

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

December 19, 2011

The Medina County District Library Board of Trustees met in regular session on Monday, December 19, 2011 at the Medina 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, Scott Snyder, Mary Ogden, Robert Tomaselli and Howard Elko. Maria Griffiths and Patricia Boyle were unable to attend. Library staff members in attendance: Carole Kowell, Director; Pauline Chapman, Temporary Fiscal Officer; Craig Harwick, Human Resources Manager; Sylvia Williams, Collection Resources Manager; Keith Maynard, Facilities/Operations Manager; Marilyn Plitt, SEIU President and Judy Hamer, Senior Administrative Assistant. Mr. William L. Thorne of the Medina County Prosecutor's Office was also in attendance.

Approval of the Agenda - A motion was made by Ms. Ogden and seconded by Mr. Tomaselli to approve the agenda as distributed. The roll call vote was as follows: 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 Mr. Snyder and seconded by Mr. Tomaselli. The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

At 6:04 p.m. upon a motion made by Scott Snyder and seconded by Mary Ogden, the Board moved to enter into **Executive Session** for the purposes of discussing personnel and a potential court action. The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

The Board came out of Executive Session at 7:09 p.m. upon motion made by Mary Ogden and seconded by Robert Tomaselli. The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye. No action was taken.

Kathryn (Kate) Dunlap, newly appointed board member who will begin her service on the board in January, joined the meeting. Introductions were made and she gave a brief biography of herself.

President Bures presented the **Slate of Officers for 2012**: President, Adrienne Appleby-Bures; Vice President, Maria Griffiths; Secretary, Mary Ogden. A vote will be taken at the January meeting.

Financial Report - Temporary Fiscal Officer Pauline Chapman reported that the General Fund balance is \$7,231,080. Year to date receipts are \$8,131,083 and year-to-date expenditures are \$6,469,967. The unencumbered balance of the general fund (101) year-to-date is \$6,415,677. A motion to accept the November Financial Report as distributed was made by Ms. Ogden and seconded by Mr. Tomaselli. The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye; Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

Director's Report – Having to close the Lodi Library in November was the low point of the month. However, the highlights included Lodi's Winter Wonderland at the Outlet Mall, which drew over 1,000 people – many of them non-library users. The Outlet Mall management was very accommodating and holding it there certainly solved the parking problem. The launch of the new MCDL website was another highlight. Twenty-one staff made contributions to the United Way for 2012 (up 5 from 2011) with donations of \$2,142 (up \$519).

The spectacular \$25,020,000 bond refinancing results will result in an 8.36% savings as a percent of the callable bonds, or \$201,000 approximate annual savings to the library and taxpayers. Total savings over the life of the issue is \$2,415,971.15. These better-than-expected savings are the result of a perfect market day and MCDL's excellent credit rating (Aa2 by Moody's Investors Service) and financial statement. It was very exciting to watch the sale of the bonds.

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

Board Committee Reports:

Finance Committee – Met on December 12 to hear the exciting news about the bond refinancing and to review the 2012 budget, which will be presented later in the meeting.

Personnel Committee – A meeting was scheduled for 5:30 this evening but only one member was able to attend. Agenda items will be discussed under New Business at this meeting.

Policy and By-laws Committee - Did not meet.

Communications – Mrs. Kowell shared letters from Family-a-Fair, Akron Community Foundation, Seville Historical Society, Leadership Medina County, the American Red Cross, Community Services and the Salvation Army thanking the library for participating or donating to their causes.

Unfinished Business

Lodi Update - Members and staff continue to adjust to Lodi's closing. Seville is welcoming more Lodi members to their branch. The number of Lodi holds is still overwhelming for the Bookmobile. The hope is as the Lodi closing continues, more holds will shift to Seville.

Seville Update - Construction is progressing on time with no problems. Outside work continues. Inside work will begin in January. They expect to be finished in late January or early February.

New Business -

2011 End-of-Year Authorization Transfers – The purpose of this resolution is to allow the Temporary Fiscal Officer to make the necessary transfers to cover line item expenditures that may have exceeded appropriated allocations within a given fund at the close of the current fiscal year. **Resolution 11-37** Upon motion made by Mr. Snyder and seconded by Mr. Tomaselli it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Temporary Fiscal Officer to make such appropriation transfers as are necessary at the close of the 2011 fiscal year in the following funds to adequately cover all expenditures:

General Fund (101).

Grant Fund (201).

Debt Service Fund (301).

Building and Repair Fund (401).

Facility Construction and Renovation Fund (402)

Endowment Fund (701)

All such transfers shall be reported to the Board at the earliest time possible subsequent to the closing of the financial records for 2011. The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

2012 Appropriation Budget - The Finance committee met on December 12 to review this document and recommends it to the full Board for adoption. Mrs. Chapman will explore the purposes for which the Endowment Fund and the Grant Fund may be spent. **Resolution 11-38** Upon motion made by Ms. Ogden and seconded by Mr. Snyder it was RESOLVED: that the Medina County District Library Board of Trustees, upon recommendation of the Finance Committee, hereby adopts the 2012 appropriations and authorizes the Director and/or Temporary Fiscal Officer to certify such appropriations as necessary and required. The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures- aye.

Staff Development Day - Management would like to continue the tradition of having a Staff Development Day every other year. 2012 would be the year to again schedule this event requiring Board action to close the library for the day. As we did in 2010, we would like to schedule the event for Veteran's Day, November 12. **Resolution 11-39** Upon motion made by Ms. Ogden and seconded by Mr. Tomaselli it was RESOLVED: that the Medina County District Library Board of Trustees, upon recommendation of Management, approves the closing of the library to the public on Monday, November 12, 2012 for the purpose of professional growth and development. The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures- aye.

New Job Description - A part of the past two strategic plans has been the addition of a part-time position which would focus on Readers Advisory for the library. This position would be housed in the Collection Resource area. Management would like to move ahead with this position next year. The position is titled Collection Resource Librarian and will focus on readers advisory activities. Initially this will be posted as a part-time position averaging 20 hours per week. Management is hoping to be able to fill from within and to not have to add any librarian hours to the overall system. **Resolution 11-40** Upon motion made by Mr. Snyder and seconded by Mr. Elko it was RESOLVED: that the Medina County District Library Board of Trustees, upon recommendation of Management, hereby approves the adoption of the new Collection Resource Librarian position to be effective January 2012 as part of the Medina County District Library. The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures- aye.

Renewal of the Unique Management Contract - Management recommends the renewal of the contract with Unique Management Services, Inc. to collect unpaid fines and fees owed to the library. This recommendation is made with the understanding that MCDL will continue to qualify for the budget neutrality clause of the contract and therefore owe no money to the collection agency as Unique Management guarantees that money collected will equal or exceed fees paid for their services, or the difference will be refunded to the library. MCDL has received \$115,852.96 in fines and fees and \$1,706,315.69 in materials returned as of November 30, 2011. Payments to UM as of November 30, 2011 total \$20,413.40. **Resolution 11-41** Upon motion made by Mr. Snyder and seconded by Mr. Tomaselli it was RESOLVED: that the Medina County District Library Board of Trustees Upon recommendation by the Director, approves the renewal of the contract with Unique Management Services, Inc. originally signed on December 21, 2009, for an additional one (1) year term. This renewal would expire on December 21, 2012. All terms of the initial agreement shall remain the same. The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures- aye.

Food for Fines Resolution - Wanting to help those in need in Medina County is the biggest reason to have another Food for Fines campaign. MCDL received tremendous support from the community for past Food for Fines campaigns. For Food for Fines 2012, MCDL would accept as payment for fines, only items on a list of needed items from the Akron-Canton Regional Foodbank, which serves Medina County. Donated items would be redeemed for a voucher which is used to pay off current or future library fines, excluding lost item and collection agency fees. With more fines removed from blocked cards, MCDL could enjoy increased circulation. **Resolution 11-42** Upon motion made by Mr. Tomaselli and seconded by Ms. Ogden it was RESOLVED: that The Medina County District Board of Trustees hereby approves the Food for Fines Campaign, March 1-31, 2012. Food collected would be donated to the Akron-Canton Regional Foodbank. The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures- aye.

2012 Board of Trustees Meeting Dates and Locations - The board discussed and agreed to meet on the third Monday of each month throughout 2012 even though the third Monday in January and February is MLK Day and Presidents' Day respectively. The libraries are not closed. Mrs. Bures will not be able to attend the January meeting. Locations were set for the summer months at various branches. There will be no August meeting (the bylaws give the option of eliminating one meeting a year) unless circumstances make it necessary.

RESOLUTION 11-43 Upon motion made by Mr. Snyder and seconded by Mr. Elko, it was: **RESOLVED: That the Medina County Board of Trustees hereby approves the attached 2012 Meeting Schedule.** The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures- aye.

Donations: - Upon motion made by Ms. Ogden and seconded by Mr. Tomaselli the following donations were accepted with gratitude. The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures- aye.

- From Sandra LeMasters her family history *The Drake Letters, from Stoughton to Strongsville.*
- From Legacy Hair Studio six stylists and products to curl, braid, feather and tinsel teenagers' hair at Medina Library's tween program "Spectacular Hair and Nails," a \$527 value.
- \$750 from Friends of MCDL for the maintenance of Highland Library's fish tank.
- From Books-on-Tape Listening Library a CD to be used as a prize at Brunswick's Pet Palooza program.

Trustees' Comments – Mr. Snyder thanked Patricia Boyle for her years of service to the Board and the contributions that she made.

Ms. Ogden seconded Mr. Snyder's comments and added that it was a pleasure working with her. Happy Holidays!

Mr. Tomaselli mentioned that he appreciates all the work Mrs. Chapman, Mrs. Kowell, Mr. Harwick and Mrs. Hamer do for the library.

Mr. Elko welcomed Mrs. Dunlap and wished everyone a Merry Christmas.

Mrs. Bures also thanked Mrs. Boyle for her service to the Board and welcomed Mrs. Dunlap. She also mentioned that she was impressed with the new website.

Adjournment - The meeting was adjourned at 7:44 p.m. upon motion made by Mr. Elko and seconded by Mr. Tomaselli. The roll call vote was as follows: Scott Snyder - aye, Mary Ogden - aye, Robert Tomaselli - aye, Howard Elko - aye, Adrienne Bures - aye.

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NEXT BOARD MEETING
Monday, January 16, 6:00 p.m. at Medina Library

Adrienne Bures
President

Patricia Boyle
Secretary