

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

March 18, 2019

The Medina County District Library Board of Trustees met in regular session on Monday, March 18, 2019 at Buckeye 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: Kyle White, Ryan Carlson, Mary Schultz, Sharon Jenks and Maria Griffiths.

Library staff members in attendance: Carole Kowell, Director; Julianne Bedel, Assistant Director; Kelly Kroll, Fiscal Officer; Human Resources Manager, Julie Carragher; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Keith Maynard, Facilities and Operations Manager; Laura Kettering, Buckeye Branch Manager; Aleen Olee, SEIU President 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. Jenks and the agenda was approved unanimously.

Recognition of Guests and Comments from the Public: Ms. White welcomed all in attendance. Guests attending were Ralph Kroll, Rick Kirby and Lisa Buzalka. Ms. Buzalka addressed the board about her disappointment that, in her opinion, her concerns regarding the actions of the fiscal officer had not been given proper importance. She was told that all avenues had been examined and no further action was necessary.

Disposition of Minutes: A motion to approve the February 18 meeting minutes as corrected was made by Mr. Carlson and seconded by Ms. Ogden. The motion was approved unanimously.

Financial Report: Mr. Carlson moved to approve the monthly financial reports. Ms. Schultz seconded the motion. Fiscal Officer Kelly Kroll reported that February receipts totaled about \$4,234,468 and expenses were about \$1,029,591. The unexpended balance of \$13,032,401 minus outstanding encumbrances of \$1,965,502 left an ending balance of \$11,066,899 in all funds. Ms. Kroll pointed out that there were many quarterly blanket orders and purchase requisitions that reflect larger than normal expenses.

February investments earned about \$14,235 with a principal of about \$13,183,739 in bank accounts and investments at an average interest rate of 1.914%. Ms. Kroll noted that after several months of interest rate increases, rates are starting to fall slightly.

In the PLF, March showed an increase of 1.14% compared to March 2018. Year-to-date 2019 showed a decrease of .24% compared to 2018. Ms. Kroll commented that the state's biennial budget will be completed by July 1 at which time the percentage allocated to the PLF for the next 2 years will be determined.

The financial reports were approved unanimously.

Director's Report:

Director Carole Kowell gave a summary of highlights occurring in the month of February. She was very proud to report that Lauren Kuntzman had received an award from the Ohio Genealogical Society for her essay on the finer points of doing family history research. Ms. Kowell was encouraged that the new Governor is a library supporter and she didn't think it probable that he would reduce the PLF.

Communications:

- Communications: Medina City Schools thanked Ann Plazek (Outreach) for doing a pop up library at their Family First Night
- Carol Smith thanked Jamie Stilla (Seville) for returning her purse that she had left in the library
- Medina County Branch of the American Association of University Women thanked MCDL for our participation in the Sister-to-Sister Conference
- Medina beekeepers thanked Noreen Stone (Brunswick) for the warm welcome and help to make the 2019 beginner class a success
- Highland member Ron McClendon expressed to Diane Dermody his appreciation of the Highland Library
- A library patron wrote to express his displeasure with the closing of the library for the all-staff training on November 16, 2018.

Personnel Report: Dr. Griffiths moved to approve the Personnel Report and Ms. Jenks seconded the motion. The report was approved unanimously.

Mary Ogden arrived at 6:28 p.m.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: No meeting

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

Unfinished Business:

A. Medina Building Issues:

1. Tile Repair Project Settlement: Ms. Kowell reported that she and Ms. Kroll had attended an all-day mediation on February 20 with the attorneys representing the firms named in the Tile Project litigation and those representing MCDL. A tentative agreement had been reached and the terms were presented to the Board for approval. Ms. Schultz made a motion to approve the terms and Dr. Griffiths seconded the motion. Dr. Griffiths asked how soon the library would receive the settlement and how the funds would be handled. Ms. Kowell answered that, if the agreement was approved, the payment would be received in 30 days after receipt of the agreement, but added that the Library would lose that condition if it chose to pursue further litigation. Ms. Kroll explained that the funds would first be deposited in the General Fund and then transferred to the Building and Repair Fund with Board approval. Ms. Jenks asked if there were additional terms not described in the resolution. Ms. Kroll replied that there would be no further development to the agreement other than a list of the parties involved and the amounts they would be paying to the library. Ms. White read the recommended resolution and asked for a roll call vote.

Resolution 19-09: The Medina County District Library hereby approves the tentative settlement amount of \$650,000 to be paid to the Board as a result of the Medina Tile Project repairs. The Board authorizes the Library Director to work with legal counsel to finalize the settlement agreement in the amount of \$650,000 to be paid to the Board, and, once finalized, execute the agreement on behalf of the Board. Mr. Carlson abstained, Dr. Griffiths-aye, Ms. Jenks-aye, Ms. Ogden-aye, Ms. Schultz-aye, Ms. White-aye.

New Business:

A. Buckeye Branch Presentation: Buckeye Branch Manager Laura Kettering gave an informative demonstration of the creative ways Buckeye Library staff have engaged the after-school teens coming to the library. She explained the specific needs of food, activity and rest that have been observed of the teens visiting the library after a long day at school. She demonstrated some of the games designed to challenge and occupy the youth as well as some very worthwhile activities that allow the teens to become contributors to a better community, both local and further reaching.

B. Revision to Policy BRD-5 Library Closings: Ms. Kowell requested that the date for libraries to be closed for 2019 Staff Development Day be moved from Friday, November 8 to Monday, November 11. Mr. Carlson moved to approve the date change, Ms. Jenks seconded the motion and all trustees agreed unanimously.

C. Wine and Canvas: Mr. Carlson made a motion to approve 3 Wine and Canvas programs set to take place over the summer and Ms. Ogden seconded the motion. Ms. Jenks stated that she had reservations that the Meeting Room Policy did not define practices for alcohol use in the library. She was inclined to think that the procedures should be included in the policy. Mr. Carlson explained that procedures had been removed from policies the previous year to streamline the process of policy revision and to assign procedures to library administration for management. Mr. Carlson suggested that the topic be discussed with the Policy and By-Laws Committee at their next meeting.

Resolution 19-10: The Medina County District Library Board of Trustees hereby approves the following Bring Your Own Wine events: Wine and Canvas Night at Medina Library on Friday, June 14, 2019, at 6:00 pm, Buckeye Library on Friday, July 19, 2019, at 5:00 pm, and Brunswick Library on Friday, July 26 at 6:30 pm. Ms. Jenks voted nay and all other trustees voted aye to pass the motion and approve the events.

D. Surplus Obsolete Shelving: Mr. Carlson moved to approve disposal of obsolete shelving stockpiled in the Medina Library store room and Dr. Griffiths seconded the motion. Mr. Maynard explained that there was a large amount of obsolete shelving taking up a good portion of the main stock room in the Medina building. With space becoming more of a premium due to the impending 2nd floor renovation project, he asked that The Director be allowed to dispense with the shelving.

Resolution 19-11: The Medina County District Library Board of Trustees hereby declares a lot of extra shelving at the Medina library as surplus/obsolete and authorizes the Director to dispose of it. The motion was approved by unanimous vote.

E. Appointment of Deputy Fiscal Officer: Ms. Kroll announced that she and others had reviewed and interviewed applicants for the Deputy Fiscal Officer position and selected Sheila Lanning. She asked for approval of Ms. Lanning's selection, for the salary, and for a surety bond to be set. Dr. Griffiths made a motion to approve the new deputy fiscal officer and Ms. Jenks seconded the motion. Ms. Schultz asked the number of weekly hours the position offered. Ms. Kroll informed her that it is a full time 37.5 hour per week position. Mary Ogden asked if Ms. Lanning will become the new compliance officer for credit card transactions. Ms. Kroll answered that, per the Board's Credit Card Policy, the Deputy Fiscal Officer is the compliance officer.

Resolution 19-12: The Medina County District Library Board of Trustees hereby appoints Sheila D. Lanning as Deputy Fiscal Officer effective April 1, 2019 through December 31, 2019, at an hourly rate of \$22.56, at a surety bond set in the amount of \$250,000.00. The motion was approved by unanimous vote.

F. Seville Library Digital Sign: Ms. Jenks moved for approval of a new digital sign at Seville Library and Dr. Griffiths seconded the motion. Ms. Kowell informed the trustees that Seville Mayor Carol Carter supported the installation and the village will be allowed to post notice of civil emergency in extreme cases. She assured them that the sign would be for library information only except in the very rare case of such an emergency.

Resolution 19-13: 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 Seville Library in the amount of \$16,670.02. The motion to approve the sign was approved unanimously.

G. Virginia Wheeler Martin Family History and Learning Center Contractor and H. Virginia Wheeler Martin Family History and Learning Center Construction Manager-IAP: Ms. Kroll asked that the topics of approving IAP as a construction manager and approving of a contractor for the Virginia Wheeler Martin Family History and Learning Center be addressed as a single agenda item as they were interdependent on one another. Ms. Kroll added that, if IAP were to be declined, the Board would need to find a new construction manager, vote to reject the bids acquired by IAP and rebid the project, and pay the contractors directly. The lowest bidding contractor, Johnson-Laux Construction Ohio, was also the most highly recommended by IAP. Dr. Griffiths moved to select Johnson-Laux Construction Ohio to be the construction firm awarded the contract for the Virginia Wheeler Martin Family History and Learning Center project. Ms. Ogden seconded the motion and asked Mr. Maynard if he supported the decision and he answered that he did.

Resolution 19-14: The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to contract with IAP Government Services Group, per state contract CSP905815, for construction management services for the Virginia Wheeler Martin Family History and Learning Center project with a 7.99% fee; and to select Johnson-Laux Construction Ohio as contractor per IAP's recommendation, in the total bid amount of \$991,005 with a 10% contingency for the project in the amount of \$99,100.50 for the project under IAP's pre-qualification program. A roll call vote was taken with the following results: Mr. Carlson-aye, Dr. Griffiths-aye, Ms. Jenks-aye, Ms. Ogden-aye, Ms. Schultz-aye, Ms. White-aye. Approval was unanimous.

Ms. White made the motion to approve hiring AIP to manage the construction of the Virginia Wheeler Martin Family History and Learning Center and Ms. Schultz seconded the motion.

Resolution 19-15: The Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to enter into an agreement with IAP for construction management services for Virginia Wheeler Martin Family History and Learning Center, with a fee of 7.99% of construction costs equal to \$79,181.30 and to appropriate the same amount in the 202 Virginia W. Martin Fund, 202.5.3700 Professional Services. A roll call vote was taken with the following results: Mr. Carlson-aye, Dr. Griffiths-aye, Ms. Jenks-aye, Ms. Ogden-aye, Ms. Schultz-aye, Ms. White-aye.

I. Donations: Upon a motion by Ms. Ogden and seconded by Dr. Griffiths, the following donations were approved unanimously:

1. Friends of MCDL: \$33,150
2. Mel and Anna Mae Nicewander: \$25 in Memory of Bob Hartong
3. Brunswick Optimists Club: \$25 in Memory of Chad S. Davies

In Memory of Noah Taylor:

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| 4. Nancy Dalton: \$25 | 24. Kristin Ziplek: \$50 |
| 5. Joni Whitmeyer: \$50 | 25. Creston Library Branch: \$25 |
| 6. Geoff and Lauren Seiss: \$25 | 26. Allison Nelson: \$25 |
| 7. Rachel Tomlin: \$25 | 27. Lena V. Knight: \$30 |
| 8. Donald and Jane Moos: \$25 | 28. Julie Carragher: \$50 |
| 9. Scott and Tina Sabol: \$50 | 29. Kyle White: \$20 |
| 10. J.E. Foster Funeral Homes: \$100 | 30. Mary Ogden: \$20 |
| 11. Al and Becky Szymanski: \$25 | 31. Mary Schultz: \$20 |
| 12. Linda Febus: \$150 | 32. Brad Rice: \$20 |
| 13. Neal and Stacy Stoll: \$25 | 33. Sharon Jenks: \$20 |
| 14. William and Deborah Breck: \$50 | 34. Barb and Bill Tiberio: \$5 |
| 15. Ralph E. Waite: \$100 | 35. Jamie and Chris Pieh: \$50 |
| 16. Harold and Nanette Waite: \$100 | 36. Classic and Contemporary Book Club: \$315 |
| 17. Mary Jo Morse: \$200 | 37. Stan and Sherri Scheetz: \$25 |
| 18. Jonathan and Barbara Steingass: \$50 | 38. Jenny Ransbury: \$25 |
| 19. Noreen Stone: \$30 | 39. Gail Furillo: \$50 |
| 20. Waite Elementary School Staff: \$300 | 40. Bill and Alice Batchelder |
| 21. Gerry and Debbie Neri: \$100 | 41. James A. Sarver: \$100 |
| 22. Anonymous: \$30 | 42. Anonymous: \$40 |
| 23. Rita Hist: \$10 | |

J. Other: Ms. White announced that she was interested in organizing a board retreat sometime in 2019 and asked for input. It was agreed that a Saturday would work best and that a half-day workshop would be sufficient. Ms. Jenks volunteered to begin researching some venues and start the process of organization.

Ms. Kroll informed the board that the approved landscaper, Got Grass Landscaping, had rescinded their contract at MCDL due to a shortage of labor. Greenkeepers LLC will be assuming the remainder of the contract with no increase in cost.

Trustee's Comments

Ms. Jenks was very enthusiastic about her branch visits and the phenomenal staff at each one. She was happy to have had the opportunity to attend the OLC New Trustee Workshop in Columbus. She congratulated Ms. Kuntzman on her achievement and thanked Ms. Kettering for her interesting presentation.

Ms. Schultz complimented Ms. Kettering's presentation and was pleased that at her local church's fish fry several copies of the Library Live were circulated around the dining tables while patrons waited for their orders.

Kyle White thanked Ms. Kettering for her presentation and for hosting the event, and she congratulated Ms. Kuntzman on her winning essay.

Mr. Carlson also congratulated Ms. Kuntzman.

Mary Ogden thanked Ms. Kettering for hosting at her branch.

Dr. Griffiths said it was wonderful to be back on the MCDL Board and thanked everyone involved in the good Medina Tile settlement. She congratulated Laura for the branch's engaging, rather than disciplinary activities for teens. She's looking forward to the opening of the Family History Center and was thankful for the opportunity to attend the OLC New Trustee Workshop.

Executive Session: Mr. Carlson made a motion to enter Executive Session with only trustees present to discuss a complaint against a public employee. Ms. Schultz seconded the motion and a roll call vote was taken with the following results: Mr. Carlson-aye, Dr. Griffiths-aye, Ms. Jenks-aye, Ms. Ogden-aye, Ms. Schultz-aye, Ms. White-aye. The trustees entered Executive Session at 7:42 p.m.

Regular Session resumed 8:29 p.m. No action was taken as a result of Executive Session.

Board of Trustees Meeting

Page Eight

March 18, 2019

Adjournment: Upon a motion made by Mary Ogden and seconded by Mary Schultz, the meeting was adjourned at 8:30 p.m. The motion was carried unanimously.

NEXT BOARD MEETING

Monday, April 15, 2019 at 6:00 p.m. at Medina Library

Brad Rice –Vice President

Ryan Carlson– Secretary