

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

July 16, 2018

The Medina County District Library Board of Trustees met in regular session on Monday, July 16, 2018 at Brunswick Library. With a quorum present, President Kate Dunlap called the meeting to order at 6:03 p.m.

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

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Sue Schuld, Technology Manager; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Keith Maynard, Facilities and Operations Manager; Gregg Bieblehausen, Delivery/Maintenance; Abby Wilson, Outreach Library Associate; Aleen Olee, SEIU President 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 Ms. White and the agenda was approved unanimously.

Recognition of Guests and Comments from the Public –Ms. Dunlap welcomed all in attendance. Guests were Lisa Buzalka, Ralph Kroll and Trevor Elkins.

Outreach Library Associate Abby Wilson read a letter from the SEIU Executive Committee to the trustees. The letter commended the Board and Carole Kowell for encouraging communication and team building with the union members. However, they were disappointed in a word used by a trustee to describe employees in lower positions than the director and fiscal officer.

Disposition of Minutes –A motion to approve the June 18 regular meeting minutes with corrections was made by Mr. Carlson and seconded by Ms. Meyer. The motion was approved unanimously.

Financial Report–Fiscal Officer Kelly Kroll provided to the Board updated financial statements for the month of June. She reported that receipts totaled about \$858,206 and expenses were about \$780,322. The unexpended balance of 12,089,691 minus outstanding encumbrances of \$2,874,967 left an ending balance of \$9,214,724 in all funds.

In June, investments earned about \$16,659 with a principal of about \$12,271,032 in bank accounts and investments at an average interest rate of 1.609%. Ms. Kroll commented that interest rates had leveled off, but was hopeful that they would continue to rise.

In July, the PLF was up .32% from July 2017 and Year-to-Date, the PLF was up 2.78%.

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

Director's Report: Director Carole Kowell gave a summary of highlights occurring in the month of June. Several well attended events had taken place during the month including Kids Day of Play, and Summerfest which was a joint effort of the Seville and Lodi branches. She mentioned that Librarian Kaitlin Booth had been accepted to Leadership Medina County's Emerging Leaders and Brunswick Library Associate Mary Baker had earned recognition from OLC in achieving the status of Certified Public Library Staff.

Communications: none

Leadership U Presentation: Leadership U class of 2018 Tammy Daubner, Melanie Dwyer, Mel Vavra, Roxanna Rathbun and Wendy Campbell gave a presentation to showcase the projects they completed as part of their leadership education. Robin Rashid was unable to attend. In a partnership with the organization Project Learn, the first project was to advance literacy rates among populations who might otherwise be overlooked. The group focused on the 3 areas of need: resources, training, and programs and services. The second project looked at ways to make connections among fellow staff members easier and more comfortable. They explored using the intranet staff roster with pictures as a tool to face recognition and a means to some insight into each staff member's personality. Each employee would be asked to choose 3 questions out of 10 possible that offers some aspect of personality. Those questions and answers would appear below the staff pictures on the roster. Participation would be voluntary. The presentation was well done and well received.

Mary Ogden arrived at 6:24.

Personnel Report: The June 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 Mr. Carlson and seconded by Ms. White to approve the report as distributed. The motion passed unanimously.

Board Committee Reports:

Finance Committee: Ms. Kroll provided a revised alternative tax budget. The budget had been discussed at the June 18 meeting of the Finance Committee, but it was recognized at that time that some of the figures needed to be revised. Ms. Kroll had completed the revisions and asked that the board approve the budget.

Resolution 18-39: Upon a motion made by Ms. Ogden and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby approves the 2019 Tax Budget as attached for submittal to the Medina County Budget Commission. The motion was approved unanimously.

Personnel Committee: No meeting

Policy and By-Laws Committee: Committee Chair Linda Meyer reported that the committee met on July 11 with much business addressed.

Scan and Fax Fees: Technology Manager Sue Schuld stated that there would no longer be a cost associated with scanning or faxing on the new copiers recently approved by the board. With that being the case, she asked that fees charged for those services be eliminated for the public and for staff. She asked that the policies stating those fees, PUB-10 and FIN-22, be revised to reflect the decision.

Resolution 18-40: Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves the revisions to policies FIN-22 and PUB-10 to remove the fees charged for scanning and faxing on library copiers. The motion was approved unanimously.

Whistleblower Policy: Some examples of other nonprofit establishments' whistleblower policies were examined by the committee and comments were shared. Ms. Meyer will continue to research the topic and will bring further developments to the next committee meeting in September.

Revisions to BRD-10 and MAN-2: The Board and Management section revisions had been completed in 2017 as part of the manual overhaul project. Since that time, the decision had been made to remove procedures from the manual. There was 1 policy in each section that needed further revision to comply with that decision. The committee reviewed those policies and agreed to their composition.

Revisions to PUB: Highland Manager Diane Dermody provided revisions to all, but a couple of policies in the Public Services section of the policy manual. PUB-10 had already been addressed earlier in the meeting and PUB-20, having to do with Genealogy, was put on hold pending the development of the Family History and Learning Center. Every policy was reviewed and questions were answered by Ms. Dermody and by the other members of administration who were present.

Resolution 18-41: Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves the revisions to Section PUB, Public Services, of the MCDL Policy Manual as part of a comprehensive project to update the manual. The motion was approved unanimously.

Payroll Policies: Policies referencing payroll functions and the functions of those policies had in the past belonged in the Human Resources Department. The functions had been relocated to the Finance Department and Kelly Kroll asked for a recommendation that a new subcategory be created in the Finance section for payroll related policies. She asked that the former HR payroll policies be re-identified as Finance Policies and also submitted some needed revisions.

Resolution 18-42: Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves the revisions to selected policies (HR-C-6, 7, 8 and 10) regarding payroll practices and to relocate these policies to the new FIN-P (Finance-Payroll 1, 2, 3 & 4) section of the Policy Manual. The motion was approved unanimously.

Buildings Committee: No meeting

Unfinished Business:

A. Medina Building Issues: Facilities and Operations Manager Keith Maynard updated the trustees on the progress of the Medina Tile Processes. The substrate at the foundation level of the building had caused delays as different methods of creating a suitable surface to which the tiles should adhere were tried. Ms. Kroll asked for additional funds to cover the cost of time and materials needed to correct the problem. Mr. Rice asked what kind of delay of completion can be expected due to this. Mr. Maynard replied that it would cause a 5 day delay. *

Resolution 18-43: Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves Change Order #3 in the amount of \$3,244.96 to EnviroCom Construction, Inc. for additional wall preparation and cement board installation at the foundation of the Medina library per the attached quote. The motion was approved unanimously.

New Business:

A. Strategic Plan Update: A summary of progress relating to the current strategic plan was provided to the board. Mary Ogden had several questions in most categories which were answered by the administrators responsible for the sections.

B. Tuition Reimbursement: Ms. Kowell requested approval to increase the funding for the new Tuition Reimbursement Policy. She said she had received several very qualified requests and would like to be able to offer the opportunity to at least one additional applicant.

Resolution 18-44: Upon a motion made by Mr. Carlson and seconded by Ms. White, the Medina County District Library Board of Trustees hereby approves the additional funding of \$2,500 for a total of \$5,000 to the Tuition Reimbursement program through December 31, 2018. The motion was approved unanimously.

C. Fee Forgiveness for Lost Cards: Ms. Kowell asked that the trustees approve forgiving, during the month of September, the 50 cent replacement fee charged for a lost library card.

Resolution 18-45: Upon a motion made by Ms. Meyer and seconded by Ms. Ogden, the Medina County District Library Board of Trustees approves the waiving of \$0.50 for a replacement MCDL library card in conjunction with National Library Card Sign-up Month, September 2018. The motion carried unanimously.

D. Brunswick Digital Sign: Mr. Maynard reported that a zoning variance had been obtained to erect the digital sign at the Brunswick Library entrance. Ms. Kroll provided the figures for purchasing the sign along with the details of its design. She asked for approval to move ahead with the purchase.*

Resolution 18-46: Upon a motion made by Ms. White and seconded by Ms. Meyer, the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to contract with Medina Signs to provide and install an exterior digital sign at the Brunswick Library in the amount of \$23,742.22. The motion was approved unanimously.

E. Appointment of Deputy Fiscal Officer: Ms. Kroll introduced Trevor Elkins as the candidate selected to become the new Deputy Fiscal Officer. She asked the trustees for approval to hire Mr. Elkins and to set a surety bond of \$250,000. Mr. Carlson made a motion to enter executive session for the purpose of discussing the appointment of a public employee. Ms. White seconded the motion and a roll call vote was taken with the following results: Mr. Carlson-aye, Ms. Meyer-aye, Ms. Ogden-aye, Mr. Rice-aye, Ms. White-aye and Ms. Dunlap-aye. Executive session began at 7:32 p.m. with all trustees, Ms. Kowell and Ms. Kroll attending.

Regular session resumed at 7:58 p.m.

Resolution 18-47: Upon a motion made by Ms. Ogden and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby appoints Trevor Elkins as Deputy Fiscal Officer, effective July 23, 2018 at an hourly rate of \$22.00 and a surety bond set in the amount of \$250,000.00. The motion was approved unanimously.

F. August Meeting: Mr. Carlson made a motion to consider canceling the August regular meeting. Ms. Meyer seconded the motion and all trustees present voted unanimously to cancel the meeting.

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

1. Thursday Book Club: \$300 in memory of Jan Logsdon
2. Sandy Hinkle: \$100 in honor of Theresa Laffey
3. Theresa Laffey: \$500 for Medina Donor Wall Plaque
4. Steve and Loree Potash Family Foundation: \$3000 for Summer Reading Books

The motion was approved unanimously.

Trustee's Comments

Mary Ogden thanked Leadership U participants for their outstanding presentation, welcomed Trevor Elkins, and thanked the Brunswick staff for hosting the meeting.

Mr. Carlson also welcomed Mr. Elkins, congratulated the Leadership U class, and mentioned he would be at the Medina Bee festival with his twin daughters.

Linda Meyer welcomed Mr. Elkins and thanked the Leadership U class.

Kyle White also welcomed Mr. Elkins and said she thought the Leadership U presentation was great. She also thanked the board, Ms. Kroll, Ms. Kowell and Ms. Carragher for all of their hard work.

Kate Dunlap welcomed Mr. Elkins, thanked Brunswick staff for hosting the meeting and said that the Leadership U program was great. She said that programs like Leadership U and opportunities like the tuition reimbursement were invaluable in developing an excellent and long-term staff. She congratulated Kaitlin Booth and Mary Baker for their achievements. She said she is a big fan of the stories included in the Director's Report and thought there were some great ones in the June report. She believes that all of these things contribute to the library having a positive impact on the community.

Adjournment: Upon a motion made by Ms. Ogden and seconded by Mr. Rice, the meeting was adjourned at 8:06 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, September 17, 2018 at 6:00 p.m. at Medina Library

Kate Dunlap- President

Mary Schultz– Secretary