- From Tim Brown, Northcoast Balloon Décor and More, balloon decorations valued at \$250 for the Medina Bee Festival
- 500 coupons for free admission to Ramseyer Farms valued at \$3500 to be used in the Children's SRC
- From Roy Gienke two genealogy books for Medina's Genealogy Room

- From Westfield Insurance forty used laptop computers valued at \$250 each for patrons to use in the library
- From Inflatable Images a large inflatable bee for the Medina Bee Festival valued at \$175

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

Executive Session – None required.

Trustees' Comments – Dr. Griffiths thanked Mrs. Ungham and the Brunswick Library staff for hosting the meeting. She congratulated all the staff for the increase in self-check stats. She also expressed concern about the uncertainty of possible building repairs at Lodi.

Mr. Snyder is glad that Mrs. Kowell was able to attend the ALA conference.

Mr. Tomaselli was pleased that the library was able to save \$4,600 in communication costs from the library's association with Spyglass.

Mr. Elko said that MCDL staff should be very proud of staying in the top ranks of libraries nationwide.

Ms. Ogden also thanked Brunswick for hosting the meeting and would like to have information to share about the fundraiser, Puttin' on the Ritz.

Ms. Boyle is glad to hear we are getting more magazines.

Adjournment - The meeting was adjourned at 7:14 p.m. upon motion made by Maria Griffiths and seconded by Robert Tomaselli. 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, September 19, 2011, 6:00 p.m.
at Highland Library**

Adrienne Bures
President

Patricia Boyle
Secretary