

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

October 21, 2013

The Medina County District Library Board of Trustees met in regular session on Monday, October 21, 2013 at the Highland Library. President Maria Griffiths called the meeting to order at 6:01 p.m.

Roll Call was taken with the following members noted as present: Maria Griffiths, Robert Tomaselli, Howard Elko, Kate Dunlap and Brad Rice. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Sylvia Williams, Collection Resources Manager; Julie Carragher, Human Resources Manager; Lisa Buzalka, Deputy Fiscal Officer; Betsy Gilder, Lodi Branch Manager; Diane Dermody, Highland Branch Manager; Marilyn Plitt, SEIU President and Tammy Nandras, Senior Administrative Assistant.

Approval of the Agenda - A motion to approve the agenda as distributed was made by Mr. Elko and seconded by Mr. Rice. The agenda was approved unanimously.

Recognition of Guests and Comments from the Public – Dr. Griffiths welcomed all in attendance. Guest in attendance: Ralph Kroll.

Disposition of Minutes – A motion to approve the September 16, 2013 minutes was made by Mr. Tomaselli and seconded by Ms. Dunlap. The motion was carried unanimously.

Adrienne Appleby-Bures arrived at 6:07 p.m.

Financial Report– Fiscal Officer Kelly Kroll informed the Board that the 2013 General Fund budget was on target according to third quarter reports with 76% of the funds allotted for the year having been expended or encumbered. Ms. Kroll stated that, in the month of September, receipts totaled almost \$286,300 and expenditures were about \$759,000. The unexpended balance of \$15,600,000 minus outstanding encumbrances of \$2,500,000 leaves an ending balance of \$13,057,000. In September, investments earned about \$1,770.00 with a principal of about \$15,600,000 in bank accounts and investments, at an average interest rate of .25%. It was reported that the interest rates will not be increasing in the near future and many banks do not want to accept the library's deposits as they are cash saturated due to the limited amount of lending currently taking place. The PLF was reported to be 1.7% higher than September of 2012.

Mr. Tomaselli had some inquiries about specific expenditures which were answered by Ms. Kroll. He was specifically interested in the amount expended on video media. Director Carole Kowell and Collection Resources Manager Sylvia Williams explained to the Board that the video media is the second highest circulated item after books and it includes DVD's, Blu-rays and video games. Deputy Fiscal Officer, Lisa Buzalka, offered all September video invoices for inspection upon request.

A motion was made by Mr. Elko and seconded by Ms. Bures to approve the Financial Report. The motion carried unanimously

Director's Report – Ms. Kowell reported to the Board a summary of library activities which took place in the month of September. There were two signature events with Bookmobile's *Keep on Truckin'* and Seville's *Harvest Festival*, which took place during the Medina County Fall Foliage Tour. The Bookmobile event was dampened by some ill weather, but still attracted 220 people due to its popularity. The Harvest Festival benefited by much better weather and by hosting a stop on the foliage tour. Dr. Griffiths inquired as to the likeliness of MCDL continuing to host a stop on the annual tour. Ms. Kowell assured her that it is a mutually beneficial arrangement between the tour organizers and the libraries that will most likely continue.

Ms. Kowell, Assistant Director Theresa Laffey, and Diane Dermody, Highland branch manager, reported on the recent visit of the Israeli musical group, Baladino. The event had been a highly successful joint venture of MCDL, Midwest Arts, ORMACO and Highland Schools.

Dr. Griffiths asked Ms. Williams if she was familiar with *Collection HQ*. Ms. Williams reported that she was familiar with the program, but was not convinced that the benefits would justify the high cost. She said she intends to visit a library that uses it before making an assessment.

The September **Personnel Report** was reviewed and a motion was made by Mr. Tomaselli and seconded by Mr. Elko to approve the report as distributed. The motion was carried unanimously.

Finance Committee: No meeting

Personnel Committee: No meeting

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

Communications: Director Kowell shared a thank-you card and small plate depicting a scene in Jerusalem which had been sent by the members of Baladino thanking the MCDL staff for their hospitality.

Unfinished Business: None

New Business:

A. 2014 Board Appointment and Nomination of 2014 Officers: Ms. Kowell announced the Board Trustee appointment by the Court of Common Pleas for the term beginning January 1, 2014 to be Mary Ogden. Ms. Ogden had served a partial term expiring in 2013 and agreed to serve a full term which will expire in 2020. Since she is still considered the out-going Trustee, it was agreed by all members that Ms. Ogden will poll trustees and present a slate of officers at the annual meeting in December as stated in the MCDL Board of Trustees By-laws.

B. Strategic Plan Update: Progress reports of the Strategic Plan were distributed and discussed. Steps are being achieved and goals reached as the plan moves forward.*

C. Summary of Director's Branch Visits: Ms. Kowell presented a summary of the information she acquired during her annual summer visits with the staff at all branches. Asked why certain seemingly unrelated questions were included to the staff, she explained that fun questions help create a relaxed environment which results in more honest responses.*

D. Permission for Light Alcoholic Beverages at Seville Event: The Seville Library is planning a Business after Business event on December 13, 2013 from 4 p.m. to 6 p.m. which will spotlight the Seville branch as a vital community partner. It was requested by the branch manager, Lynn Wiandt, that there be a resolution to allow service of light alcohol such as wine or mimosa punch at the event.

Resolution 13 – 36 Upon motion made by Brad Rice and seconded by Adrienne Appleby-Bures it was RESOLVED that: The Medina County District Library Board of Trustees hereby approves the serving of alcoholic beverages such as wine or mimosa punch at the *Business After Business* event on Friday, December 13, 2013 from 4- 6 p.m. at the Seville Library. The motion passed unanimously.

E. Closing MCDL Libraries for Year of the Reader Staff Orientation: The Board was asked for permission to delay opening of all branches of MCDL until 11:00 a.m. on January 20, 2014 to allow for staff training and orientation in preparation for *The Year of the Reader*. The Adult Team has been researching a recommitment to the book as the primary focus of MCDL. It was noted that Cuyahoga Community Public Library has increased its circulation by nearly 72% in the last 10 years by returning to the basic concept that libraries are books. Dr. Griffiths recommended meeting with representatives of CCPL to investigate what has worked for them.

Resolution 13-37: Upon motion made by Adrienne Appleby-Bures and seconded by Mr. Elko it was RESOLVED that: The Medina County District Library Board of Trustees hereby agrees to close all MCDL libraries on Monday, January 20, 2014 from 8:00 – 11:00 a.m. for a Year of the Reader staff orientation. The motion carried unanimously.

F. Lodi Circulation Area Design and Construction: Ms. Kowell provided floor plans for the proposed new design of the Lodi circulation area to the Trustees for their review. The plans provided a detailed description of the repurposing of the outdated circulation area into a customer service center, an expanded teen area and a more open and inviting entryway. The option of replacing outdated and inefficient lighting fixtures was also included in the plan. Betsy Gilder, Lodi branch manager, was asked if she thought the Lodi Community would approve of the design, to which she enthusiastically answered “yes”. She described the Lodi members as being very excited at the progress being made on the reconstruction and very pleased with the decision to house the temporary branch at the Outlet Mall while the project is being completed.

Mr. Elko commented that he felt that there should be a sound barrier, preferably of glass, separating the teen area from the rest of the library. Mr. Rice agreed something containing sound within the gaming area could be a benefit. Ms. Kowell stated that she would request that the design firm investigate the possibility and cost of adding a glass wall. Ms. Dunlap suggested moving ahead with the design as presented and assessing the need for a sound barrier once the branch is in operation. There are partial barriers such as glass panels and a high counter already in place that could adequately contain the sound. Ms. Laffey pointed out that the Teen area was strategically located within the building to be visible from the Customer Service desk and as far removed as possible from quiet areas of the library.

It was agreed that some upgrades could be foregone if it meant making more important improvements elsewhere in the design. With the knowledge that finer details could be determined at a later time, it was decided to approve the solicitation of construction bids for the project.*

Resolution 13-38: Upon motion made by Mr. Elko and seconded by Ms. Dunlap it was RESOLVED that: Mr. Elko introduced the following resolution and moved its passage:

Resolution No.13-38
**AUTHORIZING THE SOLICITATION OF BIDS FOR THE
LODI LIBRARY INTERIOR RENOVATIONS WORK**

WHEREAS, HBM Architects is preparing construction documents for interior renovations to the Lodi Library, which will include an estimated construction cost for the work. The Board wishes to authorize the placement of the legal notices required to solicit bids for the work;

NOW, THEREFORE, BE IT RESOLVED by the Medina County District Library Board of Trustees that the Fiscal Officer, working with HBM Architects, is authorized to prepare and place the legal notices required to solicit bids for the work once the construction documents have been completed and approved by the Director, with the first notice being placed in the local newspaper as soon as it is ready and bids to be received and opened no sooner than two weeks after the publication date of the first legal notice, unless the bid opening is changed by the Director, as the Board's authorized representative, or by addendum or operation of law.

Ms. Dunlap seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: 6 Nays: 0

G. Simmons Brothers Change Order #2/Appropriation of Funds: A second change order was submitted for approval from Simmons Brothers regarding the Lodi Reconstruction Project. It was discovered during deconstruction that some tube framing within the south gable end wall was bent, not plumb and unusable, and it would require new framing. It was confirmed by Ms. Kowell that all such findings are being documented.*

Resolution 13-39: Upon motion made by Mr. Elko and seconded by Ms. Dunlap it was RESOLVED that: The Medina County District Library Board of Trustees hereby approves Change Order #2 to Simmons Brothers Corporation in the amount of \$13,894.00 to replace the existing tube steel framing at the Lodi project, and approves the appropriation of same amount as an increase to the 2013 General Fund Budget as follows:

101-5-5400 Building Improvements - \$13,894.00

The motion carried unanimously.

H. Approval of Snowplowing Contract: Ms. Kroll informed the Board that, after properly reviewing bids from service providers for the upcoming snow-clearing season, she recommended contracting with C & M Lawn Service.*

Resolution 13-40: Upon motion made by Mr. Tomaselli and seconded by Mr. Elko it was RESOLVED that: The Medina County District Library Board of Trustees hereby awards the snow plowing services contract for all branch locations to C & M Lawn Service for the period November 1, 2013 through April 15, 2015. The motion carried unanimously.

I. Accepting Property Tax Rates: Ohio Revised Code requires the Board to officially accept the amounts and rates of property taxes related to the 1.25 mill operating and .80 mill construction bond levies annually in order to receive these amounts as collected by the County Auditor.

Resolution 13-41: Upon motion made by Mr. Tomaselli and seconded by Mr. Elko it was RESOLVED that: The Medina County District Library Board of Trustees hereby accepts the amounts and rates of property taxes related to the 1.25 mill operating and .80 mill construction bond levies as outlined in accompanying documents. * The motion was carried unanimously.

J. Pat Rainey Service Recognition: Dr. Griffiths read aloud the service proclamation for the retirement of Pat Rainey. Ms. Rainey was commended for her dedicated years of service.

Resolution 13-42: Upon motion made by Mr. Elko and seconded by Ms. Dunlap it was RESOLVED that: The Board of Trustees of Medina County District Library congratulates Patricia Rainey on her years of steadfast service to Medina County District Library. We thank her for her dedication, and wish her well in her retirement. The motion carried unanimously.

K. Donations: Upon motion made by Mr. Tomaselli and seconded by Ms. Bures the following donations were accepted with gratitude. The motion was carried unanimously.

1. Joyce Crislip donated: \$50 in memory of Marcida George
2. PNC Foundation awarded a \$6000 grant to MCDL to be used for Symphony Storytimes and Early Childhood Literacy

L. **Other:** Ms. Kroll shared with the Trustees a list of accrued attorney expenses resulting from the Lodi litigation and reconstruction process as had been requested by Mr. Tomaselli. Thus far the expenses total about \$104,000.

Trustee's Comments:

Howard Elko thanked Ms. Dermody and the Highland staff for the fabulous dinner and said he loved the floor plan for the new circulation area at Lodi.

Bob Tomaselli also thanked the Highland staff for their hospitality and thanked the administrative staff for "always being ready with answers".

Adrienne Appleby-Bures noted that she enjoyed reading the staff summaries from the director's branch visits.

Kate Dunlap appreciated Highland's hospitality and loved the staff comments from the director's branch visits. She stated that she was very excited to see how the Lodi project is moving forward.

Brad Rice thanked the Highland staff for the great meal.

Maria Griffiths also expressed appreciation to Ms. Dermody and her staff. She wished to remind all in attendance that MCDL services an entire county and though the Lodi project occupies a large amount of attention right now, it should not detract from the idea that the services provided are county-wide. She also wished to thank Noreen Stone who had provided her teen daughter the opportunity to speak of the Ukraine at a recent international program in Brunswick which had resulted in a speaking engagement at a local college.

Adjournment: Upon motion made by Mr. Elko and seconded by Mr. Rice, the meeting was adjourned at 7:57 p.m. The motion was carried unanimously.

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

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

Maria Griffiths
President

Robert Tomaselli
Secretary