

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

**November 19, 2018**

The Medina County District Library Board of Trustees met in regular session on Monday, November 19, 2018 at Medina Library. With a quorum present, President Kate Dunlap called the meeting to order at 6:04 p.m.

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

Library staff members in attendance: Carole Kowell, Director; Julianne Bedel, Assistant Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Keith Maynard, Facilities and Operations Manager; Ann Plazek, Outreach Manager; Aleen Olee, SEIU President and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

Guests in attendance: Lisa Buzalka, Ralph Kroll and Ralph Moore.

**Approval of the Agenda** – IAP Government Program was added to the agenda under New Business. A motion to approve the amended 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. Dunlap welcomed all in attendance. Guests were Lisa Buzalka, Ralph Kroll and Ralph Moore.

**Disposition of Minutes** –A motion to approve the Oct. 15 regular meeting minutes was made by Mr. Carlson and seconded by Mr. Rice. Ms. Ogden and Ms. Dunlap abstained. All others approved the motion unanimously.

**Financial Report**–Fiscal Officer Kelly Kroll reported that October receipts totaled about \$821,894 and expenses were about \$891,220. The unexpended balance of \$13,985,456 minus outstanding encumbrances of \$5,027,282 left an ending balance of \$8,958,174 in all funds. Mr. Carlson asked why the encumbrance amount was unusually high. Ms. Kroll explained that the large annual expense from the Debt Service Fund to the County Auditor’s Office is in progress and will appear as an expense in the November cash report.

October investments earned about \$25,366 with a principal of about \$14,200,166 in bank accounts and investments at an average interest rate of 2.030%. Ms. Kroll noted that interest rates were continuing to rise and she will avoid long-term investments for now.

In the PLF, November showed an increase of 8.60% Year to date the PLF revenue is up 3.64%. The PLF continues to perform better than what had been projected.

Ms. Kroll reported that there had been a post audit conference with the trustees and representatives of the State Auditor’s Office. The results should be published by the end of November.

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 October. She congratulated Outreach Manager Ann Plazek for her recognition as a Woman of the Community by *Women's Journal*. The training with the HR Group had been completed and a follow-up meeting will take place on November 26. Ms. Kowell reported on the all-staff team building training on November 16 provided by the Federal Mediation and Conciliatory Agency. She thanked the board for allowing the libraries to be closed so that the worthwhile training could take place. The year-end director's visits to branches and departments were underway and going very well.

### **Communications:**

- Communications: MCDL received a charming thank you note from the grand prize SRC winner, Hope Blair.
- ORMACO thanked the library for its \$1,000 contribution to the World Tour of Music: The Music of Leonard Bernstein.

**Personnel Report:** The October report on Human Resources activity was provided to the trustees by Human Resources Manager Julie Carragher. She mentioned that the new performance evaluation process was in place and the review process had begun. Mr. Rice asked if the new position for a security officer had been filled. Mr. Maynard answered that he would be conducting interviews for the position the following week.

A motion was made by Ms. White and seconded by Mr. Rice to approve the report. The motion passed unanimously.

### **Board Committee Reports:**

**Finance Committee:** No meeting

**Personnel Committee:** Committee Chair Mary Schultz reported that the group had met on October 22 and November 7 for the purpose of determining a process of review for the Fiscal Officer and the Director. At the 11/7 meeting, the contracts for the two positions were examined and an amendment was recommended in order to bring the payroll process into compliance with the salary terms in the contracts. \*

**Resolution 18-62:** Upon recommendation of the Personnel Committee, the Medina County District Library hereby approves the amendments to the fiscal officer and director's existing employment contracts in order to clarify how these positions are paid. The motion was carried unanimously.

**Policy and By-Laws Committee:** No meeting

**Buildings Committee:** Committee Chair Mary Ogden reported that the committee met on October 24. Facility and Operations Manager Keith Maynard had presented some options for the completion of the Medina Exterior Tile Project. At that time it had seemed the best choice to delay finishing the project until better weather in the spring. However, in the interim, and with additional information, the decision was changed to allow the project to continue on uninterrupted until completion.

**Unfinished Business:**

**A. Medina Building Issues:**

**1. Change Order #5 to EnviroCom Construction, Inc.:** Ms. Kroll presented a change order from EnviroCom to the board for approval. A short discussion was made regarding the length of time change orders take to reach the business office. Ms. Kroll said she has communicated with the architect that change orders need to be immediate and not held until several items accrue. Mr. Carlson noted that the signed change order exceeded the amount allowed to be pre-approved by administration. He added that caution be taken in the future to avoid that happening.\*

**Resolution 18-63:** Upon a motion made by Mr. Carlson and seconded by Ms. Schultz, the Medina County District Library Board of Trustees hereby approves Change Order #5 in the amount of \$58,123.08 to EnviroCom Construction, Inc. for additional wall and window well preparation and removal, repair of deteriorated items and installation of replacement items per the attached quote. The motion was carried unanimously.

**New Business:**

**A. Outreach Branch Presentation:** Outreach Manager Ann Plazek gave an outline of what is involved with Outreach Services and the many ways that the service impacts the community. She addressed the aging Bookmobile bus and explained some of the options for its replacement. An emphasis was placed on the importance of being involved with Outreach and Bookmobile national organizations to acquire contacts, be informed and share ideas.

**B. Increase in Appropriations for 701 Endowment Fund:** Some cash donations that were given specifically for use in the Highland and Seville branches needed to be appropriated so that they were available for use at those locations.

**Resolution 18-64:** Upon a motion made by Ms. Meyer and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby approves the following increase in 2018 appropriations in the 701 Endowment Fund:

701-5-2170 Program Supplies - Seville	\$ 400.00
701-5-2140 Program Supplies – HD	3,250.00
701-5-5510 Furniture and Equipment - HD	<u>1,950.00</u>
<b>Total</b>	<b>\$ 5,600.00</b>

The motion carried unanimously.

**C. Surplus/Obsolete Equipment:** Ms. Kroll provided a list of items that need to be added to the approved list of surplus or obsolete equipment to be auctioned or disposed. Mr. Maynard said he was expecting to have an auction sometime in January 2019. \*

**Resolution 18-65:** Upon a motion made by Mr. Carlson and seconded by Ms. Meyer, the Medina County District Library Board of Trustees hereby approves the attached list of equipment to be declared surplus, and authorizes the Fiscal Officer to conduct a sale of items to the public, and the Director to donate or dispose of any items not sold. Approval was unanimous.

**D. AIP Government Program:** Ms. Kowell reported that she, Ms. Kroll, and Asst. Director Julianne Bedel had met with Doug Smith to learn about a state government program that assists public entities in planning and getting started in construction projects and renovations. She was hoping to enlist the services to get started on the Virginia Wheeler Martin project. The initial services are free of charge and extended services may be acquired at a reasonable fee. A booklet of information including references was shared by the trustees. Mr. Carlson advised caution and asked that more information be provided detailing the accountability and risk factor involved with requesting the services. The subject was tabled to allow time for the information to be acquired. \*

**E. Service Recognition for Renee Dunn:** Ms. Dunlap read a service proclamation for long-term Library Associate Renee Dunn and wished her well in her retirement.

**Resolution 18-66:** Upon a motion made by Mr. Carlson and seconded by Kyle White, the Board of Trustees of Medina County District Library congratulates Renee Dunn on her years of steadfast service to Medina County District Library and for being an exemplary member of the Medina reference staff and a kind, genuine friend to the people she works with. Renee has truly made the library a better place. The motion carried unanimously.

**F. Service Recognition for Barbara Repp:** Ms. Dunlap read a service proclamation for long-term Page Barbara Repp and wished her well in her retirement.

**Resolution 18-67:** Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Board of Trustees of Medina County District Library congratulates Barbara Repp on her years of steadfast service to Medina County District Library. You will be missed. The motion carried unanimously.

**G. Donations:** None

**H. Other:** Mr. Rice asked about the status of the Security Officer position and commented that he had a conversation with a Medina police officer who told him that the department is having a hard time filling positions due to the challenge of the Civil Service exam. He asked if the library could provide something to assist those preparing to take the exam. Collection Resources Manager Chris Weaver-Pieh listed several resources that could help. Mr. Rice also asked about continuing the services of Mays Consulting in overseeing the tile project. It was decided that any decision could wait until the December board meeting.

**Trustee's Comments**

Mary Schultz thanked Sue Schuld for all of her help in getting the performance review survey completed on such short notice and she thanked Tammy Nandrasy for the snacks to get through the long meeting.

Linda Meyer thanked Ann Plazek for her interesting presentation.

Mr. Carlson thanked Ms. Plazek and expressed best wishes for retirees Renee Dunn and Barbara Repp.

Mary Ogden thanked Ms. Plazek and congratulated her for being recognized in the community.

Kyle White congratulated Ms. Plazek and said that she appreciates the Bookmobile and Outreach services; they were both very beneficial to her mother. She also recognized the two retirees.

Kate Dunlap was very happy to meet new Assistant Director Julianne Bedel. She thanked Ms. Plazek for everything she does and encouraged her to stay involved with national and state organizations. She also thanked the Buildings Committee for being on task.

**Executive Session:** Ms. Schultz made a motion to go into executive session to discuss the employment and compensation of a public employee and to consider a complaint against a public employee with only trustees present. Mr. Carlson 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 7:17 p.m.

Regular Session resumed at 8:30 p.m.

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**Adjournment:** Upon a motion made by Mary Ogden and seconded by Linda Meyer, the meeting was adjourned at 8:32 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, December 17, 2018 at 6:00 p.m. at Medina Library**

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**Kate Dunlap- President**

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**Mary Schultz– Secretary**