

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

February 20, 2012

The Medina County District Library Board of Trustees met in regular session on Monday, February 20, 2012 at the Medina Library. President 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, Mary Ogden, Scott Snyder, Robert Tomaselli, Howard Elko and Kate Dunlap. Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Pauline Chapman, Temporary Fiscal Officer; Craig Harwick, Human Resources Manager; Sylvia Williams, Collection Resources Manager; Heather Coontz, Community Relations Manager; Sue Demis, Technology Services Manager; Marilyn Plitt, SEIU President.

**Approval of the Agenda** - A motion was made by Mr. Snyder and seconded by Dr. Griffiths to approve the agenda as distributed. The roll call vote was as follows: Maria Griffiths – aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-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 January 16, 2012 minutes was made by Ms. Ogden and seconded by Mr. Tomaselli. The roll call vote was as follows: Maria Griffiths – aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - abstain.

A motion to approve the January 24, 2012 special meeting minutes was made by Mr. Snyder and seconded by Dr. Griffiths. The roll call vote was as follows: Maria Griffiths – aye; Mary Ogden - abstain; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**Financial Report** - Temporary Fiscal Officer Pauline Chapman reported that MCDL's January spending levels were right on target. OPERS contributions were up a bit due to the three pay periods in the month. This happens twice a year. County tax receipts for January were slightly higher than anticipated by the county auditor's projection last September. It was suggested that the new fiscal officer change the financial report format. A motion to accept the January Financial Report as distributed was made by Dr. Griffiths and seconded by Mr. Elko. The roll call vote was as follows: Maria Griffiths – aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**Director's Report** - System-wide circulation, door count, meeting room use, pick up locker use, self-check percentage were all down, due in part to Lodi's reduced service. Computer use, program numbers and program attendance were all up.

E-reader classes were hugely popular and numerous for members anxious to learn how to operate their holiday electronic gifts.

Strategic Plan retreat was a success. A couple of follow up sessions with members of the director's team have fine-tuned the goals and strategies.

The library's Candy Land at the Red Cross Chocolate Festival drew hundreds of little chocolate lovers to games and chocolate related activities.

January's **Personnel Report** was reviewed. A motion to approve the report as distributed was made by Dr. Griffiths and seconded by Mr. Tomaselli. The roll call vote was as follows: Maria Griffiths – aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

#### **Board Committee Reports:**

**Finance Committee** – No meeting.

**Personnel Committee** - The committee met to discuss the applications and interview procedures for the fiscal officer position. First interviews have been held.

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

**Building Committee** - No meeting.

**Communications** -Director Kowell shared letters from: Rep. James Renacci in appreciation of the use of Medina's meeting room to hold mobile office hours; Medina County Chapter of the American Red cross for participating in their Chocolate Affair; three notes from members who were very pleased with the libraries' services; and Hospice of Medina County for the donation of 11 lap blankets from the Warm Up Medina County project.

#### **Unfinished Business**

**Lodi Update** – Word is spreading about the new community room branch. Door count was up significantly in the second week of service.

**Seville Update** - Phase 2 construction is progressing on time with no problems. The library will close February 24 and 25 to remove the old check out desk and install the new desk and complete the necessary wiring and computer hook ups.

**Digital Signage Solution for MCDL** – Digital signage, using the Cisco System, will turn our existing signage and AV equipment into a state-of-the-art signage system. The Community Relations department will have the ability to create content one time and deploy it to the new website and the AV systems throughout MCDL. Content can be individualized for each branch or department. Members will be able to interact and register for programs as they would from home. Updates can be done easily by authorized staff, relieving Tech staff of this time-consuming responsibility. Printing costs will be cut. Interactive features work with smart phones, enabling members to download and view programs that are relevant to them. Ongoing maintenance costs for software and hardware will be \$7,500 for the first year and \$21,000 thereafter and will be taken from the technology budget. **Resolution 12-09** Upon motion made by Scott Snyder and seconded by Howard Elko, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the purchase of digital signage not to exceed \$110,000 in cost.** The roll call vote was as follows: Maria Griffiths – aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

### **New Business**

**Petty Cash** – Management recommends that the levels of cash on hand at the Medina, Brunswick and Highland libraries be increased in order to operate the newly purchased color copiers. **Resolution 12-10** 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 adjusted levels of cash on hand at the Medina, Brunswick and Highland libraries.** The roll call vote was as follows: Maria Griffiths – aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**Donations:** - Upon motion made by Dr. Griffiths and seconded by Ms. Ogden the following donations were accepted with gratitude. The roll call vote was as follows: Maria Griffiths – aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

- Friends of MCDL Donated \$1,500 for Volunteer Appreciation and \$600 for a screen printing machine for COM
- From Genevieve and Jack Esgar, \$40 in memory of Paula Arnes
- Donations in memory of Elizabeth Antal:
  - Tom Haury, \$25
  - Janice Krusoczky, \$10
  - Liviu Stoia, \$25
  - Tony Valenti, \$20
  - George Geiger and Family, \$20
- From Kristina Feagan, \$250 for general donation

- Lee Sylvester donated Franklin Sylvester's original will to Medina Library Genealogy Department
- The Akron Aeros donated four tickets valued at \$36 to be used as a door prize at Highland Library's Spring Fling
- \$100 sponsorship from Animal and Avian Medical Center, (Chapter Level) For Brunswick's Pet Palooza
- \$100 sponsorship (Chapter Level) from Perram Electric, Inc., for Highland Library's Spring Fling
- \$100 sponsorship (Chapter Level) From FirstMerit for Highland's Spring Fling
- From Cynthia Smith-Chan, \$100 to purchase any books for the Brunswick Library
- Inflatable Images donated an inflatable bunny valued at \$200 for Brunswick's Pet Palooza
- Ken Long, Miller Bros. Grocery, donated two sheet cakes valued at \$60 for Seville Library's Young Author's reception
- Seville Flower and Gift donated a floral arrangement valued at \$35 for Seville Library's Young Author's reception

**Retirement Recognition – Pat Boyle – Resolution 12-11 RESOLVED:** That the Board of Trustees of the Medina County District Library congratulates Patricia Boyle on her service to Medina county District Library. We honor her dedication to public service in our county libraries, her guidance to the library in fiscal matters, her referrals for timber frame experts and her love of reading and generous support of libraries. Happy to be her neighbor on the square, we look forward to seeing her in our Medina Library checking out her next stack of books. We wish her well in her future endeavors. The roll call vote was unanimous.

**Trustees' Comments –**

Dr. Griffiths thanked Sue Demis and Heather Coontz for their work on the cost benefit analysis for the digital signage project.

Mrs. Dunlap thanked management for the invitation to attend Strategic Planning Day. It was very impressive.

Ms. Ogden also thanked staff for their work on the digital signage plan and strategic planning. She sends condolences to Judy Hamer and her family.

Mr. Elko thanked staff for their hard work to reopen the Lodi Library in the community room and the work on the digital signage project that will bring MCDL up to the level of other premier library systems.

At 6:53 p.m., upon a motion made by Maria Griffiths and seconded by Howard Elko, the Board moved to enter into **Executive Session** for the purpose of discussing compensation of a public employee. The roll call vote was as follows: Maria Griffiths – aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

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The Board came out of Executive Session at 7:42 p.m. upon motion made by Howard Elko and seconded by Robert Tomaselli. The roll call vote was as follows: Maria Griffiths – aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye. A revised copy of the Business Manager/Fiscal Officer job description was handed out. Mr. Harwick will make the changes. He will also take the contract to Brian Richter for his approval.

**Adjournment** - The meeting was adjourned at 7:43 p.m. upon motion made by Mr. Snyder and seconded by Mr. Elko. The roll call vote was as follows: Maria Griffiths – aye; Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**NEXT BOARD MEETING**  
**Monday, March 19, 6:00 p.m. at Medina Library**

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**Adrienne Bures**  
**President**

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**Mary Ogden**  
**Secretary**