

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

May 15, 2017

The Medina County District Library Board of Trustees met in regular session on Monday, May 15, 2017 at Highland Library. With a quorum present, President Howard Elko called the meeting to order at 6:00 p.m.

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

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human resources Manager; Tina Sabol, Community Engagement Manager; Keith Maynard, Facilities and Maintenance Manager; Chris Weaver-Pieh, Collection Resources Manager; Lisa Buzalka, Deputy Fiscal Officer; Diane Dermody, Highland Branch Manager, Lisa Riennerth, Medina Library Associate, Marilyn Plitt, SEIU President and Tammy Nandrasny, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda –A motion to approve the agenda was made by Ms. Dunlap. The motion was seconded by Ms. Schultz and the 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 April 17, 2017 minutes was made by Ms. White and seconded by Ms. Dunlap. The motion was approved unanimously.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of April. She reported that receipts totaled about \$779,465 and expenses were about \$961,199. The unexpended balance of \$10,525,017 minus outstanding encumbrances of \$2,157,217 left an ending balance of \$8,367,800 in all funds. Ms. Kroll reported that the Virginia Wheeler Martin trustee had released \$250,000 from the trust to begin work on the redesign of the Medina second floor. She also stated that the first half of the annual real estate tax revenue had been received and accounted for 52.6% of the budgeted amount. The second half will be distributed from the County Auditor's Office in the fall.

In April, investments earned about \$6,471 with a principal of about \$10,707,694 in bank accounts and investments at an average interest rate of .685%. Ms. Kroll noted that she had moved more funds into the Star Ohio account where the money will earn a higher interest rate and remain liquid where it will be accessible if needed.

Year to date, the PLF, is up .46% from the same period in 2016. The month of May 2017 showed an increase over May 2016 of 3.52 %. The PLF continues to come in under projected estimates in 2017. The state legislators will be voting soon on a new biennial budget which will determine the percentage allotted to the PLF. It is doubtful there will be an increase and may even be decreased.

Mary Schultz asked if the appropriations being requested later on the agenda would be an increase to the General Fund or if it would involve the contingency expense. Ms. Kroll replied that she would be asking that the General Fund be increased by the amount being requested.

A motion was made by Ms. Schultz and seconded by Ms. White 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 April. The most important announcement was that the 10 year levy put before the voters on May 2nd had passed by a substantial margin. She was also happy to announce that the new class of Leadership U had been selected with 6 staff members participating.

Communications:

- Communications: Wadsworth Director Daniel Slife congratulated MCDL on the passage of the levy
- The Blue Star Mothers of Brunswick thanked the library for allowing them to use the meeting room
- The Hinckley Women's Club thanked MCDL for our generous donation to their Easter Egg Hunt
- Highland School's art teacher Lee Palencar thanked Highland Manger Diane Dermody for all she does to make the art show a "happy and sharing event"
- Kelsea Deininger, art student, thanked Ms. Dermody for her "patience throughout the years"
- Mrs. Deena Brennan, a teacher at The Academy of St. Bartholomew, sent letters written by students to the library director, asking for a library cat – a writing assignment following the class discussion of the book Dewey the Library Cat.

Personnel Report: The April report on Human Resources activity was provided to the trustees by Human Resources Manager, Julie Carragher. She mentioned that recent retirements from full time positions had created openings that were filled by part time internal candidates which then left those part time positions available. This explains the large amount of openings reflected in the report. Mary Ogden asked if MCDL had seasonal summer positions. Ms. Carragher explained that many times pages will leave in the fall after graduating high school, but the position is not designed to be and is not posted as seasonal.

A motion was made by Ms. Dunlap and seconded by Ms. Ogden to approve the report as distributed. The motion was carried unanimously.

Board Committee Reports:

Finance Committee: No meeting

Brad Rice arrived at 6:18p.m.

Personnel Committee: Chair Kyle White reported that the Personnel Committee had met at 5 p.m. just prior to the full board meeting.

1. Compensation Consultant Proposal: Ms. Carragher had requested that the committee recommend to the board that she engage Petrus HR Solutions, LLC, to conduct a survey to compare MCDL compensation to that of other libraries for all non-union personnel. The project was included in the approved current strategic plan. Ms. Carragher researched several companies and requested proposals from four before selecting Petrus as her preferred choice.

Resolution 17-13: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves acceptance of the Petrus HR Solutions, LLC, April 25, 2017 compensation project proposal at a cost not to exceed \$8,000. Approval was unanimous.

2. Labor Negotiations/ Fact Finder's Report: The committee reported to the board that the fact finder's report had been accepted by union members and they recommended that the board accept the report, as well; thereby both sides would be in agreement to the terms of a new labor contract. A motion was made by Mr. Rice and seconded by Ms. Ogden to enter Executive Session to discuss collective bargaining matters. A roll call vote was taken with the following results: Ms. Dunlap-aye, Ms. Meyer-aye, Ms. Ogden-aye, Mr. Rice-aye, Ms. Schultz-aye, Ms. White-aye, Mr. Elko-aye.

Executive Session was entered at 6:23 p.m.

Regular session resumed at 6:37 p.m.

Resolution 17-14: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves the Agreement with Service Employees International Union, District 1199 WV/KY/OH, the Health Care and Social Service Union, CTW, CLC for the period June 01, 2017 – May 31, 2020. A roll call vote was taken with the following results: Ms. Dunlap-aye, Ms. Meyer-aye, Ms. Ogden-aye, Mr. Rice-aye, Ms. Schultz-aye, Ms. White-aye and Mr. Elko-aye.

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

Unfinished Business:

A. Medina Building Issues: There was nothing to report at this time.

New Business:

A. Highland Wine and Canvas Program: Ms. Kowell asked for board approval for a wine and canvas program that will be held in Highland in June. No liquor license would be required as all criteria would be met to avoid the need of a permit.

Resolution 17-15: Upon a motion made by Ms. Ogden 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 Highland Library in June 2017. The motion carried unanimously.

B. Additional Surplus/Obsolete Equipment: There were some additional items to be added to the previously approved list of obsolete and surplus items to be included in the upcoming public auction. Ms. Kroll asked that the items be added to the list. Ms. Schultz asked if the library was set up to sell items on eBay. Ms. Kroll replied that she has been investigating that opportunity as well as some other on line auction sites and is expecting to register the library for an account.

Resolution 17-16: Upon a motion made by Ms. Dunlap and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby declares non-inventoried items (old chairs, table tops, shelving panels, old copiers, and other miscellaneous items) as surplus, and authorizes the Fiscal Officer to conduct a sale of items to the public, and the Director to donate or dispose of any items not sold. The motion carried unanimously.

C. Vehicle Purchase: Keith Maynard had requested in his department's 2017 budget to retire one of the very used delivery vans and purchase a new one. After researching different opportunities, he asked for approval of the purchase of a no-miles 2016 model GMC Savana.

Resolution 17-17: Upon a motion made by Ms. Dunlap and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves the purchase of a 2016 GMC Savana cargo van through Medina Auto Mall at a price of \$26,993.50. The motion carried unanimously.

D. Increase Appropriations for Legal Fees: Ms. Kroll requested approval to increase appropriations in the General Fund to cover legal expenses incurred through the labor contract negotiations and legal services associated with the Medina building issues. The \$47,000 originally slated for that purpose had been largely depleted and there were invoices expected in

the near future. Mr. Elko asked if one issue had spent more on legal services than the other. Ms. Kroll replied that the two issues had been very close in expenses with labor accounting for \$25,000 and the building issues responsible for \$33,000.

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Resolution 17-18: Upon a motion made by Ms. Ogden and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves the following increase in appropriations in the 101 General Fund:

101-5-3760 Legal Fees	<u>\$ 20,000.00</u>
Total	\$ 20,000.00

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

1. Judith Figueroa; donated \$25 in Memory of James and Sherry Skelton
2. Kings Daughters I Believe; donated \$25
3. Emanuel United Church of Christ: donated \$136 for Buckeye teen after-school snacks

Trustee's Comments

Ms. White was very proud and pleased that the levy passed by such a large margin and thanked everyone for all of the hard work that contributed to its success.

Kate Dunlap said it was so great and it made her feel prideful to see library signs in yards everywhere supporting the levy. She offered congratulations on settling the union contract and to the new class of Leadership U.

Linda Meyer offered congratulations for passing the levy and shared that she had enjoyed getting out in her community to distribute information supporting the library.

Mary Ogden also expressed congratulations for passing the levy and said that she enjoys the stories in the Director's Report every month, especially when they involve children. She thanked Diane Dermody and her staff for hosting the meeting.

Brad Rice mentioned Tina Sabol for her great accomplishments in leading the way in promoting passage of the levy.

Mary Schultz remarked that the votes received in favor of the levy were votes of confidence in the library from the community validating all of the great services provided.

Howard Elko also congratulated Ms. Sabol for a job well done.

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Adjournment: Upon a motion made by Ms. Dunlap and seconded Ms. Meyer, the meeting was adjourned at 6:56 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, June 19, 2017 at 6:00 p.m. at Medina Library

Howard Elko- President

Kyle White– Secretary