

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

**April 16, 2018**

The Medina County District Library Board of Trustees met in regular session on Monday, April 16, 2018 at Medina Library. With a quorum present, President Kate Dunlap called the meeting to order at 6:00 p.m.

**Roll Call** was taken with the following members noted as present: Kate Dunlap, 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; Keith Maynard, Facilities and Operations Manager; Sue Schuld, Technology Manager; Tina Sabol, Community Engagement Manager; Chris Weaver-Pieh, Collection Resources Manager; Suzie Muniak, Brunswick Library Manager; Tammy Daubner, ME Library Associate 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. Ben Walker, Maureen Maxwell and Colleen Rice of Leadership Medina County attended.

**Disposition of Minutes** – A motion to approve the March 19 minutes was made by Mr. Carlson and seconded by Mr. Rice. The motion was carried unanimously.

Kyle White arrived at 6:02 p.m.

**Financial Report**–Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of March. She reported that receipts totaled about \$2,225,855 and expenses were about \$705,760. The unexpended balance of \$12,795,189 minus outstanding encumbrances of \$2,337,475 left an ending balance of \$10,457,714 in all funds. Ms. Kroll was happy to report that \$1,750,000 had been released to MCDL from the Virginia Wheeler Martin trust and the remainder will be dispersed as soon as the estate trustee's fees are settled. The 2018 budget was reported to be on track at a little less than a third of the way through the year. Mr. Carlson asked if the 2018 real estate tax received in 2018 had met with the estimates projected by the County Auditor's office. Ms. Kroll replied that the amounts were slightly ahead of what had been projected.

In March, investments earned about \$6,925 with a principal of about \$12,831,813 in bank accounts and investments at an average interest rate of 1.431%. Mr. Rice asked where Eagle Bank was located. Ms. Kroll replied that she invests with many different banks nationally and couldn't recall immediately where that particular bank was located. She said she would confirm that information and communicate it to him.

In April, the PLF was down 1.05% from April 2018. Year-to-Date, the PLF is up 1.32%.

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

**Director's Report:** Director Carole Kowell announced that she would be forgoing her report to allow time for members of the Leadership Medina County class of 2018 to present their report on the recent Human Library project hosted at Medina Library.

**Communications:**

- Medina City Schools thanked the Library for participating in the Bicentennial student art show.
- Medina County Economic Development Corp. thanked MCDL for its renewed membership.

**Report on Human Library:** Brunswick Branch Manager Suzie Muniak joined her fellow Leadership Medina County classmates, Ben Walker and Maureen Maxwell, to present a summary of their class project, The Human Library, which had taken place at Medina Library in March. Individuals of diverse backgrounds and stories were “checked out” by, and held 20 minute long conversations with, people who were interested in hearing about them. It was a concept that was first tried in Denmark and is slowly gaining popularity in the U.S. The program was very well received and it was suggested that the library investigate the possibility of presenting the same type of thing in the future. Ms. Kowell said that it would be a good thing and that possibly other social agencies may want to become involved. Mr. Rice commented that he had attended the event and found it interesting and informative. The class members were thanked for their presentation and complimented for their efforts. Ms. Dunlap was impressed that the group was willing to take the risk of presenting some controversial topics and said that the risk paid off.

**Personnel Report:** The March report on Human Resources activity was provided to the trustees by Human Resources Manager Julie Carragher. There were no questions.

A motion was made by Ms. White and seconded by Ms. Ogden 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:** Chair Linda Meyer reported that the committee met on April 12 to review many policies for the ongoing project to update the Policy and Procedure Manual. After reviewing a few of the policies, it became apparent that there were some fundamental issues with the structure of the policies that needed to be resolved before further progress could be made. There were 3 points to be settled and Ms. Meyer presented them to the board in the following manner.

1. Agree on a definition of what is policy and what is procedure. Ms. Kroll had provided a document outlining what she had researched to be acceptable descriptions of those ideas. The committee recommended that those be the definitions by which the manual would be assessed. All trustees were in agreement.

2. Determine whether the policies should exist in a separate volume of work from the procedures. It was the committee's recommendation that procedures be removed from the Policy Manual and exist in a separate Procedures Manual. All trustees agreed.

3. Determine a time line by which the project should be completed. Administration suggested that the project be given a deadline of the end of the year. Mr. Carlson was unclear as to why the task should take so long and asked for reasons. Ms. Carragher explained that the task was difficult and time consuming and had to be undertaken in addition to the many other duties involved in daily functions. Ms. Kowell was asked for her opinion and she supported Ms. Carragher's reasons. It was recommended by the committee to set an end date of Dec. 31, 2018 for the Policy and By-Laws Manual overhaul. The date was accepted unanimously.

**Buildings Committee:** Chair Mary Ogden reported that the committee met on April 12. A long term maintenance schedule had been presented at the meeting by Facility and Operations Manager Keith Maynard projecting the numbers through 2030. It was understood that the further out projected years were apt to be less accurate and more estimation. Mr. Maynard felt that the numbers over-all were probably underestimated and the costs would more than likely be higher than what was forecasted. Given the large figures, the trustees discussed how these expenses will figure into the budget in the future. Ms. Kroll explained that the budget will need to be managed to accommodate these large expenses. The Finance Committee will need to discuss and plan.

### **Unfinished Business:**

A. **Medina Building Issues:** Mr. Maynard reported that the tile project cannot begin until the weather gets warmer. The delayed cold has caused delays in the schedule, but work will begin as soon as possible.

**New Business:**

**A. Strategic Plan Update:** A quarterly report was provided to the trustees. Ms. Kowell asked if there were any questions and there were none.

**B. Revision to Policy BRD-5 Library Closings:** Due to the cancellation of Staff Development Day on November 9, 2018, the trustees were asked to approve a revised schedule of 2018 library closings. Mr. Rice moved to approve the revision and Ms. White seconded the motion. Approval was unanimous.

**C. Wine and Canvas Night at Medina Library:** Ms. Kowell asked for approval of a Wine and Canvas night at Medina Library in July. As in past similar events, all criteria would be met to negate the necessity of securing a liquor license.

**Resolution 18-12:** Upon a motion made by Mr. Carlson and seconded by Ms. Meyer, 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 13, 2018. The motion was approved unanimously.

**D. Clevnet Agreement:** Ms. Kowell explained that Clevnet had made some changes in their agreement and as such, the board would need to agree to the changes in order to renew MCDL's membership in the consortium. The trustees were provided with the revised agreement and terms.

**Resolution 18-13:** Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby authorizes the Director or her designee, to enter into amendments, substantially in the form attached hereto, to MCDL's CLEVNET system agreement. The motion was approved unanimously.

**E. Revision to Policy SS-6 Incident Reports:** Mr. Maynard explained the needed updates to the policy addressing the documentation by staff members of incidents at the libraries and communicating the documents effectively. He was especially interested in having a policy in place that would direct immediate communication of incidents involving threatening behavior to all staff. Given that the policy structure will be changing as determined by the Policy and By-Laws Committee meeting, the word "procedure" was suggested to be removed from the proposed policy draft.

**Resolution 18-14:** Upon a motion made by Mr. Rice and seconded by Ms. Meyer, the Medina County District Library Board of Trustees hereby approves revised Policy SS-6, Incident Reports, with language determining the process of reporting accidents and incidents involving MCDL staff and members of the public to be effective immediately. The motion was approved unanimously.

**F. Revision to Policy HR-E-19 External Substitutes:** Ms. Carragher asked that the board approve a policy to allow employees who had left the system in good standing to be considered to serve as external substitutes. It is not always possible to fill available shifts with internal staff and such an external candidate would already be trained in the positions. Mr. Rice asked if retirees could be eligible. Ms. Carragher responded that they would not because it would not be compliant with OPERS regulations.

**Resolution 18-15:** Upon a motion made by Ms. White and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby approves the reactivation and revision to HR-E-19 External Substitutes effective April 16, 2018. The motion was approved unanimously.

**G. Appropriations in 101 General Fund; Security:** The trustees were asked to approve funds to provide on-site security at Medina Library during after school hours. A changing social environment and recent incidents of disturbing nature had prompted Mr. Maynard to press for additional security. Ms. Kroll said that she is working with Medina City Police Department to schedule off duty officers. Ms. Kowell added that research was being done to see if it would be more cost effective for MCDL to hire its own security.

**Resolution 18-16:** Upon a motion made by Ms. Rice and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby approves the following transfers in appropriations in the 101 General Fund:

<b>From:</b> 101.5.8900 Contingency	\$ 5,000.00
<b>To:</b> 101.5.3700 Professional Services	\$ 5,000.00

The motion was approved unanimously.

**H. Appropriations in 101 General Fund; Ashton Sound:** The trustees were also asked to approve funds to provide panic buttons at all service desks at the libraries. After receiving active shooter training, managers were asked to meet with their local safety officials to gather information on the best course of action in case of an intruder at their specific locations. It was suggested by several of these officials to provide panic buttons so that staff can alert others of the presence of a threat. Mr. Maynard asked the board to approve the installation of the panic buttons. Mr. Rice asked if the alert would go directly to the police. Mr. Maynard responded that it would. Mary Ogden asked if the alarm would appear to Ashton differently than a fire alarm. Mr. Maynard said that could be arranged.

**Resolution 18-16:** Upon a motion made by Mr. Carlson 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> 101.5.8900 Contingency	\$ 22,000.00
<b>To:</b> 101.5.3310 Building & Site Repair	\$ 22,000.00

The motion was approved unanimously

**I. Contract with SoundCom for Brunswick:** Ms. Kroll asked that the trustees approved a contract with SoundCom to upgrade the audio/visual system in Brunswick's Sycamore Room. The company had provided service to Medina's community room and done a good job according to Technology Manager Sue Schuld.

**Resolution 18-17:** Upon a motion made by Mr. Carlson and seconded by Ms. Meyer, the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to enter into a contract with SoundCom Systems in an amount not to exceed \$47,495.00 for AV upgrades to the Sycamore Room at the Brunswick Library.

The motion was approved unanimously.

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

1. The Afternoon Club: \$100 in memory of Janice Mary Logsdon
2. Kiwanis of Medina: \$144 for Medina Children's Books
3. Brunswick Education Foundation: \$150 for Summer Reading Prize Books

The motion was approved unanimously.

### **Trustee's Comments**

Brad Rice said that the Human Library was an awesome event and it shined a nice light on MCDL. He thanked the library staff for providing refreshments.

Ryan Carlson thanked Colleen Rice and the members of Leadership Medina County for their interesting account of the Human Library. He also commended Ms. Muniak for the success of Brunswick's Pet Palooza.

Mary Ogden was impressed by the Human Library and commented that she would love to be a "book".

Kyle White was enthusiastic about repeating the Human Library and was excited about some of the topics being proposed.

Kate Dunlap loved the Human Library presentation.

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**Adjournment:** Upon a motion made by Mr. Carlson and seconded by Ms. White, the meeting was adjourned at 7:35 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 21, 2018 at 6:00 p.m. at Highland Library**

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**Kate Dunlap- President**

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**Mary Schultz– Secretary**