

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

January 15, 2018

The Medina County District Library Board of Trustees met in regular session on Monday, January 15, 2018 at Medina Library. With a quorum present, President Kate Dunlap called the meeting to order at 6:01 p.m.

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

Library staff members in attendance: Theresa Laffey, Assistant Director; Kelly Kroll, Fiscal Officer; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Lisa Buzalka, Deputy Fiscal Officer; Aimee Adams, Events Coordinator and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda –A motion to approve the agenda was made by Mr. Carlson. The motion was seconded by Ms. Meyer and the agenda was approved unanimously.

Recognition of Guests and Comments from the Public –Ms. Dunlap welcomed all in attendance.

Disposition of Minutes – A motion to approve the December 18 minutes was made by Mr. Rice and seconded by Ms. Meyer. Ms. Dunlap abstained and the motion passed unanimously.

Financial Report–Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of December. She reported that receipts totaled about \$1,075,718 and expenses were about \$1,578,594. The unexpended balance of \$7,948,858 minus outstanding encumbrances of \$774,585 left an ending balance of \$7,174,273 in all funds. Ms. Kroll shared some long term budget projections and reminded the board that the further out the projections were the less certain the estimates. She reported that 2017 real estate taxes had come in slightly under what had been expected, but not enough to cause ill effect. She also pointed out that the carryover through the long range projections is at or above the 3 million dollar target established by the board. Ms. Ogden asked what length of time could be managed to maintain operations with that amount. Ms. Kroll replied that 2.5 million dollars would carry the library for about three months and that is a typical amount to be held in reserve. Ms. Kroll noted that the General Fund \$4.2 million carryover on 12/31/17 was slightly higher than projected.

In December, investments earned about \$5,617 with a principal of about \$8,136,069 in bank accounts and investments at an average interest rate of 1.156%. Ms. Kroll was encouraged that the 2017 interest earned on investments had approached \$100,000 which had not been close to that figure for several years. She was hopeful that interest rates would continue to rise.

In the first month of 2018, the PLF was down 3.89% from January 2017.

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

Director's Report: Assistant Director Theresa Laffey shared with the trustees a summary of notable information, statistics and events which had taken place within the library system during the month of December. She remarked that the 2017 year end statistics had been in line with what had been expected. She noted that Outreach's circulation had shown a marked decrease because the daycares were no longer being serviced by the Bookmobile. She added that the decrease in new cards was due to a huge increase the prior year when Buckeye did a successful promotion at the schools. She was very proud of Lodi's Winter Wonderland for working with the community to produce an exceptional event. Ms. Laffey introduced new events coordinator Aimee Adams who gave a short talk of her background and intentions for the position.

Communications: Medina County Health Department WIC and the Children's Center of Medina County thanked MCDL for serving as a collection and distribution center for items donated to Warm Up Medina County. Kate Dunlap asked how long that program had been functioning. Community Engagement Manager Tina Sabol answered that it first formed in 2004.

Personnel Report: The December report on Human Resources activity was provided to the trustees by Kelly Kroll.

A motion was made by Ms. White 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

Buildings Committee: No meeting

Policy and By-Laws Committee: No meeting

Unfinished Business:

A. **Medina Building Issues:** Ms. Kroll reported that the response to a request for bids to repair the Medina tilework had drawn many responses with EnviroCom Construction, Inc. submitting the lowest bid. The bid was much lower than what had been projected so some investigating had been done to ensure the integrity of the company. All results were positive. Mr. Carlson asked who would be providing the safety equipment at the front entrance during construction. Ms. Kroll said that during construction the equipment would be provided by the contractor. Mr. Rice asked if the project will be monitored by a third party. Ms. Kroll said that Mays Consulting will monitor the project.

Resolution 18-01: Upon a motion made by Mr. Carlson and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to enter into a contract with EnviroCom Construction, Inc. for the Base Bid #1 plus Alternates #1, #2, #3, and #4 in the total amount of \$979,900 as recommended by Mays Consulting & Evaluation Services, Inc. The Board of Trustees hereby appoints the Fiscal Officer as the Prevailing Wage Coordinator on this project. The motion carried unanimously.

New Business:

A. 2018 Board Committees: Ms. Dunlap nominated the following committees and asked for board approval:

FINANCE

- Kyle White - Chair
- Mary Ogden
- Mary Schultz

PERSONNEL

- Mary Schultz - Chair
- Kyle White
- Linda Meyer

POLICY AND BY-LAWS

- Linda Meyer - Chair
- Brad Rice
- Ryan Carlson

BUILDINGS

- Mary Ogden-Chair
- Brad Rice
- Ryan Carlson

Upon a motion made by Mr. Carlson and seconded by Ms. Meyer, the trustees voted unanimously to approve the 2018 board committees.

B. Strategic Plan Update: The trustees received a 4th quarter report of progress made in the strategic plan during 2017. Ms. Laffey asked if there were questions. Mr. Rice asked about the new app being tested to replace BookMyne for downloadable materials. Collection Resources Manager Chris Weaver-Pieh said that the app is nearly ready to launch and will be an improvement. She also reported that Lynda.com is now available for on line tutorials and courses. Ms. Meyer asked if the administrators had received feedback about the newly established wage structure. Nothing was reported. Mary Ogden asked if the ADP software was functioning properly. Ms. Kröll replied that it had, of available payroll software, the best hope of being able to manage the complicated time code structure of MCDL.

C. 2017 MCDL Accomplishments: Ms. Laffey explained that the accomplishments within a calendar year are collected annually and presented to the board as a means of keeping track of the many things achieved yearly by MCDL staff members. The trustees were very appreciative of the long list and were encouraged that the lists will continue to grow.

D. Increase Appropriations for 701 Fund: Ms. Kroll reminded the trustees that a sizable donation had been given in November by the Lodi friends group to be used at the Lodi branch. Lodi manager Eric Lucius had selected items to purchase with the funds and the board was asked to appropriate the money to the 701-Endowment Fund.

Resolution 18-02: Upon a motion made by Mr. Carlson and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves the following increase in 2018 appropriations in the 701 Endowment Fund:

701-5-2150 Program Supplies – Lodi	\$ 6,800.00
701-5-3750 Program Presenters – Lodi	500.00
701-5-5510 Furniture and Equipment	<u>500.00</u>
Total	\$ 7,800.00

The motion carried unanimously.

E. Donations: Upon a motion made by Ms. Ogden and seconded by Ms. Schultz, the following donations were accepted with gratitude:

1. John Philip Jaqua: \$40
2. Jerry and Janet Bender: \$500
3. Healing Hearts: \$100

Trustee's Comments

Mary Schultz complimented the long list of accomplishments achieved in 2017. She thanked all staff members for making it possible and keeping libraries relevant.

Linda Meyer was also impressed with the list and appreciated what was involved.

Ryan Carlson congratulated the staff on an outstanding year.

Mary Ogden also was thankful for the accomplishments and for passing the 2017 levy.

Kyle White echoed the previous sentiments and mentioned her appreciation of STEM and STEAM programs. She welcomed Ryan Carlson to the board.

Kate Dunlap also praised the accomplishments and said she had attended and enjoyed Winter Wonderland. She also was proud of the library's promotion in the Bicentennial Edition of *The Medina Magazine*.

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Adjournment: Upon a motion made by Mr. Rice and seconded by Mr. Carlson, the meeting was adjourned at 7:06 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, February 19, 2018 at 6:00 p.m. at Medina Library

Kate Dunlap- President

Mary Schultz- Secretary