

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

**March 19, 2018**

The Medina County District Library Board of Trustees met in regular session on Monday, March 19, 2018 at Buckeye Library. With a quorum present, Vice President Kyle White called the meeting to order at 6:03p.m.

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

Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Laura Kettering, Buckeye Library Manager and Tammy Nandrasy, 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 Mr. Rice and the agenda was approved unanimously.

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

Kate Dunlap arrived at 6:04 p.m.

**Disposition of Minutes** – A motion to approve the February 19 minutes with corrections was made by Mr. Carlson and seconded by Mr. Rice. Mary Ogden abstained and the motion was carried.

**Financial Report**–Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of February. She reported that receipts totaled about \$3,951,919 and expenses were about \$781,906. The unexpended balance of \$ 11,275,093 minus outstanding encumbrances of \$2,564,385 left an ending balance of \$8,710,709 in all funds. Ms. Kroll reported that most of the first half of the year's county real estate taxes had been collected and numbers were higher than the County Auditor's office had projected. Mr. Carlson asked about the budgeting process for the 202-46100 Fund. Ms. Kroll explained that the Virginia Wheeler Martin trustee had not yet distributed the balance of the trust and by library laws the full budget could not be approved until the funds are received. She added that the balance was expected in the very near future. Mr. Rice asked how long the fund would be sustainable. Ms. Kroll replied that she had projected that the fund would be self-sustaining for approximately 9.5 years.

In February, investments earned about \$7,180 with a principal of about \$11,322,489 in bank accounts and investments at an average interest rate of 1.08%. Ms. Kroll noted that two CD's had matured in February and was excited to report that a newly acquired investment had offered a 2% interest rate which was a number not seen in several years.

In March, the PLF was down .12% from March 2017. Year-to-Date, the PLF is up 1.94 %.

A motion was made by Ms. White and seconded by Mr. Carlson to approve the Financial Reports. 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 February. She explained that some items that had previously not been counted will now be included as programs and program attendance which will be reflected in increased numbers. She was excited that the library's Mobile Hotspots had been of value to the community businesses when they lost internet connection during the recent partial building collapse on the city's square.

**Communications:**

- The Children's Center of Medina County was thankful for pajamas and books for Snuggle Up and Read.
- The Fike Family sent a letter of gratitude to the library for all of its contributions to overcoming the many challenges facing them.

**Personnel Report:** The February report on Human Resources activity was provided to the trustees by Human Resources Manager Julie Carragher.

A motion was made by Ms. Meyer and seconded by Ms. White 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. Kowell reported that the tile project will begin in April and is on schedule after the initial tile samples were found to be the wrong color. That issue has been corrected.

**New Business:**

A. **Branch Manager Presentation: Laura Kettering, Buckeye:** Ms. Kettering gave a nice presentation highlighting the children and adult programs offered at the Buckeye branch. She had highlighted her teen offerings at a previous meeting. Mr. Rice asked if there was still a large influx of after school teens at the branch. Ms. Kettering replied that there were.

**B. Flexible Spending Account:** Ms. Carragher explained that since the recent removal of the library sponsored Health Reimbursement Account for new employees, she had been investigating the possibility of offering a tax free Flexible Spending Account. The program would be employee funded and the amount held in an employee's account would have to be used within the calendar year.

**Resolution 18-08:** Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves the addition of HR-B-28 Flexible Spending Account policy effective March 19, 2018.

The motion carried unanimously.

**C. Tuition Reimbursement:** Ms. Kowell was excited to propose a new Tuition Reimbursement Policy for the trustee's approval. It was a program she had been pursuing for some time and she explained the terms and conditions. Mr. Carlson asked about the impact on the budget and how the program would be funded. Ms. Kroll explained that \$2500 had been allocated in the General Fund for 2018 and the amount could be increased if necessary with board approval. Ms. White asked how approved applicants would be decided. Ms. Kowell answered that she would weigh several factors such as longevity and potential when choosing the awarded candidates. Classroom time would be apart from scheduled work hours. Ms. Dunlap inquired if employees are asked to submit development plans. Ms. Carragher answered that only upper level staff are expected to have personal development goals.

**Resolution 18-09:** Upon a motion made by Mr. Carlson and seconded by Ms. Schultz, the Medina County District Library Board of Trustees hereby approves the Tuition Reimbursement Policy HR-B-27, effective March 19, 2018.

**D. Virginia Wheeler Martin Fund Budget:** Ms. Kroll explained that the temporary 90 day budget approved for the Virginia Wheeler Martin trust was set to expire on March 31. She asked that a permanent budget be approved for \$153,300 with the remainder of the funds to be addressed when released by the Martin trustee. She again assured the MCDL trustees that the funds would be released in the very near future.

**Resolution 18-10:** Upon a motion made by Mr. Carlson and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby adopts the permanent budget for the Virginia W. Martin Trust Fund 202 in the amount of \$153,300.

**E. Deletion of Policy FIN-10 Program Presenter Contract:** Ms. Kroll reported that in the process of reviewing the finance policies, she discovered an outdated policy for program presenter contracts. Those contracts were addressed elsewhere in a different policy and all other types of contracts were covered in yet another policy. She asked that the redundant and unnecessary policy be removed.

**Resolution 18-11:** Upon a motion made by Mr. Carlson and seconded by Ms. White, the Medina County District Library Board of Trustees hereby removes policy FIN-10 Program Presenters – Contract from the policy and procedure manual, effective March 19, 2018.

**F. Donations:** Upon a motion made by Mr. Rice and seconded by Ms. White, the following donations were accepted with gratitude:

1. Friends of Lodi Library: donated \$106.75 for an etched glass panel in Lodi

### **Trustee's Comments**

Linda Meyer thanked Laura Kettering for her presentation.

Brad Rice said he had read *The Seventh Most Important Thing* and is excited about this year's One Book One Community project.

Kyle White was also enthusiastic about One Book One Community and thanked Ms. Kettering calling the programs she highlighted fun and creative.

Mary Ogden thanked Ms. Kettering for her presentation and for hosting the meeting at her branch.

Ryan Carlson echoed Ms. Ogden's comments.

Kate Dunlap also thanked Ms. Kettering and remarked that the visual aids help to really appreciate all of the wonderful things the libraries are doing. She was excited to meet Buckey, the library's resident goldfish.

**Adjournment:** Upon a motion made by Ms. Meyer and seconded by Ms. Schultz, the meeting was adjourned at 7:01 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, April 16, 2018 at 6:00 p.m. at Medina Library**

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**Kate Dunlap- President**

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**Mary Schultz– Secretary**