

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

September 18, 2017

The Medina County District Library Board of Trustees met in regular session on Monday, September 18, 2017 at Medina Library. With a quorum present, President Howard Elko called the meeting to order at 6:00 p.m.

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

Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Sue Demis, Technology Manager; Tina Sabol, Community Engagement Manager; Jamie Stilla, Seville Branch Manager and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda –A motion to approve the agenda was made by Ms. Ogden. The motion was seconded by Ms. White and the agenda was approved unanimously.

Recognition of Guests and Comments from the Public –Mr. Elko welcomed all in attendance.

Disposition of Minutes – A motion to approve the August 21, 2017 minutes was made by Ms. White and seconded by Ms. Meyer. The motion was approved unanimously with Ms. Dunlap abstaining.

Financial Report–Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of August. She reported that receipts totaled about \$1,040,440 and expenses were about \$689,305. The unexpended balance of \$12,043,880 minus outstanding encumbrances of \$1,441,323 left an ending balance of \$10,602,557 in all funds. Ms. Kroll reported that the second half of the annual real estate taxes had been received and only small amounts will come in sporadically for the remainder of year. She also noted that the large August balance in the 301 Debt Service Fund will be used later this year for payment of the existing bonds.

Ms. Ogden asked if the real estate taxes collected are close to what had been predicted. Ms. Kroll replied that she thought the amount may come in slightly under what was predicted, but not substantially. She added that at a little more than 2/3 of the way through the year the general Fund was still under budget with just a little over 55% of the budget spent.

In August, investments earned about \$8,554 with a principal of about \$12,161,884 in bank accounts and investments at an average interest rate of 1.105%. Four new short term CD's were purchased in August and Ms. Kroll was happy to report that interest rates on such CD's were finally beginning to climb.

Year to date, the PLF is up 1.26% from the same period in 2016. The month of September 2017 showed an increase over September 2016 of .57%. Ms. Ogden asked how the balance on the Investment Report related to the unexpended balance on the Cash Position Report. Ms. Kroll replied that the difference is that the Investment Report balance does not include outstanding checks and petty cash and these figures are balanced each month as part of the monthly reconciliation.

A motion was made by Ms. Dunlap and seconded by Ms. White to approve the Financial Report. The motion carried unanimously.

Director's Report: Director Carole Kowell shared with the trustees a summary of notable information, statistics and events which had taken place within the library system during the month of August. She was happy to report that three staff members had been elected to serve on boards and committees for the Ohio Library Council and Ms. Kroll had been elected to the board of the Ohio Finance Officers Association. Current design plans for the second floor renovations were shared with the trustees and they were informed that interviews were being planned for the Family History and Learning Center Manager and the Events Coordinator positions. Brad Rice asked how much of the space is planned to be dedicated to genealogy research as had been the wishes of Virginia Wheeler Martin. Ms. Kowell demonstrated how the different spaces could be related to genealogy.

Communications:

- Medina County Arts Council thanked MCDL for the donation of a basket of books for their fundraiser.
- Feeding Medina County thanked the Seville Library staff for their donation of 27.6 lbs. of food.
- United Way thanked MCDL for participating in the Stuff the Bus campaign.
- Virginia Penrose thanked Ann Plazek for adding a bookmobile stop in her Jefferson Pointe neighborhood.

Personnel Report: The August report on Human Resources activity was provided to the trustees by Human Resources Manager Julie Carragher. She was excited to report that the Family History Center position opening had been answered by applicants from all over the country.

A motion was made by Ms. Ogden and seconded by Ms. Dunlap to approve the report as distributed. The motion was carried unanimously.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: No meeting

Buildings Committee: No meeting

Policy and By-Laws Committee: No meeting

Unfinished Business:

A. Medina Building Issues: There were no updates.

New Business:

A. Seville Branch Manager Presentation: Seville Branch Manager Jamie Stilla gave a demonstration of her branch's summer program Readers Theater. She accompanied facts with a video of a performance of the young troop of 8 that were enrolled this year. Ms. Ogden asked if Seville will be repeating the program next year and if there would be room for more participants. Ms. Stilla replied that the group's size needs to be limited in order for the program to be effective. Adding additional groups could be an option, but staff time would need to be considered.

B. Depository Agreement with S&T Bank: Ms. Kroll asked for approval to enter into a depository agreement with S&T Bank. She explained that she had been in contact with a representative of the bank who informed her that they would match the interest rate of Star Ohio. The agreement would expire at the same time as all other depository agreements.

Resolution 17-38: Upon a motion made by Mr. Rice and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to execute an agreement with S&T Bank as an eligible depository for the period September 18, 2017 through August 17, 2021 in the maximum amount of \$5,000,000.00 for all deposits. The motion carried unanimously.

C. Bibliotheca Self-Check Service Contract: Sue Demis had intended to ask for approval of a new contract with Bibliotheca to service the self-check machines, but some last minute negotiating with the company made it sensible to wait in order to have all of the facts and analyze them. Ms. Kroll agreed that more time should be taken in reaching a decision on the best course of action. The deal being discussed would include being supplied with all new machines under a lease agreement and a guaranteed price lock for service for 5 years.

Brad Rice asked if the service providers were local. Ms. Demis replied that the technician would be local and would be the same person who provides service presently. Howard Elko asked if she knew of other library systems using Bibliotheca. She said she had contacted a few and they were satisfied with the company. The old contract will be honored until a decision can be made. The trustees agreed to table the discussion until the October board meeting.

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

1. Richard Tripp: \$200
2. Carol Tusic: \$1000

Trustee's Comments

Kyle White loved Ms. Stilla's presentation. She complimented Tina Sabol on the quality of MCDL publications. She said she was very excited to see the plans for the second floor renovations.

Linda Meyer echoed Ms. White in her appreciation of Ms. Stilla's presentation and said she sees exciting things happening.

Mary Ogden thanked Ms. Stilla and congratulated the staff members being recognized by the Ohio Library Council and Ohio Finance Officers Association for their qualities.

Kate Dunlap also thanked Ms. Stilla and was happy to see the renovation plans for Medina's second floor. She reiterated that the stories are her favorite part of reading the Director's Report.

Howard Elko asked the trustees to contact him if interested in being a 2018 board officer or if they would like to nominate anyone.

Adjournment: Upon a motion made by Ms. Dunlap and seconded by Ms. White, the meeting was adjourned at 6:56 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, October 16, 2017 at 6:00 p.m. at Lodi Library

Howard Elko- President

Kyle White- Secretary