

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

**April 17, 2017**

The Medina County District Library Board of Trustees met in regular session on Monday, April 17, 2017 at Medina Library. With a quorum present, President Howard Elko called the meeting to order at 6:02 p.m.

**Roll Call** was taken with the following members noted as present: Howard Elko, Mary Schultz, Kyle White, Kate Dunlap, Brad Rice, Mary Ogden and Linda Meyer.

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Tina Sabol, Community Engagement Manager; Chris Weaver-Pieh, Collection Resources Manager; Sue Demis, Technology Manager, Lisa Buzalka, Deputy Fiscal Officer; Marilyn Plitt, SEIU President and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

**Approval of the Agenda** –A motion to approve the agenda was made by Ms. Dunlap. Kelly Kroll asked that the order of items D and E under new business be exchanged. The motion was seconded by Ms. White and the amended agenda was approved unanimously.

**Recognition of Guests and Comments from the Public** –Mr. Elko welcomed all in attendance.

**Disposition of Minutes** – A motion to approve the March 20, 2017 minutes was made by Ms. Ogden and seconded by Ms. Schultz. The motion was approved unanimously.

**Financial Report**– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of March. She reported that receipts totaled about \$609,190 and expenses were about \$735,586. The unexpended balance of \$10,706,751 minus outstanding encumbrances of \$1,493,347 left an ending balance of \$9,213,404 in all funds. Ms. Kroll informed the board that the final real estate revenue collected in the first half of 2017 had been received from the County Auditor. She reported that numbers were slightly higher in the first half of the annual collection and the second half will take place in the fall. Ms. Ogden asked her to explain the difference between the real estate tax revenue in the 101 Fund and those in the 301 Fund. Ms. Kroll explained that the 101 General Fund accounted for the real estate tax levy funds and the 301 Debt Service Fund accounted for the bond issue. She reported that at the end of the first quarter 19% of the 2017 general fund budget had been spent.

In March, investments earned about \$6,200 with a principal of about \$10,766,893 in bank accounts and investments at an average interest rate of .849%. Ms. Kroll informed the trustees she had moved Huntington Bank funds to Star Ohio money market funds to take advantage of the higher interest rate. She will follow up with other institutions in which the library has investments to offer them the opportunity to match the Star Ohio rates.

Year to date, the PLF is down .33% from the same period in 2016. The month of April 2017 showed a decrease from April 2016 of 4.64%. The revenue collected by the State of Ohio continued to fall short of what had been projected. Ms. Kroll added that the Ohio General Assembly will be examining the PLF in the course of deciding the upcoming biennial state budget. It is hoped that the percentage will remain as is, but could revert to the 1.66% used in earlier years.

Ms. Ogden asked for clarification of banking fees. Ms. Kroll explained that it referred to the merchant account fees charged by banks to process credit card payments made to the library by members for fines, meeting rooms, events, etc.

A motion was made by Ms. Dunlap and seconded by Ms. Schultz to approve the Financial Report. The motion carried unanimously.

**Director's Report:** Director Carole Kowell shared with the trustees a summary of notable information, statistics and events which had taken place within the library system during the month of March. She passed around the issue of Library Journal featuring Ann Plazek as a mover and shaker. Food for Fines brought in 6679.5 lbs. of food worth \$11,233.15 in the 2017 campaign. Brunswick's Pet Palooza recorded 763 attendees and was again a great success. As part of Leadership Medina County, Ms. Kowell had been attending information sessions at the Juvenile Detention Center and praised the facility for the work they do. She added that she had been spending a good amount of time out in the community spreading the good word of the many library services in preparation of Election Day.

**Communications:** Cathy and Glenn Seeders sent a letter to the director praising Technology Assistant Justin Schwin.

**Personnel Report:** The March report on Human Resources activity was provided to the trustees and they were asked if they had any questions. There being none, a motion was made by Ms. White and seconded by Ms. Dunlap to approve the report as distributed. The motion was carried unanimously.

**Board Committee Reports:**

**Finance Committee:** No meeting

**Personnel Committee:** No meeting

**Policy and By-Laws Committee:** No meeting

**Buildings Committee:** No meeting

**Unfinished Business:**

**A. Medina Building Issues:** Ms. Kroll reported that the contract with Mays Consulting is in the process of being completed and signed and the design work will begin as soon as all of the paperwork is in place.

**New Business:**

**A. Strategic Plan Quarterly Update:** A summary of progress made in the first quarter of the strategic plan was provided to the trustees. There were no questions.

**B. Policy and Procedure Manual Overhaul:** Technology Manager Sue Demis explained to the trustees that MCDL will be transitioning to Sharepoint for its electronic management system. As part of the transition process, the Policy and Procedure Manual will be undergoing a sharp review and revised to make it as current and efficient as possible. The task is being handled by a committee and will require the input and approval of the Policy and By-Laws Committee through its progress. Once completed, it will be presented to the board for approval. It is expected to be completed by the end of 2017.

**C. Medina Wine and Canvas Program:** Ms. Kowell asked the trustees to approve allowing use of alcohol in the Medina Library after hours on July 12 for a Wine and Canvas Event. The event meets all criteria needed to exempt the need for a liquor license.

**Resolution 17-10:** Upon a motion made by Ms. White and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves a Bring Your Own Wine event, Wine and Canvas Night, at the Medina Library on July 12, 2017.

**D. Establishment of New Fund:** Ms. Kroll informed the trustees that the preliminary plans were provided to the trustee of the Virginia Wheeler Martin Endowment to allow cash flow to begin in the process of remodeling the second floor. She explained that a new fund will be created to handle the endowment. Mr. Elko asked if she knew what final dollar figure will be given to the library. Ms. Kroll answered that a final figure has not been determined, but she estimates it to be around \$2.4 million.

**Resolution 17-11:** Upon a motion made by Ms. Schultz and seconded by Ms. Meyer, the Medina County District Library Board of Trustees hereby establishes a new Special Revenue Fund to be known as the 202 Virginia W. Martin Trust Fund with the following initial estimated revenue and expenses:

Board of Trustees Meeting  
Page Four  
April 17, 2017

**Revenue:**

202.4.6100 Restricted Donations **\$ 250,000.00**

**Expense:**

202.5.1120 Salaries/Wages – Public Service \$ 25,000.00

202.5.1400 OPERS 3,500.00

202.5.1600 Insurance Benefits 10,500.00

202.5.2100 Supplies 11,000.00

202.5.3700 Professional Services 30,000.00

202.5.5510 Computer Software/Hardware 55,000.00

**Total \$135,000.00**

The motion carried unanimously.

**E. Interim Agreement with Architect:** Ms. Kroll reported that as part of the Virginia Wheeler Martin Trust bequest, administrators had met CBLH Design on several occasions to establish some ideas regarding the project. The Estate Trustee had seen the initial design ideas and was happy with them. A request was submitted for initial funding from the Trustee in order to get the project moving forward. Ms. Kroll asked the board for approval of an Interim Agreement for Pre-Design Services with CBLH Design for work done to-date for renovations to the second floor in the Medina building. Mr. Elko asked how the design was laid out and Ms. Kowell gave a brief description of the proposed floor plan. She added that a full time specialized librarian position would be funded by the endowment and would be sustainable into future for many years.

**Resolution 17-12:** Upon a motion made by Mr. Rice and seconded by Ms. Dunlap, The Medina County District Library Board of Trustees hereby authorizes the Director to enter into an agreement with CBLH Design to provide Pre-Design Services in an amount not to exceed \$12,000.00, subject to funding received by the Virginia Wheeler Martin Trust.

The motion carried unanimously.

**F. Donations:** Upon a motion made by Ms. Dunlap and seconded by Ms. White, the following donations were accepted with gratitude. The motion was carried unanimously.

1. Jo F. Conant; donated \$25 in memory of Anne Meier
2. William McMahan; donated \$50
3. Jayne Cole; donated \$500 in honor of Paxton Cole
4. Theresa Laffey; donated \$25 in memory of Vicki Dangelo

Board of Trustees Meeting

Page Five

April 17, 2017

**Trustee's Comments**

Ms. White recognized Ann Plazek for receiving such a prestigious award and said she is excited for the new genealogy library.

Kate Dunlap also congratulated Ms. Plazek and said she was so happy to see all of the library signs in the community promoting the library levy. She was very pleased that local businesses were eager to back the levy and support the library. She added that she had completed a 6 week Gale Course through the library's database resources and had enjoyed it immensely.

Linda Meyer reported that she had toured the Lodi Library with Eric Lucius and has a visit scheduled to Seville. She will then have completed her branch visits. She was very pleased with the library's World Tour of Music program in Brunswick.

Mary Ogden congratulated Ann Plazek, Wendy Campbell and Eric Lucius for their accomplishments and was thankful for the library levy signs.

Mary Schultz said she had placed a large stack of library information in the Spencer Post Office and they were gone in a very short time. She asked that the initials of the committee members be listed on the board agenda to make it easy to remember which trustees were on which committees.

**Adjournment:** Upon a motion made by Ms. Dunlap and seconded by Ms. White, the meeting was adjourned at 6:48 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, May 15, 2017 at 6:00 p.m. at Highland Library**

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**Howard Elko- President**

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**Kyle White- Secretary**