

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

November 21, 2011

The Medina County District Library Board of Trustees met in regular session on Monday, November 21, 2011 at the Medina Library. President Adrienne Appleby-Bures called the meeting to order at 6:09 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; Pauline Chapman, Temporary Fiscal Officer; Craig Harwick, Human Resources Manager; Heather Coontz, Community Relations Manager; Sylvia Williams, Collection Resources Manager; Keith Maynard, Facilities/Operations Manager; and Judy Hamer, Senior Administrative Assistant.

Approval of the Agenda - A motion was made by Dr. Griffiths and seconded by Mrs. Boyle to approve the 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 October 2011 minutes was made by Ms. Ogden and seconded by Mrs. 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.

Financial Report - Temporary Fiscal Officer Pauline Chapman noted that library materials ordering was very heavy in October. She also reported that as of October 31 the General Fund unencumbered balance is \$14,500,986; total cash (including checking, investments and cash) is \$15,658,228; total receipts (at 92% of budget utilization) is \$8,498,779; and expenditures (less encumbrances) is \$6,807,933. A motion to accept the October Financial Report as distributed was made by Dr. Griffiths and seconded by Mr. 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.

Director's Report - Director Kowell noted that circulation and door counts were up slightly in October. Program attendance increased 31% probably due to three big programs that were held during the month, Writers Live, Seville's Harvest Festival, and the Fall Foliage Tour. Number of programs also increased 21% from last October.

Temporary Fiscal Officer Pauline Chapman and the Director met with Chris Jakab, Medina County Administrator and Michelle Hillstrom from Stifel, Nicolaus to discuss MCDL's presentation to Moody's on November 30. The meeting went very well and both Ms. Hillstrom and Mr. Jakab were impressed with MCDL's very solid financial statement, which could possibly earn MCDL a higher rating from Moody's for the advance refunding of the Series 2003 bonds.

The newly published Medina Magazine featured a one page section (with ad) on the library.

Seville construction is progressing nicely - on time with no problems.

The October **Personnel Report** was reviewed. A motion to approve the Personnel Report as distributed was made by Dr. Griffiths and seconded by Mrs. 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.

Board Committee Reports:

Finance Committee - The committee met at 5:00 pm before tonight's Board Meeting.

Update on Bond Refinancing - After meeting with Michelle Hellstrom from Stifel, Nicolaus & Co. and Chris Jakab, County Administrator, management is confident that MCDL will be granted approval from Moody's and that we may get a better rating because the library is in solid financial condition. The process is on schedule.

Insurance Policy - After management went over the bids, the contract was awarded to Ohio Casualty through Rob Rapp at Homestead Insurance. As the amount for the premium is in the 2011 budget, the contract does not need board approval.

Budget Forecast for 2012 - The committee reviewed the list of expenses and revenues for 2012 that Mrs. Chapman presented. It was noted that Summa's health insurance increase was only 8% so the library will not change carriers this year. The impact due to the Lodi Library closing is unknown but there should be personnel and cleaning contract savings.

Personnel Committee - Did not meet.

Policy and By-laws Committee - Did not meet.

Communications - Mrs. W. A. Norton wrote a short note expressing her pleasure with the library employees, especially Eric (Lucius) who goes out of his way to be helpful.

Two notes on patron comments forms from Brunswick thanked the "superb" teacher (Denise Pierman) of the Stroller Science program.

An email from Susan Ungham thanked board member Howard Elko for complimenting the Brunswick pages for keeping the shelves straighten with books pulled to the front, front out displays and shelves that weren't overfilled. "Considering Howard is a professional at library shelving, Donalynn and the Brunswick Page Department are delighted to hear of his compliments about their hard work."

Unfinished Business

Lodi Update - The Lodi Library was closed today and the Bookmobile was parked in their parking lot open for business. The Bookmobile Lodi hours are: Monday - 9-8, Friday and Saturday - 10-4.

Lodi's Winter Wonderland will take place at the Lodi Outlet Mall on same day and time as originally scheduled.

The Director thanked all library staff who pitched in to help maintain library services in Lodi on very short notice. It was a real team effort.

Brian Richter of the Prosecutor's Office should be sending out a letter to all parties involved in the construction of the building to inform them of the situation. The Board commended the Director on keeping them well-informed. The Board would like to meet with Brian Richter in December.

New Business -

Fiscal Officer Responsibilities and Salary Adjustment - Management recommends that Pauline Chapman be appointed as temporary Fiscal Officer of the Medina County District Library until such time as a new Business Manager is hired. Also that compensation in the amount of an additional \$2.00 per hour be approved to compensate her for her added responsibilities. **Resolution 11-34** Upon motion made by Dr. Griffiths and seconded by Mr. Elko it was **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the appointment of Pauline Chapman as temporary Fiscal Officer at MCDL and she will report to the Board. She is also granted an increase to salary of \$2.00 per hour. These actions are to be retroactive to October 19, 2011 and will remain in place until such time as a replacement is hired for the Business Manager.** 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.

Page Hourly Structure - Adjustment for minimum wage - Effective January 1, 2012 the state minimum wage will increase to \$7.70 per hour. Even with the recent approved 2% increase for employees, our pages in the first level of the current page structure will still be below the new state minimum hourly rate. We are still above the federal minimum. Therefore, management is recommending that only those employees below the new minimum wage rate be granted an increase to bring them up to minimum and that a re-evaluation of all structures be done prior to January 1, 2013 and presented to the Board for review. The new structure would look like this:

- \$7.70 - entry
 - \$7.80 - after 624 hours worked
 - \$8.05 - after another 624 hours worked
 - \$8.25 - after another 624 hours worked - maximum rate
- (Current rates are \$7.60, \$7.80, \$8.05 and \$8.25)

Resolution 11-35 Upon motion made by Ms. Ogden and seconded by Mr. Tomaselli it was **RESOLVED: Upon recommendation from Management, the Medina County District Library Board of Trustees approves an adjustment to the page structure as outlined above and to be effective January 1, 2012.** 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 Mrs. Boyle and seconded by Dr. Griffiths the following donations were accepted with gratitude. 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.

- From Brunswick's Dunkin' Donuts four dozen donuts for Brunswick Library's Zombie Fest
- Three bushels of apples and 20 large pumpkins from Geig's Orchard for Seville's signature program "Harvest Festival"
- From Whistle Hollow Farm, 65 pumpkins valued at \$260 for Seville's "Harvest Festival"
- Sixty ice cream cones from the Seville Dairy Queen for Seville's "Harvest Festival"
- From Original Kettle Korn, \$100 worth of kettle korn for Seville's "Harvest Festival"
- From the Lodi Chapter of the Eastern Star, \$100 sponsorship of Lodi Library's Winter Wonderland
- From the Lodi Chamber of Commerce, \$250 sponsorship of Lodi Library's Winter Wonderland
- From the Harrisville Masonic Lodge, \$100 for sponsorship of Lodi Library's Winter Wonderland
- From Lodi Community Hospital, \$250 for sponsorship of Lodi Library's Winter Wonderland
- From Friends of Lodi Library, \$1000 to sponsor Lodi library's Winter Wonderland
- 99 coupons for free ice cream from the Medina/Seville Dairy Queen for Highland's Halloween Trick or Treat
- From the State Library Board, \$311 to purchase two Every Child Ready to Read toolkits
- From Bob Evans Farms, free kids meals valued at \$250 for Lodi Library's Winter Wonderland
- Two gift bags and 500 train tickets valued at \$1,860 from Lodi Station Outlets for Lodi Library's Winter Wonderland
- From Nancy Sigafos, a book entitled *Held in the Weave*, by Susanne Sigafos in memory of Jean Cothren Sigafos

Retirement Recognition, Sandy Argenio - Recognition noting Argenio's nine years of dedicated service as a library associate at the Medina Library was read. **RESOLUTION 11-36** Upon motion made by Dr. Griffiths and seconded by Mrs. Boyle, it was: **RESOLVED: That the Board of Trustees of the Medina County District Library congratulates Sandy Argenio on her service to the Medina County District Library. We honor her dedication to the Library and Board. We wish her health and**

happiness in her retirement. The 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.

After a brief discussion, the Board declined to make any recommendation to Judge Collier on the applicants for the upcoming Board vacancy.

Trustees' Comments - Mrs. Bures thanked Keith Maynard for keeping the staff and members of the Lodi Library safe.

Dr. Griffiths - Kudos to Mrs. Kowell and staff on managing the budget so well that the bond refinancing issue is going to be so successful.

Mr. Elko commended Mr. Maynard for his efforts in Lodi and Mrs. Chapman for stepping into the Fiscal Officer position.

Ms. Ogden "ditto."

Mrs. Boyle announced that she will not be able to attend the December meeting, which would have been her final meeting. She expressed how much she has enjoyed serving on the Board and the friends she's made. The Library Board will probably mark the end of her volunteer service in the community and she thought it was fitting to end her volunteer time at the library since her home on the square housed the first library in Medina. She praised Mrs. Kowell and Mrs. Chapman for the work they do and noted that we can all be very proud of our libraries.

Executive Session - None was needed.

Adjournment - The meeting was adjourned at 6:55 p.m. upon motion made by Ms. Ogden and seconded by Mrs. 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.

NEXT BOARD MEETING
Monday, December 19, 2011, 6:00 p.m. at Medina Library

Adrienne Bures
President

Patricia Boyle
Secretary