

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

June 16, 2014

The Medina County District Library Board of Trustees met in regular session on Monday, June 16, 2014 at the Medina Library. With a quorum present, President Maria Griffith called the meeting to order at 6:01 p.m.

Roll Call was taken with the following members noted as present: Maria Griffiths, Mary Ogden, Robert Tomaselli, Adrienne Appleby-Bures and Howard Elko. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Sylvia Williams, Collection Resources Manager; Julie Carragher, Human Resources Manager; Lisa Buzalka, Deputy Fiscal Officer; Suzie Muniak, Teen Supervisor Medina; 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 Ms. Ogden and seconded by Mr. Tomaselli. The agenda was approved unanimously.

Recognition of Guests and Comments from the Public – Dr. Griffiths welcomed all in attendance. There were no guests.

Disposition of Minutes – A motion to approve the May 19, 2014 minutes was made by Ms. Bures and seconded by Mr. Tomaselli. Dr. Griffiths abstained and all other members approved the motion unanimously.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for May. She reported that receipts totaled about \$309,032 and expenditures were about \$1,319,994. The unexpended balance of \$10,691,106 minus outstanding encumbrances of \$1,438,794 left an ending balance of \$9,252,311 in all funds. In May, investments earned about \$1,481 with a principal of about \$10,765,475 in bank accounts and investments at an average interest rate of .33%. Ms. Kroll noted that the interest rates had risen, but fell again and are not expected to rise steadily in the near future. Mr. Tomaselli asked how banks assign their interest rates and Ms. Kroll answered that rates are assigned by calculating an average rate over a month's time.

The PLF was reported to be down 5.5% year-to date. Ms. Kroll reminded the Board that the deficit had improved since the previous month and there is no way of knowing exactly what the annual total amount of funds will be as projections from the state are based on estimates.

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

Director's Report: Carole Kowell reported on the MCDL statistics and other notable happenings occurring during the month of May. The most exciting news was from Lodi where the members were enjoying the use of the newly reopened building. She said there had been nothing but positive feedback on the design and use of space.

Ms. Kowell reported that the Summer Reading Program was off to a great start with 2788 children registering in the first week. She was happy to announce that Outreach Manager Ann Plazek had graduated with the 2014 class of Leadership Medina County and that Buckeye Manager Holly Camino had been accepted into the 2015 class.

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

Board Committee Reports:

Finance Committee: Ms. Ogden reported that she, Mr. Tomaselli, Ms. Kroll and Ms. Buzalka met with representatives of the Auditor of State's office for the library's 2012-2013 post-audit conference. Ms. Ogden noted that there were some recommendations made by the auditor's office. Ms. Kroll noted that the post-audit conference is not a public meeting, and the results of the audit are not public until the Auditor of State releases the audit on their website.

No committees had public meetings.

Communications: Ms. Kowell shared the following communications:

- Cindy Grice from Waite Elementary School thanked Tina Sabol for attending the Waite Community/Family Fun Night on May 9.
- Morgan Hall was grateful to receive in the mail a photo left in a book which had been returned to the library. For this "tremendous customer service" a donation was enclosed to MCDL.
- MCDL volunteer Judy Campbell thanked the library for the Buehler's gift card, saying it was "nice to be appreciated".
- Family-A-Fair thanked MCDL for participating in their event.
- Colleen Rice from Leadership Medina County thanked Carole Kowell for volunteering on the Graduation Committee.
- Feeding Medina County thanked the library for the generous donation of a gift basket for their 3rd annual Breaking Bread on Bourbon Street fundraiser.
- Birthcare of Medina County thanked MCDL for the preparation of 13 Snuggle and Read bags given to them through United Way of Medina County.

- Member Krishna Atreyapurapu wrote to praise the Brunswick Library staff for “its superior service to the community.”
- Member James Sabat wrote to compliment Technology Technician Justin Schwin for providing the “best service that I have encountered in quite a while.”
- Medina County Economic Development Corporation thanked MCDL for our membership dues and support of MCEDC and the role the library system plays in their economic development efforts.
- Amanda Hoover, Youth Services coordinator from NEO Today thanked MCDL for the wonderful staff who assisted with their Book Look Plus event at the Brunswick Library on April 8.

Unfinished Business: none

New Business:

A. On-Line Team Social Media Update: Suzie Muniak gave an update to the Board of progress being made by the On-Line Team in the area of social media. Attention is being focused on 4 sites: Facebook, Twitter, Pinterest and Instagram. Analytics show that usage measured in “likes” and “tweets” is growing steadily and research continues to be done on the most effective use of hashtags. Ms. Muniak gave examples of how the social media may be used by members for things such as reader’s advisory and feedback about programs and services.

Ms. Bures asked if social media might also be useful to library staff for assessing trends. Ms. Muniak replied that it is a very useful tool in assessing trends and also other factors such as demographics.

B. Prof./Admin/Page Lump Sums for 2013-14 Performance Plans: The 2013-14 Performance Plans had been completed and Ms. Kroll proposed a lump sum payment to the professional, administrative and page staff who received an “Exceeds Expectations” on the overall performance rating on their 2013-14 review. As has been done in the past, a one-time lump sum of \$750 for employees whose standard hours are 30 or more hours per week, and \$500 for those whose standard hours are less than 30 hours per week was being proposed. A list was provided of those employees who received an overall “Exceeds Expectations” rating on their review.

In 2014, the schedule of the Performance Plans was changed to better fit in with budget planning and to provide a more timely recognition of staff’s efforts. There will be 2 lump sums incorporated into the 2014 budget – the first had been made in January 2014 for the period March 2012 through February 2013, and this one, which is for the period March 2013 through February 2014. Ms. Kroll noted that there are enough funds built into the 2014 budget to cover these lump sum amounts, which total \$12,750.00

Mr. Tomaselli asked what criteria are used and who actually does the evaluations and sets the standards. Ms. Kowell responded that the assessments are done by supervisors and administration and that the criteria are subject to checks and balances. *

Resolution 14-24: Upon a motion made by Mr. Tomaselli and seconded by Ms. Bures, it was resolved that: The Medina County District Library Board of Trustees hereby approves a one-time lump sum payment in the amount of \$750 for those employees whose standard hours are 30 or more hours per week, and \$500 for those employees under 30 hours, in recognition of Professional, Administrative and Page staff receiving an “Exceeds Expectations” on their March 2013 through February 2014 Performance Plan review. The motion passed unanimously

C. Approval of 2015 Tax Budget: Ms. Kroll asked that the Board approve the 2015 Tax Budget for submittal to the Medina County Budget Commission. She noted that, in the past, the Tax Budget was used to justify the amount of the Public Library Fund (PLF) that MCDL receives as a source for operational funding. Since the library has a formal PLF distribution agreement with the Wadsworth Library, the Tax Budget has become a formality, but still requires formal approval.*

Resolution 14-25: Upon a motion made by Ms. Ogden and seconded by Mr. Tomaselli, it was resolved that: The Medina County District Library Board of Trustees hereby approves the 2015 Tax Budget as attached for submittal to the Medina County Budget Commission. The motion passed unanimously.

D. New Commemorative Plaque for Lodi Building: Ms. Kowell asked the opinion of the trustees on the idea of replacing the plaque on the Lodi building now that the renovation and rebuild is complete. She pointed out that the plaques had historically been replaced on the all MCDL buildings whenever a major construction project had been completed. The trustees were in total agreement that the plaque should be replaced and told Ms. Kowell to proceed with having it done.

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

1. Barbara Flowers: donated a Wacky Chickens quilt for the Highland children’s area
2. Thomas Hilberg: donated a copy of *Civil War Winchester* to use as a door prize at the Genealogy Lock-In

For SRC:

1. Rinky Dink Family Fun Center: donated free games of golf, free playground passes, and buy-one-get-one-free go karts, golf, bumper cars and inflatable.
2. Karen Gower of Auntie Ann's Pretzels: donated 1000 pretzel coupons valued at \$3000
3. Friends of Medina County District Library: donated \$1593.44 for the purchase of "Every Reader Every Day" staff shirts.
4. Eat-n-Park donated: 4,000 kid's meals and 200 milk shakes for SRC and use of their mascot for the Kids Day of Play on the Medina Square.

Trustee's Comments:

Howard Elko commented how nice it was to have the Lodi reconstruction completed and to be able to move on to other areas of interest.

Mr. Tomaselli agreed with Mr. Elko and also congratulated all of the staff and the fiscal officer for the successful state audit.

Adrienne Apple-Bures thanked Suzie Muniak for her social media presentation and said it was very informative.

Mary Ogden congratulated Ann Plazek for her graduation in the 2014 class of Leadership Medina County and Holly Camino for being selected to participate in 2015.

Maria Griffiths described the excitement of actually cutting the ribbon at the ribbon-cutting ceremony at Lodi. She remarked that she had been very touched by the story of the member who had left a personal photo in a library book and had it returned by one of the staff members.

Adjournment: A motion was made by Mr. Elko and seconded by Ms. Bures to adjourn the meeting at 7:27 p.m. The motion was carried unanimously.

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

NEXT BOARD MEETING
Monday July 21 at 6:00 p.m. at the Brunswick Library

Maria Griffiths
President

Robert Tomaselli
Secretary