

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

**December 16, 2013**

The Medina County District Library Board of Trustees met in regular session on Monday, December 16, 2013 at the Medina Library. With a quorum present, 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, Adrienne Appleby-Bures, Howard Elko and Kate Dunlap. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer/Business Manager; Theresa Laffey, Assistant Director; Sylvia Williams, Collection Resources Manager; Sue Demis, Technology Manager; Julie Carragher, Human Resources Manager; Lisa Buzalka, Deputy Fiscal Officer; Barb Chase and Liz Nelson, Medina Reference Dept.; Marilyn Plitt, SEIU President and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

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

**Recognition of Guests and Comments from the Public** – Dr. Griffiths welcomed all in attendance. Guests in attendance: David Nystrom and Mark Cummings of Lauren Building Company and Ralph Kroll.

**Disposition of Minutes** – A motion to approve the November 18, 2013 minutes was made by Mr. Tomaselli and seconded by Ms. Dunlap. The motion to approve the minutes was carried unanimously.

**Financial Report**– Fiscal Officer Kelly Kroll reported to the Board that, in the month of November, receipts totaled about \$286,326 and expenditures were about \$3,630,464. The unexpended balance of \$11,968,000 minus outstanding encumbrances of \$1,933,475 leaves an ending balance of \$10,034,000. In November, investments earned about \$2,409.00 with a principal of about \$12,364,000 in bank accounts and investments at an average interest rate of .274%. The funds received from the PLF so far in 2013 are 2.74% above where they were at the same time in 2012.

Ms. Kroll mentioned that the largest expense in November occurred in the 301 Debt Service Fund in principal and interest payments. Asked by Dr. Griffiths what she predicted in the way of PLF funds for 2014, Ms. Kroll replied that she expected to see a slight decrease. She also noted that the projected carry-over amount at the end of 2014 is about \$5.2 million.

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

**Director's Report:** Director Carole Kowell shared with the Trustees the November statistics and was happy to report increases in many areas. She was especially excited that the self-check percentages had increased significantly after it was discovered that the on-line renewals had been being factored into the equation as check-outs.

Ms. Kowell reported that the Winter Wonderland signature program at the Lodi branch had been a great success with over 850 people attending. She also informed the Board that the MCDL mascot frog had arrived and that there would be a naming contest before introducing him publicly.

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

**Board Committee Reports:** No Committees met

**Communications:** Ms. Kowell shared the following communications:

- Katie Hatch, artist/teacher at Hinckley Elementary School, emailed Highland Library Manager Diane Dermody to give her a big thank you for being such an advocate for her program and the extra effort “you give to contact the board and newspaper” about art exhibits at the library.
- Ohio Library Council (OLC) wrote to express their appreciation for the involvement of Connie Sureck on the 2013 Convention and Expo Program Committee and to recognize the value of the library’s support of OLC’s endeavors and our staff’s commitment to the success of their professional organizations.
- Medina County WIC Department and the Community Services Center both wrote to thank MCDL for our generous donations of knitted handmade items from Warm Up Medina County.
- The Medina City School District Communications Team thanked MCDL for its generous support of “What’s the Buzz” Medina. The library Bee sold for \$1,000 at the auction benefiting the Medina City Schools Foundation.

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**Unfinished Business:**

**A. Approval of Contract and Additional Appropriations for Lodi Partial Interior Update Project** had been tabled at the November regular meeting. Ms. Kroll reopened the topic and addressed an error in the figure given on the resolution document. She stated that the correct figure should be \$189,500.

The wall separating the teen area which had been discussed at an earlier meeting would not be erected at this time, but could be considered as a future modification. The original lights would be replaced rather than installing new fixtures. Ms. Kowell and Ms. Kroll assured the Board that, after meeting with all parties involved, the contractors were able and willing to work together towards keeping the project on schedule.

The Trustees approved hiring Lauren Building Company, LLC to complete the partial update project and approved the necessary funds.

**Resolution 13-46:** Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli it was resolved that: The Medina County District Library Board of Trustees hereby approves entering into a contract with Lauren Building Company, LLC. in the amount of \$189,500.00 as the lowest responsible bidder for the Partial Interior Update project for the Lodi Library as recommended by HBM Architects, and authorizes the following increase to appropriations in the Endowment Fund:

701-5-5400 Building Construction      \$189,500.00

Roll call vote was as follows: Mr. Tomaselli-aye, Ms. Bures-aye, Mr. Elko-aye, Ms. Dunlap-aye, Dr. Griffiths-aye.

David Nystrom of Lauren Building thanked the Board and stated that the company was excited to be involved in a project so intimate to the community.

**New Business:**

Because Ms. Ogden was expected, but had not yet arrived, it was agreed by the trustees to move the **Election of Officers** to the end of New Business.

**B. Approval of 2014 Meeting Schedule:** a motion was made by Ms. Bures and seconded by Mr. Tomaselli to approve the 2014 schedule of regular meetings of the Board of Trustees. The motion carried unanimously. \*

**C. Professional/Administrative and Page Job Descriptions Update/ Virtual Services Coordinator Job Description:** Human Resources Manager Julie Carragher presented job descriptions to the Trustees for the positions of Virtual Services Coordinator and Technical Services Coordinator. Both positions had already been previously established, but had been unfilled due to budget cuts. It was agreed it has become imperative that the Technology Department be fully staffed by qualified professionals in order to accomplish the library's mission statement. \*

**Resolution 13-47:** Upon a motion made by Ms. Bures and seconded by Ms. Dunlap it was resolved that: The Medina County District Library Board of Trustees hereby approves the HR-JD-2 policy update and Job Descriptions of Virtual Services Coordinator and Technology Services Coordinator. The motion was carried unanimously

**D. Professional/Administrative and Page Salary Structure Policy Update:** Ms. Carragher reported that there is a scheduled increase to the minimum wage as mandated by the state. A resolution was presented for the Board's approval to update the salary structure to reflect the new minimum wage.\*

**Resolution 13-48:** Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli it was resolved that: The Medina County District Library Board of Trustees hereby approves the HR-C-5 policy update. The Pay Grade Scale 1 Minimum is being changed from \$7.85 to \$7.95 to reflect the increase in Ohio Minimum wage to \$7.95 per hour effective January 1, 2014. The motion was approved unanimously.

**E. Vacation Policy Update:** Ms. Carragher explained that the current MCDL policy does not allow newly hired employees to use accrued vacation time until they have been employed for 6 months. Since the vacation time is accrued, she felt that it is not imprudent to allow employees to use the earned time starting at the date of hire. The revision would affect only Professional/Administrative staff at this time.\*

**Resolution 13-49:** Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli it was resolved that: The Medina County District Library Board of Trustees hereby approves the HR-B-10-policy update. Newly hired Professional/Administrative employees will be permitted to use their vacation as they accrue it subject to scheduling with their supervisor. The motion carried unanimously.

**F. Approve Contract for Director:** The terms of a new 3-year contract were accepted by Director Carole Kowell and the contract was approved by the Board.\*

**Resolution 13-50:** Upon a motion made by Ms. Dunlap and seconded by Ms. Bures it was resolved that: The Medina County District Library Board of Trustees hereby approves the Director's 2014-2016 three year contract, effective January 1, 2014. Roll call vote was as follows: Mr. Tomaselli-aye, Ms. Bures-aye, Mr. Elko-aye, Ms. Dunlap-aye, Dr. Griffiths-aye.

Ms. Ogden arrived at 6:38.

**G. Approve Contract and Set Bond for Fiscal Officer:** The terms of a new one year contract were accepted by Fiscal Officer Kelly Kroll and a \$250,000 bond was secured.\*

**Resolution 13-51:** Upon a motion made by Ms. Dunlap and seconded by Ms. Bures it was resolved that: The Medina County District Library Board of Trustees hereby approves the Fiscal Officer/Business Manager's one-year 2014 contract, effective Jan. 1, 2014 with an annual salary of \$70,000 and a surety bond set in the amount of \$250,000. Roll call vote was as follows: Ms. Ogden-aye, Mr. Tomaselli-aye, Ms. Bures-aye, Mr. Elko-aye, Ms. Dunlap-aye, Dr. Griffiths-aye.

**H. Approve Contract and Set Bond for Deputy Fiscal Officer:** Compensation was set and a \$250,000 bond secured for Deputy Fiscal Officer Lisa Buzalka.

**Resolution 13-52:** Upon a motion made by Ms. Ogden and seconded by Ms. Bures it was resolved that: The Medina County District Library Board of Trustees hereby appoints Lisa Buzalka as Deputy Fiscal Officer effective January 1, 2014 through December 31, 2014, at an hourly rate of \$18.63, at a surety bond set in the amount of \$250,000.00. Roll call vote was as follows: Ms. Ogden-aye, Mr. Tomaselli-aye, Ms. Bures-aye, Mr. Elko-aye, Ms. Dunlap-aye, Dr. Griffiths-aye.

**I. 2014 Professional/Administrative, Page and External Sub Wage Increases:** Ms. Carragher presented to the Board the proposed wage adjustments for non-bargaining unit personnel for 2014.\*

**Resolution 13-53:** Upon a motion made by Ms. Bures and seconded by Mr. Tomaselli it was resolved that: The Medina County District Library Board of Trustees hereby approves the Professional, Administrative, Page and External Substitutes wage increases effective 12/29/2013. The motion was carried unanimously

At 6:45 Dr. Griffiths asked Ms. Ogden to take the chair as she was called away for business.

**J. Approval to Transfer Funds for Legal Services:** Ms. Kroll requested to transfer funds to Professional Services in order to compensate Bricker and Eckler for work being done in preparation for the Lodi litigation. She stated that she is accounting for Lodi litigation issues separate from Bricker and Eckler's other legal fees.

**Resolution 13-54:** Upon a motion made by Mr. Tomaselli and seconded by Mr. Elko it was resolved that: The Medina County District Library Board of Trustees hereby approves a transfer of \$50,000 as follows to cover legal services:

**From:** 101-5-8900 Contingency                      **To:** 101-5-3700 Professional Services  
The motion was carried unanimously

Dr. Griffiths returned and resumed the chair at 6:49.

**K. Lodi Update and Update on HBM Architect Fees:** Ms. Kowell and Ms. Kroll updated the Board on the requested increase of funds from HBM Architects for additional time spent on the partial update project at the Lodi branch. Ms. Kowell reported that she had been successful in having some costs reduced. The Board decided to put the decision to approve the funds to a vote.

**A motion** was made by Ms. Dunlap and seconded by Ms. Bures to approve Amendment #1 to the architect agreement with Holzheimer, Bolek + Meehan Architects for additional work on the Lodi partial interior update project in an amount not to exceed \$10,440.00. The motion carried unanimously.\*

**L. Food for Fines:** Ms. Kowell refreshed the Trustee's memories on what the Food for Fines project is about and what it has accomplished in the past. The library would again accept specified food items in lieu of payment of overdue fines during the month of March to be contributed to Feeding Medina County.

**Resolution 13-55:** Upon a motion made by Ms. Bures and seconded by Mr. Tomaselli it was resolved that: The Medina County District Board of Trustees hereby approves the Food for Fines Campaign, March 1-31, 2014. Food collected would be donated to Feeding Medina County. The motion carried unanimously.

**M. Contract for Unique Management:** Unique Management handles collection of fines and recovery of materials for MCDL. Ms. Kowell recommended the company for their positive results and asked that the one year contract retaining their services be renewed.

**Resolution 13-56:** Upon a motion made by Ms. Bures and seconded by Mr. Tomaselli it was resolved that: The Medina County District Library Board of Trustees 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, 2014. All terms of the initial agreement shall remain the same. The motion carried unanimously.

**N. Closing for Staff Development Day on November 11, 2014:** Every other year the library staff is offered a full day of development, information and enrichment through workshops and seminars. The Board was asked to approve the closing of all MCDL libraries on November 11, 2014 to allow for this Staff Development Day.

**Resolution 13-57:** Upon a motion made by Mr. Elko and seconded by Mr. Tomaselli it was resolved that: The Medina County District Library Board of Trustees approves the closing of the library to the public on Tuesday, November 11, 2014 for the purpose of professional growth and development. The motion carried unanimously.

**O. Approve Liquor at Buckeye and Medina Events:** There were two upcoming events at which it was hoped to provide light alcoholic beverages. Ms. Kowell asked the Board to approve application for liquor licenses for the two events. Dr. Griffiths asked who was responsible for checking the I.D's of those being served. Ms. Kowell replied that she was certain that those serving the alcohol would be responsible, but assured the Board that she would double check.

**Resolution 13-58:** Upon a motion made by Mr. Elko and seconded by Ms. Dunlap it was resolved that: The Medina County District Library Board of Trustees hereby approves the serving of alcoholic beverages at the Murder Mystery Dinner (Buckeye Library), Saturday, January 25, 2014 at 5:00 p.m. and at An Evening with James Renner (Medina Library), Friday, March 7 at 7:00 p.m. The motion was carried unanimously.

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

1. Suzanne M. Vana: donated *How Two Families Became One* to the Franklin Sylvester collection
2. Linda Tomson Buesch: donated 3 copies of *Reasonable Minds*

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3. Cheryl Philipps: donated a subscription of *The Wall Street Journal* to the Lodi Branch valued at \$100
4. Alexis Kennedy: donated \$20 to the genealogy collection

For Teen Mini Con:

5. Ken Oppenheimer of *Sushi on a Roll*: donated ½ price rates and free sushi making demonstrations valued at \$150
6. Kathy Sammon of *Jimmy John's*: donated 60 submarine sandwiches
7. David Muniak : donated 2 free tickets to Ohayocon Anime and other prizes

**A. Election of Officers:** Trustee Mary Ogden nominated the officers for 2014 and upon a motion made by Ms. Bures and seconded by Ms. Dunlap the following slate was presented:

President: Maria Griffiths  
Vice President: Mary Ogden  
Secretary: Robert Tomaselli

The motion to approve the officers was passed unanimously.

**Q. Other:**

Sue Demis was very happy to report that the Brunswick broadband project was complete and that internet speed had gone from a goat path to a 6 lane highway. The Highland branch will be next.

Theresa Laffey wished to share the news that she had seen Lodi's Winter Wonderland program mentioned on Fox 8 news.

**Trustee's Comments:**

Adrienne Appleby-Bures wished everyone a Merry Christmas.

Bob Tomaselli also wished everyone Merry Christmas.

Mary Ogden wished everyone Merry Christmas and Happy Holidays



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Kate Dunlap said “ditto” and said she loved the story of the high school senior who chose the library as a location for her senior pictures.

Maria Griffiths wished everyone Happy Holidays and wished to thank Highland manager Diane Dermody for the rotating art shows at the library that feature art from the local schools.

**Adjournment:** Upon motion made by Ms. Dunlap and seconded by Ms. Bures, the meeting was adjourned at 7:15 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 January 20 at 6:00 p.m. at the Medina Library**

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**Maria Griffiths**  
**President**

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**Robert Tomaselli**  
**Secretary**