

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

March 18, 2013

The Medina County District Library Board of Trustees met in regular session on Monday, March 18, 2013 at the Medina Library. President Griffiths called the meeting to order at 6:00 p.m.

Roll Call was taken with the following members noted as present: Maria Griffiths Adrienne Appleby-Bures, Mary Ogden, Robert Tomaselli, and Howard Elko. Kate Dunlap arrived at 6:02 p.m. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Theresa Laffey, Assistant Director, Keith Maynard, Facilities Manager, Sylvia Williams, Collection Resources Manager; Connie Sureck, Medina Teen Dept. Supervisor, Marilyn Plitt, SEIU President and Tammy Nandrasy, Senior Administrative Assistant. Guests in attendance: Dan Goodrow, Paul Emerson and Gail Foster.

Approval of the Agenda - A motion to approve the agenda as distributed was made by Ms. Ogden and seconded by Mr. Tomaselli. President Griffiths asked that “Depository Agreement Increase” be added to New Business. There being no further discussion and the addition being made, the agenda was approved unanimously.

Recognition of Guests and Comments from the Public – President Griffiths welcomed all in attendance. Mr. Goodrow addressed the Board as a representative of the Lodi Elementary School option for the temporary Lodi Branch location.* Mr. Emerson addressed the Board as a representative of the Bank Street location option for the temporary Lodi Branch location.* Connie Sureck introduced herself to the Board as the newly hired Program Coordinator.

Disposition of Minutes – A motion to approve the February 18, 2013 minutes was made by Mr. Elko and seconded by Ms. Bures. Correction was made to include Marilyn Plitt as being present at the February meeting. The motion to approve the minutes as corrected was passed unanimously.

Financial Report– Mrs. Kroll reviewed the financial report for the board stating that, in the month of February, receipts totaled about \$1,557,000 and expenditures were about \$670,000. The unexpended balance of \$13,375,000 minus outstanding encumbrances leaves an ending balance of \$11,984,000. In February, investments earned about \$1188.00 with a principal of almost \$13,500,000 in bank accounts and investments, at an average interest rate of .22%. The PLF is up \$4100, from February of 2012. A motion was made by Mr. Elko and seconded by Mr. Tomaselli to approve the Financial Report. The motion carried unanimously.

Mrs. Kroll informed the Board that she and Deputy Fiscal Officer, Pauline Chapman, will be attending the annual Fiscal Officers Convention which provides the annual continuing education required by state law. She also informed them that there will be an appraiser visiting all branch locations, with the exception of Lodi, within the next few weeks to inventory and appraise all fixtures, furniture and equipment. Lodi contents will be appraised when the renovation is completed.

Director's Report Director Carole Kowell presented the Director's Report to the Board highlighting circulation figures and activities which took place in the month of February. Programs continue to trend upward in number and attendance, as do wireless use and e-media downloads. Mrs. Kowell summarized activities system-wide, in each branch and each department ending with a story submitted by the new Early Childhood Librarian, Dawn Roginski. This led to a discussion focusing on daycare centers and how best to implement literacy programs targeted to preschoolers.

The February **Personnel Report** was reviewed and a motion was made by Ms. Ogden and seconded by Mr. Rice to approve the report as distributed. The motion was carried unanimously.

Communications: The following communications were noted by Director Kowell:

Faith in Action thanked the library for the donation to their Fat Tuesday and All That Jazz fundraiser on February 12, 2013.

Feeding Medina County thanked the library for the donation to their Breaking Bread on Bourbon Street fundraiser on March 2, 2013.

NEO thanked the library for hosting their networking group at the library.

Executive Session: None needed

Board Committee Reports: No Committees met

Unfinished Business: None

New Business:

Depository Agreement Increase: Mrs. Kroll requested that the Board approve an increase in the Active Funds threshold of the Depository Agreements from \$1, 700, 000 to \$5,000,000 stating that the former figure was inadequate to guarantee staying within the limit.

Resolution 13-07: Upon motion made by Ms. Bures and seconded by Mr. Elko it was RESOLVED that: The Medina County Board of Trustees hereby approves an increase in the threshold of active funds at all current depositories in place through August 22, 2016 to \$5,000,000. The motion passed unanimously.

Temporary Lodi Branch Location Options: Four options were reviewed and analyzed as possible locations to be used as the Lodi Branch during the time that the permanent location will be undergoing restoration. The Lodi Elementary School, 737 Bank St. in Lodi, The Lodi Station Outlet Mall and the MCDL Bookmobile were presented for consideration. After thorough discussion and examination of each option, the board reached a decision in designating the Lodi Station Outlet Mall site as the selected temporary location.

Resolution 13-08 Upon motion made by Mr. Elko and seconded by Ms. Dunlap, it was RESOLVED that: The Medina County District Library Board of Trustees authorizes the Fiscal Officer Kelly Kroll to enter into a Temporary License Agreement with Lodi Station, LLC, upon approval of such Agreement with Bricker & Eckler LLP for the temporary location of the Lodi Library. A roll call vote was requested by President Griffiths and was as follows: Ms. Ogden-aye, Mr. Tomaselli –aye, Ms. Bures –aye, Mr. Elko – aye, Ms. Dunlap – aye, Mr. Rice – aye, Dr. Griffiths – aye. The motion carried unanimously.

Appropriations for Lodi Lease: Mrs. Kroll requested that the Board appropriate the expense account to accommodate the lease agreement with the Lodi Station Outlet Mall.

Resolution 13-09: Upon motion made by Ms. Ogden and seconded by Ms. Bures it was RESOLVED that: The Medina County District Library Board of Trustees hereby approves the appropriations of the Building and Repair Fund 401 for the temporary location of the Lodi Library.

401-5-3310	Building/Site Maintenance	\$500
401-5-3500	Leases	12,000
401-5-3600	Utilities	6,000
401-5-3700	Professional Services	<u>6,600</u>
		\$25,100

The motion was carried unanimously.

Donations: Upon motion made by Mr. Elko and seconded by Ms. Dunlap, the following donations were accepted with gratitude. The motion was carried unanimously.

1. Cedric Warren; donated \$249
2. Dave Sterret/Medina Signs on behalf of Medina Kiwanis; donated services to erect Don Drumm sculpture at Medina Library, valued at \$500
3. Lara Oliver/Random House; donated books for prize bags to be given in celebration of the 5 yr. anniversary of the new buildings valued at \$458
4. Charles Lang donated the DVD *Sebastian Lang* for the local history room.

In Memory of Max Wilson:

5. John and Minda Roney; donated \$50.00
6. Eugene Saurwein; donated \$50.00

In Memory of Gertrude Byrd:

7. Larry and Alice Williamson; donated \$40
8. William and Marion Fischer; donated \$100
9. Sam Simmerman; donated \$50
10. Seth and Lisa Simmerman; donated \$50
11. Phyllis E. Leohr; donated \$20
12. Darrell and Caroline Waite; donated \$40
13. Jonathon and Susan Jaroska; donated \$20

In Memory of Era Robinson Thurston:

14. Patrick L. Norton; donated \$25
15. John and Nancy Finley; donated \$100
16. Barbara L. Sever; donated \$25
17. James and Louise Dunaway; donated \$100

18. James and Mary Ann Betz; donated \$25
19. Paul and Anitra Lilly; donated \$20
20. Arthur and Patricia Shick; donated \$25
21. Thomas and Joan Groll; donated \$25
22. Al and Pamela Degenova; donated \$50

In Memory of Julian Renswick:

23. Richard and Margaret Hunt; donated \$20

For How-to Festival HI:

24. Gionino's Pizza; donated 20 pizza boxes valued at \$30

For Summer Reading Celebration:

25. Inferno Burger; donated 50 coupon for french fries valued at \$150
26. Medina Dairy Queen; donated 180 ice cream cones valued at \$218
27. Gionino's Pizza; donated 25 small pizza valued at \$150
28. Brunswick Dairy Queen; donated 50 small cones valued at \$150
- 29 Brunswick Pizza Hut; donated 10 small pizza valued at \$100
30. Dick Hoover Lanes; donated 16 free games of bowling valued at \$66
31. Hungry Howie's Pizza; donated 10 five dollar gift certificates
32. Yours Truly; donated ten \$5 Gift Certificates and 15 free kid's meals; value \$120
- 33 Medina Subway; donated ten \$5 Gift Certificates
34. Jimmy John's; donated one hundred \$5 coupons

For Pet Palooza:

35. Animal and Avian Medical Centers; donated \$100

Trustee Comments:

Adrienne Appleby-Bures was pleased to have the opportunity to meet the new Program Director and was happy to see Connie coming on board in her new position.

Howard Elko commented that he felt the Board had made the right decision in selecting Lodi Station for the temporary Lodi Branch location.

Bob Tomaselli felt that the Board had made a lot of progress in moving forward with resolving the issues with the Lodi Branch. He also made a point of thanking Director Kowell and Fiscal Officer Kroll for consistently having great answers to questions which are put to them by the Board.

Mary Ogden thanked all of those who were responsible for putting together such thorough analyses of each of the locations being considered for the Lodi Branch temporary location. She thanked Mr. Goodrow and Mr. Emerson for taking the time to attend the meeting in order to represent their locations. Mary made a point of welcoming Kate back after her brief absence.

Kate Dunlap stated that she felt that the Lodi Station was an excellent option for the Lodi Branch temporary location. She formerly introduced herself to Brad Rice and welcomed him to the board. Kate thanked everyone for all of the support and cards she has received over the last 2 months and reaffirmed how excited and happy she was to be back at the Board meetings.

Brad Rice was happy to report that he had successfully downloaded and utilized Zinio and was very pleased with it. He felt very positive about the selection of the Lodi Station even though it will take the library out of the village proper for a short time. He suggested perhaps scheduling a Bookmobile stop in the center of the village to accommodate those who could not make the trip to the Outlet Mall.

Maria Griffiths thanked Mr. Goodrow and Mr. Emerson for attending the meeting and giving their time to inform the Board of what their locations had to offer. She was particularly excited about the upcoming inventory and assessment and thanked Mrs. Kroll for arranging it. She expressed how pleased she was to have Kate back at the meetings and bid her a warm welcome.

Adjournment: Upon motion made by Mr. Rice and seconded by Ms. Bures, the meeting was adjourned at 8:11 p.m. The motion was carried unanimously.

*Supporting documents are kept on file and viewable at the Medina County District Library administrative office.

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NEXT BOARD MEETING
Monday April 15 at 6:00 p.m. at the Medina Library

Maria Griffiths
President

Robert Tomaselli
Secretary