

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

December 15, 2014

The Medina County District Library Board of Trustees met in regular session on Monday, December 15, 2014 at the Medina Library. With a quorum present, President Maria Griffiths called the meeting to order at 6:03 p.m.

Roll Call was taken with the following members noted as present: Maria Griffiths, Mary Ogden, Robert Tomaselli, Adrienne Appleby-Bures, 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; Lisa Buzalka, Deputy Fiscal Officer; Heather Coontz, Community Relations Manager; Sylvia Williams, Collection Resources Manager; Marilyn Plitt, SEIU President; Eric Lucius, Lodi Branch Manager, Jamie Stilla, Seville Branch Manager and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda – Dr. Griffiths announced that “Lump Sum Payment for Eric Lucius” and “Lodi Settlement” would be added to the agenda under New Business. A motion to approve the revised agenda was made by Ms. Ogden and seconded by Ms. Dunlap. The agenda was approved unanimously.

Recognition of Guests and Comments from the Public – Dr. Griffiths welcomed all in attendance. Newly appointed trustee Mary Schultz attended the meeting as a guest and will begin her term in January 2015.

Disposition of Minutes – A motion was made by Mr. Tomaselli and seconded by Mr. Elko to approve the November 17, 2014 regular meeting minutes. The motion carried unanimously.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for November. She reported that receipts totaled about \$311,525 and expenditures were about \$3,440,128. The unexpended balance of \$8,900,996 minus outstanding encumbrances of \$1,045,890 left an ending balance of \$7,855,106 in all funds. Ms. Kroll noted that the actual percentage of the 2014 budget spent was around 80% to date in the General Fund. She reminded the trustees that dividing the Year-to-Date expenses by the budgeted expenses gives an accurate ratio of the amount of budget spent without being skewed by blanket purchase orders. She also pointed out that the large expense showing on the report was due to the fact that payment of the Debt Service Fund was due on December 1st.

In November, investments earned about \$1,441 with a principal of about \$9,160,646 in bank accounts and investments at an average interest rate of .659%. Three new CD's were acquired and Ms. Kroll remarked that interest rates were creeping up slowly.

Because all PLF funds had been collected for the year, Ms. Kroll was able to provide a year-end analysis and reported that revenue was down about 1.5%, or about \$46,300. She noted that the state's estimated amount for 2014 had been very close to the actual amount collected with a difference of less than \$500. The total PLF revenues for 2014 was 3,076,729.

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

Director's Report: Director Carole Kowell reported on the MCDL statistics and events occurring during the month of November. Declining circulation was discussed and Ms. Bures commented that one of the many challenges is to determine methods by which members can be reached in their homes. Mr. Elko pointed out that reduced unemployment rates may also negatively affect circulation numbers and member visits to the library.

Communications:

- In a priority mailer (cost \$5.75), the Johnson's, in a lovely note card, wrote, "Thank you for the wonderful service."
- The Highland Foundation thanked the library for our support of their 2014 Great Gifts Dinner Auction.
- The Salvation Army thanked Warm Up Medina County for the "generous donation of beautifully handmade afghans and scarves".
- The Business and Professional Women/OH thanked MCDL for our donation of four canvas totes.
- ORMACO thanked MCDL for our \$1,000 contribution towards the Shanren residency.
- Help Me Grow thanked MCDL for the blankets, hats, scarves and mittens donated by Warm Up Medina County.
- County Treasurer John A. Burke thanked the library for partnering with his office to return unclaimed funds to rightful recipients. In Highland \$3,875.90 was claimed; in Buckeye \$11,327.19 was claimed; in Medina \$7,926.76 in one session and \$30,548.10 in another were claimed by happy owners.
- A letter from the Best Buy Foundation to Tina Sabol and MCDL announced with pleasure the \$8,000 Community Grant to the library in support of Mobile Digital Labs for Teens and Tweens.
- Last, but certainly not least, was a letter to MCDL from President Obama thanking us for being Affordable Health Care certified application counselors who "assist fellow citizens in finding plans that fit their needs at prices they can afford."

Personnel Report: November staffing activity was reviewed and a motion was made by Mr. Rice and seconded by Ms. Bures to approve the report as distributed. The motion was carried unanimously.

Board Committee Reports:

A. Finance: The Finance Committee met on December 9th, 2014.

1. 2015 Budget: Chairperson Mary Ogden reported that the 2015 Budget had been discussed at the committee meeting in great detail and asked for questions from the trustees. Dr. Griffiths asked why the cost of the third floor windows needing replaced in Medina appeared in the General Fund. Ms. Kroll explained that until the Building Repair Fund is replenished, she cannot assign expenses to it.

Ms. Bures asked about the next replacement levy and when it would be best for the library to start preparing for it. Ms. Kroll replied that the current levy expires at the end of 2017 and there are already steps being taking in preparation for it. Mr. Rice asked the amount of the millage and Ms. Kroll informed him it is 1.25.

Mr. Tomaselli questioned the decision to hire a labor attorney to assist in the upcoming contract negotiations and was curious as to why the approval of the board had not been required. Ms. Kroll explained that since the attorney was not being contracted, administration was not required to seek approval; however the subject was presented to and discussed by the Finance Committee as part of the 2015 budget . It was agreed that it would be in the best interest to the library and its members to have a professional handling the negotiations. *

Resolution 14-48: Upon recommendation of the Finance Committee, it was resolved that the Medina County District Library Board of Trustees hereby adopts the 2015 Budget as attached. A roll call vote was taken and the motion passed unanimously.

2. Policy HR B-12: The current HR-B12 policy directed that all retirees from MCDL receive a gift card in an amount reflective of their years of service. Ms. Kroll asked the Finance Committee to recommend that the gift be given in a lump sum in their final payroll check as had been suggested by the auditor of state's office. *

Resolution 14-49: Upon recommendation of the Finance Committee, it was resolved that the Medina County District Library Board of Trustees hereby adopts the revised Retirement Gift Policy HR-B-12. The motion carried unanimously.

3. Policy FIN-17: Under the current policy, interest from investments was being credited to the 402 Construction Fund. Ms. Kroll requested that the Finance Committee recommend to the board that the interest furthermore be deposited in the General Fund to allow the 402 Fund to reach a 0 balance since all buildings funded by the bond issue are now complete.

Resolution 14-50: Upon recommendation of Finance Committee, it was resolved that the Medina County District Library Board of Trustees hereby adopts the revised Interest on Investments Policy FIN-17, effective January 1, 2015. The motion carried unanimously.

B. Personnel: None

C. Policy and By-Law: None

D. Buildings: None

Unfinished Business: none

New Business:

A. Election of Officers: Outgoing Trustee Maria Griffiths nominated the officers for 2015 and upon a motion made by Ms. Bures and seconded by Ms. Dunlap the following slate was approved:

President: Mary Ogden

Vice President: Howard Elko

Secretary: Kate Dunlap

B. 2015 Board Schedule: It was decided to include Seville in the 2015 Board Schedule and a meeting in Seville was added with a visit in the month of June. Upon a motion made by Mr. Elko and seconded by Ms. Bures the schedule was approved unanimously.

C. 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 14-51: 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 Fiscal Officer/Business Manager's one year 2015 contract effective Jan 1, 2015 with an annual salary of \$71,400 (a 2% increase) and a surety bond set in the amount of \$250,000. The motion carried unanimously.

D. Performance Plan Calendar: Human Resources Manager requested that the Board approve a change to the employee performance plan calendar to coincide with the standard calendar year. Making the change would make the process of collecting and evaluating the plans less complicated and provide for more immediate compensation for those staff members whose performance is determined to be excellent.

Resolution 14-52: 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-G-4 policy update which changes the performance year from March to February of the next calendar year to January through December of each calendar year. It establishes a new hire cutoff date of July 1st after which a performance plan is not required for the initial year. And it adds a performance rating of Meets Expectations at a High Level. The motion carried unanimously.

E. Professional/Administrative and Page Salary Structure Policy Update: Ms. Carragher asked the board to approve an update to the current salary policy to reflect the recent increase in the federal minimum wage.

Resolution 14-53: 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 which increases Pay Grade Scale 1 Minimum, Midpoint and Maximum by 15 cents each to reflect the 15 cent increase in Ohio minimum wage from \$7.95 to \$8.10 per hour effective January 1, 2015. The motion carried unanimously.

F. Fix Compensation and Set Bond for deputy Fiscal Officer: Compensation was set and a \$250,000 bond secured for Deputy Fiscal Officer Lisa Buzalka.

Resolution 14-54: Upon a motion made by Ms. Dunlap and seconded by Mr. Tomaselli, it was resolved that the Medina County District Library Board of Trustees hereby appoints Lisa Buzalka as Deputy Fiscal Officer effective January 1, 2015 through December 31, 2015, at an hourly rate of \$19.0026, at a surety bond set in the amount of \$250,000.00. The motion carried unanimously.

G. 2015 Professional/Administrative, Page and External Sub Wage Increases: Ms. Kroll presented to the Board the proposed wage adjustments for non-bargaining unit personnel for 2015.*

Resolution 14-55: 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 Professional, Administrative, Page and External Substitutes wage increases effective 12/28/2014. The motion carried unanimously.

H. Lump Sum Payment for Eric Lucius: Since the position of Lodi Branch Manager for which Eric Lucius recently was hired has the same pay rate as the job he formally held, the board was asked to approve a lump sum incentive for him in lieu of a pay raise.

Resolution 14-56: 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 a lump sum payment of \$2,000.00 to Eric Lucius for accepting the position of Branch Manager at Lodi, effective with the pay date of 12/23/2014. The motion carried unanimously.

I. Interfund Transfer: Ms. Kroll asked the Board to approve a transfer of \$100,000 from the General fund to the 401 Building/Repair Fund in order to begin rebuilding the balance in that account which had been severely depleted by the Lodi repairs and renovations.

Resolution 14-57: Upon a motion made by Ms. Bures and seconded by Ms. Ogden, it was resolved that the Medina County District Library Board of Trustees hereby approves the \$100,000 Interfund Transfer from the 2014 budget from 101 General Fund to the 401 Building/Repair Fund. The motion carried unanimously.

J. Approval of Change Order #3/ Lauren Building Company: Ms. Kroll asked for approval of a change order to the contract of Lauren Builders for the interior design update project at the Lodi branch. Due to the library contracting its own service on a couple of tasks, the contract was reduced by \$2600. *

Resolution 14-58: 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 Change Order #3 to Lauren Building Company in the amount of a reduction of \$2,600.00 for millwork and HVAC work not provided. The motion carried unanimously.

K. Approval of June Garcia Consultant Contract: As administrators continue to investigate better staffing practices, it was suggested to the board to approve a contract for well-known library staffing consultant, June Garcia. Ms. Garcia will work across the branches and with each public service department to increase efficiency and service through identifying and implementing best practices for MCDL. Ms. Kroll noted that this is part of the 2015 budget.*

Resolution 14-59: Upon a motion made by Mr. Rice and seconded by Mr. Elko, it was resolved that The Medina County District Library hereby authorizes the Fiscal Officer to contract with June Garcia LLC for public service staffing consulting work in an amount not to exceed \$20,000. 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 14-60: Upon a motion made by Ms. Bures and seconded by Ms. Dunlap, it was resolved that: The Medina County District Board of Trustees hereby approves the Food for Fines Campaign, March 1-31, 2015. 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 14-61: Upon a motion made by Ms. Ogden and seconded by Ms. Bures, it was resolved that Upon recommendation by the Director, 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, 2015. All terms of the initial agreement shall remain the same. The motion carried unanimously.

N. Program Policy: Ms. Kowell presented to the Board a newly created Program Policy which had been written by Program Coordinator Connie Sureck and asked for approval to include it in the Policy and Procedure Manual. Mr. Rice asked about the statement that says the library will receive 10% of sales generated by any program and was concerned that it may discourage quality presenters. Ms. Kowell explained that at the larger events, such as Writers Live, sales are not conducted directly by the author, but by booksellers who profit from the event. Charging a percentage of the sales does not affect the presenter and the library benefits from the revenue generated by the event.*

Resolution 14-62: 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 the Program Policy to be added to the Policy and Procedure Manual under Public Services as number PUB 21. The motion carried unanimously.

O. Resolution to Join OLC Effort to Restore PLF to 2.22%: Ms. Kowell reminded the trustees that she had attended Library Legislative Day in Columbus earlier in the year and was active in joining with other libraries throughout the state to convince legislators to restore the PLF to its prerecession rate of 2.22%. She asked that the Board join a long list of other Ohio libraries that had passed a formal resolution to request reinstatement of the rate.

Resolution 14-63: Upon a motion made by Mr. Tomaselli and seconded by Ms. Bures , it was resolved that The Medina County District Library Board of Trustees respectfully requests that the Governor and members of the Ohio General Assembly restore the Public Library Fund (PLF) to 2.22% of the total General Revenue Fund. The motion carried unanimously.

P. Lodi Settlement: Ms. Kroll and Ms. Kowell had attended a lengthy mediation session in Columbus earlier in the year with attorneys and representatives of all parties involved in the Lodi building case. Since that time all angles were considered and the trustees had a lengthy conference with the library's attorneys in an executive session. Upon the attorney's recommendation and, after considering costs verses benefits, the Board was asked to approve the settlement resulting from the mediation.*

Resolution 14-64: Upon a motion made by Ms. Dunlap and seconded by Ms. Ogden, it was resolved that The Medina County District Library Board of Trustees approves the Lodi Settlement Agreement and Release, and the Director is authorized to sign the Settlement Agreement and Release on behalf of the Board. The motion carried unanimously.

Q. Service Recognition for Maria Griffiths: Vice President Mary Ogden read aloud a proclamation of service recognition for departing trustee Maria Griffiths. Dr. Griffiths was congratulated for her years of service to MCDL and received many words of praise and heartfelt well wishes from the other trustees and from the MCDL staff.

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

1. Best Buy Foundation: donated \$8000 in grant funds for mobile digital labs for young adults.
2. Randy and Brenda Fuller: donated \$20
3. Donald Canfield: donated \$20 for genealogy prints
4. Anonymous: donated \$20
5. Kelly Conrad: donated \$75 for a coffee table book in Brunswick
6. Maryanne Shaw: donated a copy of *The 9 Week Miracle* and *Angel Whispers*
7. James E. Duffey: donated a copy of *Victim of Honor*
8. Barbara Talbert: donated a copy of *Where Can We Live?*
9. Mary Ann Markusic: donated a children's book in memory of Anthony Pytel

S. Other: Mr. Tomaselli provided some photos he had taken of the stadium at Highland High School currently under construction. Dr. Griffiths asked that the board continue to monitor the potential problem of misuse of the library parking lot once the project is complete.

Trustee's Comments:

Kate Dunlap wished to congratulate Tina Sabol for writing the Best Buy Foundation Grant with MCDL being awarded \$8000. She thanked the staff for providing some Christmas treats and expressed her gratitude to Dr. Griffiths for her years of service.

Mary Ogden congratulated Jamie Stilla and Eric Lucius for their new positions and thanked Dr. Griffiths for her service.

Howard Elko also thanked Dr. Griffiths and commented that it had been fun working with her.

Adrienne Appleby-Bures gave well wishes to Dr. Griffiths and noted that she was glad that the Board would be meeting in Seville in 2015. She was in support of displaying at the library the wooded leg that was mentioned in one of the Director's Report stories.

Robert Tomaselli congratulated Dr. Griffiths and commended her level of leadership.

Maria Griffiths referred to Staff Development Day and encouraged the administration to try to maintain the level of energy and enthusiasm generated from that day. She thanked Ms. Kowell and Ms. Kroll for their dedication and patience. She was very pleased that her last act as president of the Board was to tie up the Lodi situation. She was very gracious in describing her feelings as a new trustee and how she had developed through her term.

Adjournment: A motion was made by Mr. Tomaselli and seconded by Ms. Bures to adjourn the meeting at 7:40 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 19, 2015 at 6:00 p.m. at the Medina Library

Mary Ogden
President

Kate Dunlap
Secretary