

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

September 15, 2014

The Medina County District Library Board of Trustees met in regular session on Monday, September 15, 2014 at the Medina Library. With a quorum present, Vice President Mary Ogden called the meeting to order at 6:13 p.m.

Roll Call was taken with the following members noted as present: Mary Ogden, Robert Tomaselli, Howard Elko, Kate Dunlap and Brad Rice. Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Sue Demis, Technology Manager; Eric Lucius, Medina Library Assistant Manager; Marilyn Plitt, SEIU President and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda - A motion to approve the agenda was made by Mr. Rice and seconded by Mr. Tomaselli. Director Carole Kowell asked that the first two items in *New Business* be presented immediately following the approval of agenda in order to accommodate the speakers on those two topics. The revised agenda was approved unanimously.

Recognition of Guests and Comments from the Public- Ms. Ogden welcomed all in attendance. There were no guests.

New Business:

A1. Creative Housing Coffee Kiosk: Dianne Depasquale-Hagerty of Medina Creative Housing spoke to the Board about a partnership between her agency and MCDL to operate a coffee amenity in the Brunswick Library. There would be some remodeling required that would expand the existing kitchen area and allow for the installation of the 3 tank sink required by the health department. Ms. Pasquale described the mission statement of MCH and how their locally roasted coffee venture, Medina Creative Coffee, could be a perfect fit for the library. She introduced Rick Sheehan who oversees the quality of the coffee operation and the purchasing and roasting procedures. Kate Dunlap remarked that she was familiar with the brand and confirmed its high quality.

Ms. Pasquale-Hagerty stressed that the primary focus of the venture with the library would be to provide occupations to individuals in need of assistance due to varying degrees of disability. There would be no revenue sharing, but revenues were not expected to amount to any substantial sum. MCH would provide their employees with transportation to and from the library and would supply tables and chairs.

Ms. Kowell stated that she was in favor of the idea in Brunswick and would like to see the venture proceed. She noted that there could be more options in the future to expand the project, but felt that beginning in Brunswick with a coffee service was a good starting point.

The trustees thanked Ms. Depasquale-Hagerty and Mr. Sheehan for their time and agreed to revisit the issue later in meeting.

B. Eric Lucius-Library Leadership Ohio: Assistant Medina Library Manager Eric Lucius was asked to give a summary to the trustees of his experience in the Library Leadership Ohio program. Mr. Lucius was one of only 50 participants selected out of many applicants within the state. He explained that the program is offered every 2 years through the State Library of Ohio, OHIONET and the OLC to provide training and information on current trends and provide tools to succeed in the quickly changing roles of a modern library.

Mr. Lucius remarked that there was a great amount of material to absorb, but that a few points stood out especially. The self-directed experience has become what is expected and desired by the majority of those using library services. The experience includes entry to the building, locating materials, checking out materials and exiting the building. Another point making an impact was the practice of breaking larger experiences into smaller components and concentrating on the components individually. Undertaking projects piece by piece is much less overwhelming and achieves the same goal over time.

Mr. Lucius thanked the trustees for being given the opportunity to learn from top ranking professionals and assured them that he will be forwarding his training on to his staff and throughout the system.

Assistant Director Theresa Laffey pointed out that the selection of Mr. Lucius to participate in Library Leadership Ohio was a testament to his qualifications and that MCDL was very proud to have him.

Disposition of Minutes – A motion to approve the July 21, 2014 minutes was made by Ms. Dunlap and seconded by Mr. Rice. The motion was carried unanimously.

Maria Griffiths arrived at 7:00 p.m.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for August. She reported that receipts totaled about \$1,034,227 and expenditures were about \$936,933. The unexpended balance of \$12,466,793 minus outstanding encumbrances of \$1,244,650 left an ending balance of \$11,222,143 in all funds. In August, investments earned about \$1,418 with a principal of about \$12,618,348 in bank accounts and investments at an average interest rate of .421%.

Ms. Kroll distributed an updated PLF report and noted that the revised 2015 projected estimate was a little over \$3,257,000. She pointed out that one financial institution was offering substantially a higher interest rate and she had been successful in having another bank that wants to keep the library's funds match the higher rate. Her plan is to continue to move towards longer term investments offering higher interest rates.

Ms. Ogden asked if most of the real estate taxes for 2014 had been received. Ms. Kroll replied that there would be minimal amounts coming in as delinquent taxes are collected, but the bulk of the revenue had already been received.

There were several inquiries into particular line items in the expense report to which Ms. Kroll supplied answers.

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

Director's Report: Ms. Kowell reported on the statistics and notable events taking place within MCDL since the Board had last met in July. She was pleased to share the results of the Summer Reading Celebration and noted that it had been especially successful with children and that the number of children who completed the program increased significantly. Program Coordinator Connie Sureck is in the process of assessing the outcome and already forming plans to make 2015 even better.

Ms. Kowell noted that she had attended children's author Eric Litwin's performance with her grandchildren and it was outstanding. Dr. Griffiths asked if there was reason for concern in recent declines in program attendance even though the August numbers were up. Ms. Kowell replied that the program coordinator will continue to work with the professional staff to keep abreast of trends and make necessary adjustments.

She also shared with the trustees that Outreach Manager Ann Plazek had been honored by the Ohio Library Council with the John Philip Outreach Award and will be recognized at the OLC convention in Columbus for her outstanding achievements.

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

Board Committee Reports:

A. Finance: none

B. Personnel: none

C. Policy and By-Laws: The Policy and By-Laws Committee met on September 9, 2014. It was agreed by the committee to recommend to the board that the existing public records policy be divided into two policies to address open records requests and record retention. The first policy would define the process of requesting a public record and be displayed in all branches to the public. The second policy would define record retention.*

Resolution 14-33: Upon recommendation of the Policy and By-Laws Committee it was resolved that The Medina County District Library Board of Trustees hereby adopts Public Records Policy MAN-7a and Records Retention Schedule MAN-7b, and authorizes the Business Manager/Fiscal Officer to submit the required documentation to the Ohio Historical Society for approval. The motion was carried unanimously.

The committee agreed to recommend to the board a revision of the BOARD member profile to no longer allow trustees exemption from overdue fines.*

Resolution 14-34: Upon recommendation of the Policy and By-Laws Committee, it was resolved that The Medina County District Library Board of Trustees hereby removes the ME-BOARD profile (Policy & Procedure Manual, PUB-2, Profile Name PUB-2e), eliminating the fine exemption from daily overdue bills for Board Members (current and past) and MCDL retirees. The motion was carried unanimously.

The committee also agreed to recommend that the STAFF profile be revised to state that the exemption of fines for staff members is a fringe benefit and considered to be part of compensation.*

Resolution 14-35: Upon recommendation of the Policy and By-Laws Committee, it was resolved that The Medina County District Library Board of Trustees hereby amends the ME-STAFF profile (Policy & Procedure Manual, PUB-2, Profile Name PUB-2e) to read:

Members who are employees of MCDL. These members are exempt from daily overdue bills, but will be assessed fines for lost and damaged items and will not be forwarded to the library's collection agency. This is considered a fringe benefit by the Board of Trustees and is part of all employees' public compensation.

D. Buildings: Howard Elko reported that the committee had met on September 9, 2014. Projects involving facilities operations were discussed with Facilities and Operations Manager Keith Maynard. The committee was updated on the status of completed projects as well as works in progress. The trustees were informed that the planned window replacements for the Medina Building 3rd floor will not take place until spring due to the oncoming winter weather.

Upcoming needs for the buildings were discussed at length and groundwork was laid to budget for those needs. It was stressed that the building maintenance and repair fund is depleted from the Lodi reconstruction and will need to be built up again.

Communications: Ms. Kowell shared the following communications:

- A member (Adrienne Riggsbach) wrote a note to say thank you for a really informative n Ethnic History of Cleveland program.
- The Medina County Arts Council thanked MCDL for helping to make the Arts Week Festival 2014 a success.
- The United Way of Medina County thanked the library for participating in the Stuff the Bus campaign.
- Barbara White thanked MCDL staff members (especially Mrs. Shirley McDougal and the Medina Children’s Department) for all their help and kindness to her students and herself this summer.
- Medina County Faith in Action thanked MCDL for the donation to their Fat Tuesday Mardi Gras Happy Hour Event fundraiser.
- United Way thanked Brunswick Manager Susan Ungham for hosting them at the library and sharing the library’s services and partnerships with the attendees of their “Celebrating Leadership in Medina County” day.
- The Golf Committee of the Society for Handicapped Citizens of Medina County, Inc. thanked MCDL for helping to support their fundraiser.
- The Moms Club of Medina West thanked Dawn Roginski for planning fun activities and sharing stories with their kids.
- MCDL External Sub Jan Divis thanked HR Manager Julie Carragher for the “wonderful whirlwind of reviewing the contents of the Employee Orientation and Training Manual...” and for the training with the “very capable and knowledgeable staff members with whom I met and/or shadowed during my training sessions.”

Unfinished Business: None

New Business:

A2. Creative Housing Coffee Kiosk: The topic of the partnering with Medina Creative Housing on a coffee amenity at the Brunswick was reopened. Dr. Griffiths expressed concern about the long term outcome of the venture saying that she had seen empty café spaces at other facilities. Ms. Kowell felt that the scope of the proposed project would not be large enough to leave visible remains should the partnership dissolve and the required improvements to the structure could be used for other purposes.

Ms. Ogden asked how the project falls in to the strategic plan. Ms. Kowell answered that the project will require forming a strong partnership with a valued community organization and that it will require repurposing of existing space.

Ms. Kroll was asked to provide the board with information on the funding sources for MCH and to contact an attorney for legal counsel about the partnership. The trustees agreed to take no action at this time, but advised Ms. Kowell to plan for the project in the 2015 budget.*

B. Eric Lucius-Library Leadership Ohio: See above

C. Lodi Plaque: The lay-out of the new building plaque for the Lodi branch was approved for production. *

D. Approval of Custodial Services Contract: The trustees were asked to approve a new contract for custodial services to the buildings. The company currently under contract had been willing to match the lowest quote and had been meeting all expectations in their quality of service. It was decided to maintain their services.*

Resolution 14-36: Upon a motion made by Mr. Elko and seconded by Mr. Rice it was resolved that The Medina County District Library Board of Trustees hereby awards the custodial services contract to Control Cleaning Solutions Inc. for the period of October 1, 2014 through September 30, 2016, and authorizes the Business Manager/Fiscal Officer enter into an agreement for those services. The motion was carried unanimously.

E. Clarification of Prof./Admin/Page Lump Sums for 2013-14 Performance Plans: In June the trustees had approved a lump-sum payment to employees who had received an Exceeds Expectations for overall performance. There had been a question raised over whether the *exceeds expectations* referred to overall assessment or any one specific area. A new resolution, retroactive to June 16, 2014 was proposed with the criteria clearly defined.*

Resolution 14-37: Upon a motion made by Mr. Tomaselli and seconded by Ms. Dunlap, it was resolved that The Medina County District Library Board of Trustees hereby revises Resolution #14-24, retroactive to the June 16, 2014 Board meeting, to approve a one-time lump sum payment as detailed in that resolution in recognition of Professional, Administrative and Page staff receiving an **overall** "Exceeds Expectations" on their March 2013 through February 2014 Performance Plan review. The motion was carried unanimously.

F. Approval of Records for Disposal: The Records Commission having met previously to the regular meeting, Ms. Kroll presented to the trustees a list of records for disposal. Upon approval of the commission, the disposal was approved. *

Resolution 14-38: Upon a motion made by Mr. Rice and seconded by Mr. Tomaselli, it was resolved that The Medina County District Library Board of Trustees Records Commission hereby approves the Certificate of Records Disposal (RC-3) and authorizes the Business Manager/Fiscal Officer to submit the required documentation to the Ohio Historical Society. The motion was carried unanimously.

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

July

1. Richard P. Tripp: donated \$250
2. Theresa Laffey: donated \$25 in memory of Maribeth Edgley
3. Kelley Graham of Sweet Frog: donated gift cards for Brunswick summer youth volunteers valued at \$87
4. Murray Van Epp: donated a Christopher Leeper painting to the Highland Library valued at \$800
5. Thomas Doyle: donated a copy of *The Hallock Chemical Fire Engine*
6. Dixie Frank: donated a copy of *I'm So Glad You Saved Me*
7. Tom Hilberg: donated one copy each of *Genealogy Presentations* and *Presentation is Everything* for the Genealogy Lock-In program
8. Kim Klaus: donated a 1-year subscription of *Make Magazine* for the Seville Library

August

9. Theresa Laffey: donated \$25 in memory of Peter William Wiandt
10. Donald and DaLyte Hartsough; donated \$100 for genealogy services
11. Royal Car Care: donated a gift basket valued at \$60 for the Brunswick Library British Car Show for winner of "People's Choice" car
12. Tru-Cut Saw, Inc.: donated British snacks valued at \$30 for a door prize at the Brunswick Library British Car Show
13. Medina County Fall Foliage Tour Committee: donated \$100 in appreciation for signs made by MCDL promoting Fall Foliage Tour
14. Kiwanis Club of Medina: donated \$175 for WWII Roundtable Recordings

Trustee's Comments:

Howard Elko stressed that MCDL is very fortunate to have employees like Eric Lucius and his accomplishments are something that the library should value with pride.

Mary Ogden congratulated Eric as well.

Kate Dunlap was also very excited about Eric and his accomplishments. She noted that it was especially valuable to have someone who is capable of learning new things and passing the information on to other staff. She also wished to congratulate Ann Plazek on her award. Ms. Dunlap was touched by the story of the piano man in the director's report and pointed out that the story is a testament to how libraries can make a difference and that they are not buildings, but are defined by the people who work in and visit them. She stated that she was very excited for the upcoming fundraiser for the Friends of the Medina Library.

Maria Griffiths was excited about a lot of neat things that are happening at the libraries. She was glad that the library buildings were being monitored and expressed the importance of keeping them healthy. She stressed to the other trustees and administration the importance of being responsible stewards of public revenues.

Adjournment: A motion was made by Mr. Elko and seconded by Ms. Dunlap to adjourn the meeting at 9:00 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, October 19 at 6:00 p.m. at the Highland Library**

Maria Griffiths

Robert Tomaselli