

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

**June 19, 2017**

The Medina County District Library Board of Trustees met in regular session on Monday, June 19, 2017 at Medina Library. With a quorum present, President Howard Elko called the meeting to order at 6:03 p.m.

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

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; Sue Demis, Technology Manager; Chris Weaver-Pieh, Collection Resources 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. Schultz . The motion was seconded by Ms. Dunlap 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 May 15, 2017 minutes with corrections was made by Ms. Dunlap 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 May. She reported that receipts totaled about \$594,787 and expenses were about \$1,189,228. The unexpended balance of \$9,930,576 minus outstanding encumbrances of \$1,421,710 left an ending balance of \$8,508,866 in all funds. Ms. Kroll directed notice to the new 202 Fund that has been created to manage the endowment funds provided in the Virginia Wheeler Trust which will go towards renovating Medina’s second floor to accommodate a family history center and genealogy library. She also pointed out that the large expense seen in the Debt Service Fund line was due to interest being paid on the bond issue. To date in 2017, 34% of the budget has been spent at the point of 42% into the year.

In May, investments earned about \$11,291 with a principal of about \$9,969,496 in bank accounts and investments at an average interest rate of .940%. Ms. Kroll reported that the Huntington line items will appear different due to the final steps being accomplished in the transition of the First Merit accounts. Occasionally interest will be accruing on the checking accounts which did not happen before. More funds have been relocated to Star Ohio accounts to take advantage of the higher interest rates. Mary Ogden asked why the Star Ohio accounts were showing a 2012 date and Ms. Kroll replied that it was the year that the accounts were opened. Interest rates were nearly up to 1% which had not been seen for several years.

Year to date, the PLF, is up .84% from the same period in 2016. The month of June 2017 showed an increase over June 2016 of 2.56%. Ms. Kroll stated that the Ohio Legislature was currently working on the 2017-2018 biennial budget and the percentage of appropriations for the PLF will be determined when the budget is completed and approved by June 30, 2017.

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 May. She reported that up-to-date concept drawings of Medina's second floor remodeling project will be available at the July board meeting. Community Engagement Manager Tina Sabol was asked to give an overview of the precinct break down of the levy. She was happy to report that many of the precincts that had historically voted against a levy had overwhelmingly been in favor of passing it in 2017.

**Communications:**

- The International Order of the King's Daughters and Sons thanked MCDL for contributing to the 3<sup>rd</sup> annual Giving Gala
- Cloverleaf Local Schools was thankful for support of the senior Awards Program
- American Red Cross was thankful for the blood drive hosted by MCDL
- Feeding Medina County was thankful for the 6,619.5 lbs. of food collected during Food for Fines.

**Personnel Report:** The May report on Human Resources activity was provided to the trustees by Human Resources Manager, Julie Carragher. Mr. Elko asked if the position of Program Coordinator needed some attention since there had been two people leave the position in a short time period. Ms. Carragher and Ms. Kowell spoke about revisions being considered to make the position more clearly defined and satisfying. Kate Dunlap asked if other libraries have a similar position and Ms. Kowell replied that some do and others manage their programming in other ways. Mary Ogden asked if the branch managers and staff are in support of the position. Ms. Carragher replied that finding the right balance of authority given to the position has been a challenge and is one of the factors being investigated.

A motion was made by Ms. Dunlap and seconded by Ms. Schultz 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:** A phone conference with the library attorneys regarding the project to repair Medina's south wall was postponed until a time when more trustees would be present.

**New Business:**

**A. HR Policy Revisions to Comply with New Contract:** Ms. Carragher presented some of the policies affected by the new labor contract and asked that changes to the policies be approved so that they are in compliance with the terms of the new agreement. Ms. Kroll suggested including the effective date in the resolution and Ms. Carragher agreed.

**Resolution 17-19:** Upon a motion made by Ms. Schultz and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves the changes to HR-B-16, HR-B -17, HR-B-24, HR-B-2, HR-B-3, HR-B-6, HR-B-4, HR-B-25, and HR-C-20, effective June 1, 2017. The motion carried unanimously.\*

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

**Resolution 17-20:** Upon a motion made by Ms. Dunlap and seconded by Ms. Ogden, 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 October 13, 2017. The motion carried unanimously.

**C. Architect Agreement and Increase in 202 Fund Appropriations:** Ms. Kroll informed the trustees that \$250,000 from the Virginia Wheeler Martin trust had been released to the library to start the preliminary work on the genealogy library on Medina's second floor. She asked for approval to enter into an agreement with CBLH Design at the fee of 10% of the estimated \$800,000 cost to complete the project, plus \$1000 for reimbursable expenses.

Ms. Kowell had drawings of the project she offered to share. The trustees opted to wait until the final plans were complete and more board members were present to assess the plans. Ms. Ogden asked if there were going to be walls moved. Ms. Kowell replied that there will be repartitioning of space and some walls may need to be removed and others built.

**Resolution 17-21:** Upon a motion made by Ms. Ogden and seconded by Ms. Dunlap, the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to enter into an agreement with CBLH Design to provide architectural services in an amount not to exceed \$81,000.00, and authorizes an increase in the 202.5.3760 Professional Services appropriation account in the Virginia W. Martin Trust Fund for the same amount. The motion carried unanimously.\*

**D. Appropriations Transfer in 101 General Fund:** Ms. Kroll explained that the library would like to begin circulation wi-fi hot spots to the public. Originally, the budget for the purchase of mobile units was arranged for in the computer equipment line. However, Verizon proposed an offer that would supply the units free of cost and charge a per unit service fee. Ms. Kroll asked that the item be moved to the correct expense category for communication services. Ms. Demis stated that the units will have a no-hold status and no renewals. She expects the demand to grow and recognized that more units may be needed.

**Resolution 17-22:** Upon a motion made by Ms. Dunlap and seconded by Ms. Schultz, the Medina County District Library Board of Trustees hereby approves the following transfers in appropriations in the 101 General Fund:

<b>From:</b> 101.5.5510 Computers, Furniture & Equipment	\$ 4,800.00
<b>To:</b> 101.5.3210 Telephone/Telecomm	\$ 4,800.00

**E. Donations:** Upon a motion made by Ms. Dunlap and seconded by Ms. Ogden, the following donations were accepted with gratitude. Ms. Kowell made note that the large number of donations was due to donations being made in memory of 2 dedicated library supporters. The motion was carried unanimously.

1. Dianna Mezurek: donated \$85 for Buckeye Teen Snacks  
*In Memory of Marilyn Clark for the John and Marilyn Clark Reading Room:*
2. Kathryn Williams: donated \$500
3. W. Earl Britt: donated \$50
4. Lorain Percy: donated \$100
5. Jim and Laura Gould: donated \$100
6. Edith Thayer: donated \$100
7. Dwight and Sue Mason: donated \$50
8. Amanda Avery: donated \$25
9. Peter and Paula Gensemer and Jill Hurst: donated \$25

10. Richard and Joyce Komjati: donated \$50
11. U.S. Probation Office EDNC: donated \$50
12. Michael and Amy Petty: donated \$50
13. Prentiss and Gail Feagles: donated \$100
14. Raymond and Sheryl McGrath: donated \$200

*In Memory of Harriett Murphy:*

15. Barry M. Brewer: \$ donated 50
16. Alyce Tillson: donated \$30
17. William Poorman: donated \$100
18. Theodore and Carolyn Leziak: donated \$30
19. Kym Lucas: donated \$25
20. Nancy Broderick: donated \$50
21. MCDL Goodwill Fund: donated \$50
22. Francis and Alice Taylor: donated \$50
23. Richard and Marsha King: donated \$60

**Trustee's Comments**

Kate Dunlap congratulated Kelly Halleen and Eric Lucius for the accomplishments and recognition they had received.

**Adjournment:** Upon a motion made by Ms. Dunlap and seconded Ms. Ogden, 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, July 17, 2017 at 6:00 p.m. at Brunswick Library**

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**Howard Elko- President**

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**Kyle White- Secretary**