

**MEDINA COUNTY DISTRICT LIBRARY**  
**MINUTES OF THE BOARD OF TRUSTEES MEETING**  
**Revised June 18, 2012**

May 21, 2012

The Medina County District Library Board of Trustees met in regular session on Monday, May 21, 2012 at the Seville 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, Mary Ogden, Scott Snyder, Robert Tomaselli, Howard Elko and Kate Dunlap. Maria Griffiths arrived during the meeting. Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Kelly Kroll, Fiscal Officer/Business Manager; Craig Harwick, Human Resources Manager; Keith Maynard, Facilities/Operations Manager; Sylvia Williams, Collection Resources Manager; Heather Coontz, Community Relations Manager; Marilyn Plitt, SEIU President; Lynn Wiandt, Seville Manager; Noreen Stone, Highland Reference Staff; and Judy Hamer, Senior Administrative Assistant. James Luckino, AIA from Archatas Inc. was also in attendance. Dr. Maria Griffiths arrived at 7:12.

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

**Financial Report** – Fiscal Officer Kelly Kroll reviewed the new reports noting that the library’s revenues are ahead of schedule on all funds. The new Investment Report and PLF Revenues Report were reviewed with the Board. The cash balance of all funds at the end of April was about \$14,500,000.

A motion to accept the April Financial Report as distributed was made by Mr. Elko and seconded by Mr. Tomaselli. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**Director’s Report** – Director Kowell reported that circulation was down due to Lodi’s reduced numbers. The number of passports processed is rising. Program attendance was up 50% due to the large attendance at Brunswick’s Pet Palooza.

Leadership U. lost one member this month and another, Charlene Smiley, accepted the Assistant Circulation Supervisor position in Brunswick. Director Kowell and Assistant Director Laffey attended the Akron Canton Foodbank's Campaign Event Luncheon on May 18 in Akron. MCDL received the Diamond Award, the highest award given, for collecting the most food—13,000 pounds—and received a grateful round of applause from the audience and a miniature shopping cart trophy to take home.

The Director was honored to be chosen as a Notable Women by the Women's Network and to speak at their luncheon.

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

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

**Finance Committee** – The committee met on May 9 to discuss several issues and new policies and bring four items for Board approval this evening. Mr. Snyder, chairman of the committee, asked that we change the order of the items on the agenda dropping the first item “Vehicle Purchase” to the bottom of the list.

1. **2013 Tax Budget**, a formality that is required by the county annually and used to ensure the library will have enough money to meet expenses over the course of the year. **Resolution 12-17** Upon motion made by the Finance Committee and seconded by Howard Elko, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the 2013 Tax Budget as attached for submittal to the Medina County Budget Commission. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.**
2. **Vehicle Use Policy** - FIN-13 establishes rules for staff operation of motor vehicles while on library business. Mrs. Kroll has recommended and the auditors have asked that it be added to our Policy and Procedure Manual. **Resolution 12-18** Upon motion made by the Finance Committee and seconded by Howard Elko, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the attached policy to be included in the MCDL Policy & Procedure Manual. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.**
3. **Credit Card Policy** - FIN-14 is another new policy that Mrs. Kroll recommends that the Board adopt. It establishes rules, requirements and procedures for issuing and using library credit cards by library staff. Currently there are only two library credit cards system-wide and the process for staff that needs to use a credit card for occasional purchases is burdensome. This policy will facilitate purchasing at MCDL

as well as save staff time. **Resolution 12-19** Upon motion made by the Finance Committee and seconded by Howard Elko, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the attached policy to be included in the MCDL Policy & Procedure Manual. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

4. **Vehicle Purchase** - The 2002 Ford Taurus station wagon that library staff uses to transport computer and other equipment between branches, as well as for travel to and from conferences and workshops, needs to be replaced. Keith Maynard has reviewed various SUV models and has determined that the Dodge Journey would best fit the needs of the library. The cost of the vehicle with registration is \$18,500.00. The other vehicles reviewed include Jeep Liberty, Ford Explorer, Ford Escape, Honda CR-V, Chevrolet Equinox and KIA Sportage. **Resolution 12-20** Upon motion made by the Scott Snyder and seconded by Robert Tomaselli, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the purchase of a 2012 Dodge Journey through Brunswick Auto Mart at a cost not to exceed \$18,500.00. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**Personnel Committee** – No meeting.

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

**Building Committee** - No meeting.

**Communications** – None.

#### **Unfinished Business**

**Lodi Update** – Tabled until the Executive Session.

**Seville Update** – The building looks fabulous! There is just some landscaping to be finished and the porch furniture should be coming soon.

#### **New Business**

**Lowering Staff and Board Member Fine/Fee Threshold** – In order to remain consistent with the policy for our members, Management would like to lower the staff and board member fine threshold to \$10. **Resolution 12-21** Upon motion made by Mr. Snyder and seconded by Mrs. Dunlap, it was RESOLVED: That upon recommendation from Management, the Board of Trustees of the Medina County District Library hereby approves the lowering of the fines/fees threshold on Staff and Board Member MCDL library cards from \$50 to \$10, effective June 1, 2012. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**Exception to Library Meeting Room Policy PUB-14 for Friends of MCDL** - The Friends of the Medina County District Library will hold their second annual fundraiser “Evening with the Stars” to benefit the Medina County District Library on Friday, October 12, 2012. An exception to the following MCDL Policy to allow alcoholic beverages on the Medina Library premise will be made for that event and date only.

POLICY: Meeting Rooms (PUB – 14)

- Alcoholic beverages and the use of tobacco products are prohibited in the meeting rooms and on library premises.

**Resolution 12-22** Upon motion made by Ms. Ogden and seconded by Mr. Tomaselli, it was **RESOLVED: That upon recommendation from Management, the Board of Trustees of the Medina County District Library agrees to make an exception to MCDL meeting room policy to allow alcoholic beverages on the Medina Library premise on October 12, 2012 for the Friends of Medina County District Library’s fundraiser, “Evening with the Stars,” for that event and date only.** The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**Exception to Library Meeting Room Policy PUB-14 for Main Street Medina** – Main Street Medina will use Medina Library’s Community Rooms and first floor for their Fashion Show fundraiser on Sunday, September 9, 2012 from 1–4 pm. The library will be closed on this date. Several MCDL administrative staff will be in attendance. Collection Resources Manager, Sylvia Williams, serves on the planning committee for the event. MCDL is charging \$75 per hour. Main Street Medina will provide a liquor license for signature approval to MCDL and the liquor license will be on file with the state of Ohio. Main Street Medina will also purchase event-day insurance coverage. City police will be present and paid for by Main Street Medina. An exception to the following MCDL Policy to allow alcoholic beverages on the Medina Library premise will be made for that event and date only.

POLICY: Meeting Rooms (PUB – 14)

- Alcoholic beverages and the use of tobacco products are prohibited in the meeting rooms and on library premises.

**Resolution 12-23** Upon motion made by Mr. Elko and seconded by Mr. Tomaselli, it was **RESOLVED: Upon recommendation from Management, the Board of Trustees of the Medina County District Library agrees to make an exception to MCDL meeting room policy to allow alcoholic beverages on the Medina Library premise on September 9, 2012 from 1–4 pm for Main Street Medina’s Fashion Show fundraiser for that event and date only.** The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**Donations:** - Upon motion made by Ms. Ogden and seconded by Mr. Tomaselli the following donations were accepted with gratitude. The vote was unanimous.

1. From the Chippewa Lake Grandmother’s Club, \$25 in appreciation of the program Mary Olson presented at their meeting

2. Ohio Division Of Wildlife donated 15 each – *Owls Of Ohio* guidebooks, *Owls Of Ohio* CDs and owl pellets valued at \$325 for Brunswick’s Summer SOS Kit
3. From Robert and Susan Rotatori and Family, \$25 in memory of Louella Mae Coffelt
4. Feeding Medina County gave boxes of granola bars, peanut butter, popcorn, apple juice and hot chocolate for the after-school teen crowd at Buckeye Library

For the Summer Reading Celebrations

5. Seville Subway donated eight coupons for 6” subs valued at \$48
6. Medina Subway donated ten \$5 gift cards valued at \$50
7. Papa Johns donated five coupons valued at \$50 for medium pizzas
8. Yours Truly donated ten \$5 gift cards and 15 kid’s meals valued at \$120
9. Brunswick Dairy Queen donated 50 coupons valued at \$150
10. Brunswick Pizza Hut donated ten coupons for pizzas valued at \$100
11. Master Pizza donated four coupons for pizzas valued at \$24
12. Dick Hoover Lanes donated sixteen free games valued at \$66
13. Hungry Howie’s Pizza donated ten \$5 gift certificates valued at \$50
14. Jimmy Johns donated 100 coupons for subs valued at \$500
15. Gionino’s Pizzeria donated 25 gift certificates for pizzas valued at \$150
16. Medina Dairy Queen donated 180 coupons for free cones valued at \$218.75
17. Rockin’ Robin’s Amazone donated 500 \$7 coupons valued at \$3500
18. AMF Medina Lanes donated 250 passes for a free game valued at \$500
19. Rinky Dink Family Fun Center donated 400 coupons for free mini golf valued at \$2400
20. Inferno Gourmet Burger Bar donated 50 coupons for free fries valued at \$450
21. Strickland’s Ice Cream donated 300 coupons for cones valued at \$600
22. Dan’s Dogs donated 56 coupons for free floats valued at \$70
23. Subway/Pilot Travel Center donated 6 coupons for 6” subs valued at \$30
24. Bunker Hill Golf Course gave a 50% discount on a \$100 gift certificate
25. Mario’s International Spa gave a discount on a gift certificate and hair products valued at \$53

**Service Recognition**

**Lynn Vidra – Resolution 12-24 RESOLVED:** That the Board of Trustees of the Medina County District Library congratulates Lynn Vidra on her many years of steadfast service to Medina County District Library. We honor her dedication, special talents and service. We wish her well in her retirement. The roll call vote was unanimous.

**Jean Evans – Resolution 12-25** RESOLVED: That the Board of Trustees of the Medina County District Library congratulates Jean Evans on her many years of steadfast service to the Medina County District Library. We honor her dedication, special talents and service and wish her well in her retirement. The roll call vote was unanimous.

**Trustees' Comments**

President Bures thanked Mrs. Kroll for the new financial reports.

Brian Richter and Tom Karris of the Medina County Prosecutor's Office joined the meeting at 6:30 p.m.

**Executive Session** At 6:43 p.m. upon a motion made by Howard Elko and seconded by Robert Tomaselli, the Board moved to enter into **Executive Session** for the purposes of conferring with attorneys of the public body about imminent litigation. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

Dr. Maria Griffiths joined the meeting at 7:12 p.m.

Construction attorney Greg Happ arrived at 6:50 and joined the group at 7:30.

Dr. Maria Griffiths departed at 7:55 p.m.

The Board came out of Executive Session at 8:37 p.m. upon motion made by Howard Elko and seconded by Robert Tomaselli. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye. No action was taken.

**Adjournment** - The meeting was adjourned at 8:41 p.m. upon motion made by Mr. Snyder and seconded by Mr. Elko. The roll call vote was as follows: Mary Ogden - aye; Scott Snyder - aye, Robert Tomaselli - aye, Howard Elko - aye, Kate Dunlap - aye, Adrienne Appleby-Bures - aye.

**NEXT BOARD MEETING**  
**Monday, June 18, 6:00 p.m. at the Medina Library**

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**Adrienne Appleby-Bures**  
**President**

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**Mary Ogden**  
**Secretary**