

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

February 18, 2019

The Medina County District Library Board of Trustees met in regular session on Monday, February 18, 2019 at Medina Library. With a quorum present, President Kyle White called the meeting to order at 6:00 p.m.

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

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Keith Maynard, Facilities and Operations Manager; Sue Schuld, Technology Manager; Christine Gramm, Medina Branch Manager; Kelly Halleen, Brunswick Children's Dept. Supervisor and Tammy Nandrasny, 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. Jenks and the agenda was approved unanimously.

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

Disposition of Minutes –A motion to approve the January 21 meeting minutes as corrected was made by Mr. Carlson and seconded by Ms. Ogden. The motion was approved unanimously.

Financial Report– Fiscal Officer Kelly Kroll reported that January receipts totaled about \$651,832 and expenses were about \$706,373. The unexpended balance of \$9,827,525 minus outstanding encumbrances of \$2,466,073 left an ending balance of \$7,361,451 in all funds. Ms. Kroll noted that real estate tax revenue advances have started coming in from the County Auditor's Office. Mr. Rice asked why the Virginia Wheeler Martin Fund was showing incoming revenue. Ms. Kroll explained that the revenue is made from interest on investments.

January investments earned about \$26,272 with a principal of about \$9,890,121 in bank accounts and investments at an average interest rate of 1.961%. Ms. Kroll pointed out that interest rates had leveled off and showed a slight decrease. She also pointed out that a couple of CD's had matured explaining the large interest paid and zero principal on those investments.

In the PLF, February showed a decrease of 2.35% compared to February 2018. Year-to-date 2019 showed a decrease of .78% compared to 2018.

A motion was made by Mr. Carlson and seconded by Mr. Rice 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 January. She reported that circulation stats continued to show the increase resulting from auto renewals. Ms. Kowell informed the trustees that she and Ms. Kroll would be participating in mediation in an attempt to reach a settlement in the litigation involving the original contractors of the Medina building. The date of the mediation was set for February 20 and she anticipated that the process would take most of the day. Ms. Kowell also announced an upcoming OLC trustee workshop and asked that anyone interested in attending contact the senior administrative assistant. Ms. Schultz noted that the NEO/RLS workshop she attended in the past had been excellent. Ms. Kowell informed the trustees that the 2019 ALA conference will take place in Washington DC and noted that the current Expense Reimbursement Policy FIN-6 did not adequately provide for reasonable lodging in that city. She suggested that either the policy would need to undergo revision or the board would need to be approached to allow for a higher lodging expense for this occasion than was designated in the policy.

Communications:

- The Children's Center of Medina County thanked MCDL for its generous donation of knitted and crocheted items from Warm Up Medina County
- Love Inc. also thanked the library for their Warm Up Medina County donation
- Elena K. Meyer, who participated in Medina County Economic Development Member Care Visit with the director, thanked the library for all the work the libraries do for the community.

Personnel Report: Mr. Rice moved to discuss the personnel report and Ms. Ogden seconded the motion. The January report on Human Resources activity was provided to the trustees by Ms. Kowell who was happy to point out that two pages had obtained associate positions. The report was approved unanimously.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: No meeting

Policy and By-Laws Committee: No meeting

Buildings Committee: Mr. Rice reported that the Buildings Committee had met on February 14 to discuss topics including the Virginia Wheeler Martin Project, the Medina Tile Project, fire safety at all branches, a review of 2019 budgeted large expenditures and planning for replacement of the Bookmobile. There were no recommendations made for immediate action.

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Unfinished Business:

A. Medina Building Issues: Facilities and Operations Manager Keith Maynard reported that the project had maintained steady momentum and the latest estimate for a date of completion was given as late March or early April.

New Business:

A. Medina Branch Presentation: Medina Branch Manager Christine Gramm presented an update of some of the primary focus points of her branch. After school snacks for children had increased exponentially over the year and she was glad that the library with partnering organizations had been able to meet demand. She said the recently hired security officer had been working well to reduce after school incidents of confrontation involving youngsters. The library was recognized on a state level for the accomplishment of becoming a Pearson-VUE GED testing center and Ms. Gramm shared the numbers of tests completed. She added that the library is not informed of how many of the testers passed. The new Charismatic Customer Service Project which is born of the strategic plan was introduced to the trustees. Ms. Schultz asked if Medina was the only library in the state offering the GED test. Ms. Gramm answered that she was aware of no other in the state although she was beginning to get inquiries about the process from other libraries including Cincinnati.

B. Additional Work in CBLH Design Contract: Due to a larger project scope and the addition of features and equipment for the Virginia Wheeler Martin Project, the overall cost has increased. Since their fee is a percentage of the project cost, the architect's fees were also increased. Ms. Kroll asked that the trustees approve the increase in the CBLH Design contract.

Resolution 19-04: Upon a motion made by Ms. Schultz and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to modify the existing contract with CBLH Design for an additional \$73,256.00 for professional architect services for the Virginia Wheeler Martin Family History and Learning Center project, based on the project estimate of \$1,512,650.00, with adjustments to be made based on the actual cost plus reimbursable expenses. The motion carried unanimously.

C. Corrigan Moving Systems Contract: It was recommended that Corrigan Moving Systems be contracted to move the materials needing to be relocated during the VWM project construction. Mr. Elko, as a representative of that company, assured the trustees that his crew was very practiced at what needed to be done.

Resolution 19-05: 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 Corrigan Moving Systems in an amount not to exceed \$17,960.00 for packing, moving and shipping the Medina non-fiction collection in preparation for construction on the second floor. The motion carried unanimously.

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D. EnviroCom Change Orders #6 and #7: Ms. Kroll reported there had been further unseen structural weaknesses uncovered when EnviroCom started removing the south rotunda tiles. Correct flashing and other window work required additional change orders to be approved by the board. Mr. Carlson was concerned that the board had passed a resolution at the end of 2018 denying any new change orders from EnviroCom citing Resolution 18-74. Mr. Maynard explained that denying this change order would have resulted in work progressing without the proper fixes in place creating further issues in the future. It was found that the cited resolution referred specifically to change orders due to additional costs of tenting and heating the work areas. Mr. Maynard reminded the trustees that Mays Consulting is still overseeing the project and documenting construction defects found in the process.

Resolution 19-06: Upon a motion made by Mr. Rice and seconded by Ms. Jenks, the Medina County District Library Board of Trustees hereby approves Change Order #7 in the amount of \$2,684.68 and Change Order #8 in the amount of \$6,055.18 to EnviroCom Construction, Inc. for additional window work per the attached quote. Ms. White, Mr. Rice, Ms. Ogden, Ms. Schultz and Ms. Jenks voted aye. Mr. Carlson voted nay. The motion passed.

E. Policy FIN-14 Credit Card Policy: Ms. Kroll stated that newly revised Credit Card Policy FIN-14 needed to have added to the list of cardholders Purchasing Coordinator Debbie Bonezzi and Medina Branch Manager Christine Gramm.

Resolution 19-07: Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves the revised policy FIN-14 Credit Cards. The motion passed unanimously.

F. Vehicle Purchase: Mr. Maynard asked for approval to purchase a new van for the maintenance department and provided some specifics on the vehicle he had chosen. The purchase was included in the 2019 budget.

Resolution 19-08: Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves the purchase of a 2018 GMC Savana 3500 cargo van through Medina Auto Mart at a cost not to exceed \$28,400.00. The motion carried unanimously.

G. Donations: Upon a motion by Ms. Ogden seconded by Ms. Jenks, the following donations were approved unanimously:

1. Highland Book Club: \$50
2. Trevor Elkins: \$50
3. Discount Drugmart: \$500 for SRC
4. Kiwanis Club of Medina: \$132

In Memory of Noah Taylor:

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| 5. Diane Wiley: \$50 | 28. Mary Baker: \$50 |
| 6. Stephen and Mary Loveless: \$50 | 29. Josie Gardner: \$50 |
| 7. Homestead Insurance: \$50 | 30. Kathleen Wuescher: \$25 |
| 8. Mike and Julianne Bedel: \$100 | 31. Jessica Gagle: \$100 |
| 9. Margaret Gordyan: \$25 | 32. Alyssa Shepherd: \$50 |
| 10. Dan and Lucy Sondles: \$50 | 33. Susan Pelton: \$100 |
| 11. Dianne Guzik and Joy Hovanetz: \$20 | 34. Susan Travaskis: \$500 |
| 12. Feeding Medina County: \$220 | 35. Kendy Troiano: \$100 |
| 13. Debbie Bonezzi: \$25 | 36. Thomas Schlitter: \$50 |
| 14. Goodwill Fund: \$50 | 37. Christine Dennis: \$2700 |
| 15. Pat Bernauer: \$25 | 38. Daphne Silchuk-Ashcraft: \$50 |
| 16. Carole Kowell: \$50 | 39. Kelly Jenkins: \$50 |
| 17. Walt Barry and Theresa Laffey: \$50 | 40. Christina Utt: \$50 |
| 18. Tammy Nandrasy: \$25 | 41. Kelly Kroll: \$50 |
| 19. American Legion Post 202: \$150 | 42. Patrick and Barbara O'Reily: \$100 |
| 20. Cathy Hausman: \$25 | 43. Scott and Tina Sabol: \$20 |
| 21. Dani Gustavich: \$25 | 44. Rosenacker and Associates: \$50 |
| 22. Jessica Hedrick: \$25 | 45. Leland Coddling and Sarah Bell: \$100 |
| 23. Donald Perry: \$100 | 46. Ronald and Maria Knight: \$25 |
| 24. Kristen Kwon: \$100 | 47. Todd and Eileen Weber: \$100 |
| 25. Rebecca Liu: \$100 | 48. Kimberly Hickman: \$25 |
| 26. Adam Snyder: \$50 | 49. Alizabeth Young: \$50 |
| 27. Carol Alexander: \$50 | 50. Brad and Kathy Root: \$50 |

Trustee's Comments

Ms. Jenks congratulated Eric Lucius on his recent board appointment and thanked Mr. Lyons for attending the meeting. She thanked Ms. Gramm for her nice presentation and said she had a lovely visit with Buckeye Branch Manager Laura Kettering, Outreach Manager Ann Plazek, and Facilities and Operations manager Keith Maynard at the Buckeye Facility.

Ms. Schultz thanked the senior administrative assistant for the snacks.

Mr. Carlson thanked Mr. Lyons for attending and he thanked Ms. Gramm for her presentation.

Mr. Rice thanked Mr. Lyons for attending.

Mary Ogden praised the library staff for their achievements in GED testing.

Kyle White thanked Ms. Gramm for the service Medina Library provides to the after school kids and Mr. Lyons for attending the meeting. She also thanked the library team, commented on the feeling of more and more energy coming from the Board and staff, and reminded the trustees that they are the library ambassadors in the community.

Executive Session: Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, Executive Session was called to consider the employment of a public employee. A roll call vote was taken with the following results: Mr. Carlson – aye, Ms. Jenks – aye, Ms. Ogden – aye, Mr. Rice – aye, Ms. Schultz – aye, Ms. White – aye. Ms. Kroll was asked to attend and Executive Session began at 7:15 p.m.

Regular Session resumed at 7:28p.m.

Adjournment: Upon a motion made by Ms. Jenks and seconded by Mr. Carlson, the meeting was adjourned at 7:29p.m. The motion was carried unanimously.

NEXT BOARD MEETING
Monday, March 18, 2019 at 6:00 p.m. at Buckeye Library

Kyle White - President

Ryan Carlson– Secretary