

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

December 18, 2017

The Medina County District Library Board of Trustees met in regular session on Monday, December 18, 2017 at Medina Library. With a quorum present, President Howard Elko called the meeting to order at 6:01 p.m.

Roll Call was taken with the following members noted as present: Howard Elko, Mary Schultz, Kyle White, 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; Keith Maynard, Facilities and Operations Manager, Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Lisa Buzalka, Deputy Fiscal Officer; Wendy Campbell, Medina Library Associate and Tammy Nandrasy, 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. Incoming trustee, Ryan Carlson, was in attendance. Library Associate Wendy Campbell introduced herself and informed the trustees that she is a member of the current Leadership U.

Disposition of Minutes – A motion to approve the November 20, 2017 minutes was made by Ms. Meyer and seconded by Ms. White. The motion was approved unanimously.

Financial Report–Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of November. She reported that receipts totaled about \$327,512 and expenses were about \$3,583,767. The unexpended balance of \$8,451,734 minus outstanding encumbrances of \$1,274,561 left an ending balance of \$7,177,172 in all funds. Ms. Kroll noted that the 2017 revenue collected so far was at 97% of the estimate for the year. She reported that the large expense amount in the Debt Service Fund was due to payment on the bonds that were due by December 1.

In November, investments earned about \$11,984 with a principal of about \$8,513,428 in bank accounts and investments at an average interest rate of 1.008%. Ms. Kroll was happy to report that the interest earned on investments in 2017 should be near \$100,000 for the first time in many years.

Year to date, the PLF is up .40% from the same period in 2016. The month of December 2017 showed a decrease of .10% compared to December of 2016.

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

Brad Rice arrived at 6:07 p.m.

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 November. She touched on some recent events that had been particularly successful including Warm Up Medina County and Lodi's Winter Wonderland. She also encouraged the trustees to stop by Medina's Children's Department to check out the new Tween Space. Some members of administration had met with the architects designing the renovation to Medina's second floor and Ms. Kowell reported that plans are moving forward for the project.

Communications:

- The Salvation Army and the Adventist Community Services thanked MCDL for collecting their Warm Up Medina County donations
- Medina City Schools thanked the library for the *Guinness Book of World Records* donation
- Feeding Medina County thanked Ann Plazek for collecting 17 pounds of food.
- Highland foundation for Educational Excellence thanked the library for participation in the Great Gifts Dinner Auction
- Main Street Medina thanked MCDL for sponsoring their Candlelight Walk
- A Lodi member thanked Eric Lucius for "making such a difference in Lodi"
- Caleb Sundermeier wrote to say "he would rather go to the library than a Cav's game"

Personnel Report: The November report on Human Resources activity was provided to the trustees by Human Resources Manager Julie Carragher.

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

Board Committee Reports:

Finance Committee: Committee Chair Mary Schultz reported that the Finance Committee had met on December 7 at Medina Library.

1. 2018 Budget: Ms. Schultz reported that the committee had met for the purpose of reviewing and discussing the proposed 2018 library budget. She and Ms. Kroll described the materials and spreadsheets provided to the trustees including the proposed budget, budget projections and a list of large expenditures to be expected in the near future. Ms. Kroll noted that the increased .25 mills generated by the recently passed levy was reflected in the estimated revenue.

The Virginia Wheeler Martin Fund was discussed as being dedicated to the Medina second floor renovation and design of the Family History and Learning Center. Ms. Kroll was hopeful to have all funds released by the estate trustee in early 2018.

Resolution 17-49: Upon recommendation of the Finance Committee, the Medina County District Library Board of Trustees hereby adopts the 2018 Budget as attached.* The 2018 budget was approved unanimously with no dissenting votes.

Personnel Committee: Committee Chair Kyle White reported that the Personnel Committee had met on December 7 to review and discuss several topics.

1. Recommendation to Approve Contract for Business Manager/Fiscal Officer: Ms. White reported that after due process of performance review and evaluation by the committee and full board, Ms. Kroll had agreed to the terms of a new contract valid beginning January 1, 2018 until December 31, 2018 with a bond set at \$250,000.

Resolution 17-50: At the recommendation of the Personnel Committee the Medina County District Library Board of Trustees hereby approves a one year contract for the Business Manager/ Fiscal Officer effective January 1, 2018 through December 31, 2018 at an annual salary of \$79,560 and a surety bond in the amount of \$250,000. The motion carried unanimously.

2. Professional / Administrative and Page Salary Structure, Policy HR-C-5 Revision: Ms. Carragher had provided to the committee the final results of the compensation survey for study, review and discussion. As part of the recommendation of the consultant, pay grades were reduced from a number of 14 down to 10 with jobs realigned to fit the new grades. The committee requested that the board move ahead with the recommended action to approve the new structure of pay grades. *

Resolution 17-51: Upon recommendation of the Personnel Committee the Medina County District Library Board of Trustees hereby approves the Professional/Administrative and Page Salary Structure, HR-C-5 policy update to include collapsing the number of pay grades from 14 to 10 and realigning jobs as applicable effective 12/24/17. The motion carried unanimously.

3. Professional, Administrative and Page Job Descriptions, Policy HR-JD-2 Revision: The committee also agreed to recommend that job descriptions be revised to reflect the changes in the pay grade structure.*

Resolution 17-52: Upon recommendation of the Personnel Committee the Medina County District Library Board of Trustees hereby approves the Professional/Administrative and Page job Descriptions, HR-JD-2 update to include the revised wage grades effective 12/24/17. The motion carried unanimously.

4. Professional, Administrative and Page Market Wage Adjustments and Across the Board Increase. The individual pay increases per Professional/Administrative and Page staff members had been examined by the committee and recommended for approval by the full board. Mr. Elko asked if the MCDL wages had been found to be in line with other libraries. Ms. Carragher replied “We were very close on a number of positions and further off on others such as technology”. *

Resolution 17-53: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves the market pay adjustments per the Incumbent Analysis and a 2.00% across the board increase or a longevity lump sum of 2.00% if at the scale maximum for all non-contracted Professional/Administrative and Page employees effective 12/24/2017. The motion carried unanimously.

5. Union Across the Board Increase: Ms. White reported that the committee had reviewed the across the board increases set forth in the union contract and recommended that the trustees approve the increases as stated.*

Resolution 17-54: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves per the collective bargaining agreement the attached increases for all non-probationary bargaining unit employees effective 12/27/17. The motion carried unanimously.

6. Vacation, Policy HR-B-10: The vacation policy was also in need of revision to reflect the changes in pay grades and descriptions previously described.

Resolution 17-55: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves Vacation, HR-B-10 policy update to include the revised salary grades effective 12/24/17. The motion carried unanimously.

7. Performance Plan, Policy HR-G-4: The compensation consultant had found the MCDL performance plan policy to be cumbersome and in need of simplification. Ms. Carragher had asked that the committee recommend changes to the policy to achieve that objective.

Resolution 17-56: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves Performance Plan, HR-G-4 policy update to simplify the language effective 12/24/17. The motion carried unanimously.

8. Health Reimbursement Account, Policy HR-B-4: The Health Reimbursement Account offered to staff by MCDL had been revised in the terms of the new labor contract. The committee had been asked to recommend revision of the policy to the full board to reflect the changes in the contract.

Resolution 17-57: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves Health Reimbursement Account, HR-B-4 policy update to change HRA amounts for employees enrolled in the Library's health insurance plan to \$300 for single coverage and \$600 for other than single coverage effective 1/1/ 2018. These amounts would be uniform with the amounts extended to the union employees under the new contract. The motion carried unanimously.

9. HR-C-9, Longevity Bonus and HR-C-15, Flex Time: Ms. Carragher explained that these items were not needed to be written as policies as one is determined by the Board of Trustees annually, dependent on finances, and the other is a matter of internal staffing. She asked that the policies be removed in an ongoing effort to simplify and clarify the Policy and Procedure Manual.

Resolution 17-58: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves removing policies HR-C-9 and HR-C-15 effective 12/18/17 in an effort to streamline the policy manual. The motion carried unanimously.

Buildings Committee: No meeting

Policy and By-Laws Committee: No meeting

Unfinished Business:

A. Medina Building Issues: Ms. Kroll reported that 13 companies had attended the pre-bid meeting for the upcoming tile replacement with a bid opening date set for January 4, 2018. It was reported that a canopy will be provided at the front entrance to prevent falling debris.

New Business:

A. 2018 Board Schedule: Upon a motion made by Ms. White and seconded Mr. Rice the following 2018 schedule of regular meetings was approved unanimously:

| | |
|--------------|-----------|
| January 15 | Medina |
| February 19 | Medina |
| March 19 | Buckeye |
| April 16 | Medina |
| May 21 | Highland |
| June 18 | Medina |
| July 16 | Brunswick |
| August 20 | Medina |
| September 17 | Medina |
| October 15 | Lodi |
| November 19 | Medina |
| December 17 | Medina |

B. 2018 Election of Board Officers: Upon a motion made by Mr. Rice and seconded by Ms. Ogden, the following officers were elected from the 2018 Board of Trustees and approved unanimously: President- Kate Dunlap, Vice President-Kyle White and Secretary- Mary Schultz.

C. 2018 Library Days Closed: Upon a motion made by Ms. Schultz and seconded by Ms. Meyer, the following 2018 days the libraries will be closed were approved unanimously:

| DATE | OCCASION |
|---|--------------------------|
| Monday, January 1 | New Year's Day |
| Sunday, April 1 | Easter |
| Sunday, May 13 | Mother's Day |
| Memorial Day Weekend through Labor Day Weekend | Closed Sundays in Summer |
| Monday, May 28 | Memorial Day |
| Wednesday, July 4 | Independence Day |
| Monday, September 3 | Labor Day |
| Friday, November 9 | Staff Development Day |
| Thursday, November 22 | Thanksgiving |

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|----------------------|----------------|
| Monday, December 24 | Christmas Eve |
| Tuesday, December 25 | Christmas Day |
| Monday, December 31 | New Years' Eve |

D. Appointment and Bond for Deputy Fiscal Officer: Ms. Kroll noted that the deputy fiscal officer is required to be appointed annually with a surety bond. She reminded the trustees of the responsibilities required of the position and affirmed the high quality of Lisa Buzalka who currently holds that position.

Resolution 17-59: Upon a motion made by Ms. White and seconded by Ms. Schultz, the Medina County District Library Board of Trustees hereby appoints Lisa Buzalka as Deputy Fiscal Officer effective January 1, 2018 through December 31, 2018, at an hourly rate of \$21.42, at a surety bond set in the amount of \$250,000.00. The motion carried unanimously.

E. Interfund Transfer: Due to the large tile project scheduled for 2018 at the Medina building, Ms. Kroll asked that \$750,000 be transferred from the General Fund to the Building and Repair Fund to cover part of the cost of the work.

Resolution 17-60: Upon a motion made by Ms. Schultz and seconded by Ms. Meyer, The Medina County District Library Board of Trustees hereby approves the \$750,000 Interfund Transfer from the 2017 budget from 101 General Fund to the 401 Building/Repair Fund. A roll call vote was taken with the following results: Ms. Meyer-aye, Ms. Ogden.-aye, Mr. Rice-aye, Ms. Schultz-aye, Ms. White-aye, Mr. Elko-aye.

F. Tax Advance: : In order for the library to receive funds collected through real estate taxes as they are received by the county, the trustees were asked to approve a tax advance request for 2018. If not approved, the library would not receive these revenues until they were fully collected by the county auditor twice per year.

Resolution 17-61: Upon a motion made by Mr. Rice and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for 2018. The motion carried unanimously.

G. Contract for Unique Management: Unique Management handles collection of fines and recovery of materials for MCDL. Ms. Kowell recommended the company for their positive results and asked that the one year contract retaining their services be renewed. Mr. Elko asked if any thought had been given to MCDL going fine-free. Ms. Kowell replied that while other systems had tried it, she did not think it was in the best interest of MCDL at this time, but could be considered in the future. Ms. Ogden asked if members who owed for lost materials could still attend programs. Assistant Director Theresa Laffey said the members could still attend library events and children and teens could still get 3 for Me cards and teen cards*

Resolution 17-62: Upon a motion made by Ms. Ogden and seconded by Ms. Meyer, the Medina County District Library Board of Trustees approves the renewal of the contract with Unique Management Services, Inc., originally signed on December 21, 2009, for an additional one (1) year term. This renewal would expire on December 21, 2018. All terms of the initial agreement shall remain the same. The motion carried unanimously.

H. Food for Fines: Ms. Kowell refreshed the Trustee's memories on what the Food for Fines project is and what it has accomplished in the past. The library would again accept specified food items in lieu of payment of overdue fines during the month of March to be contributed to Feeding Medina County.

Resolution 17-63: Upon a motion made by Mr. Rice and seconded by Ms. White, the Medina County District Library Board of Trustees hereby approves the Food for Fines Campaign, March 1-31, 2018. Food collected would be donated to Feeding Medina County. The motion carried unanimously.

I. New Trustee Oath of Office: The newly appointed trustee, Ryan Carlson, was sworn in to his term by Ms. Kroll who is a notary public. Mr. Carlson was welcomed by all and will begin his term on January 1, 2018.

J. Service Recognition for Susan Petruzzi: Mr. Elko read aloud a service proclamation honoring retiring staff member, Susan Petruzzi.

Resolution 17-64: Upon a motion made by Ms. Ogden and seconded by Ms. White, the Board of Trustees of Medina County District Library congratulates Susan Petruzzi on her years of steadfast service to Medina County District Library, for her incredible work ethic and her important role in getting our wonderful collection into our members' hands as quickly as possible; we'll miss her friendship most of all. The motion carried unanimously.

K. Service Recognition for Howard Elko: Secretary Kyle White read a moving tribute for Howard Elko who had completed his 7 year term as an MCDL trustee. Howard was recognized by all with heartfelt expressions of gratitude.

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

1. Buckeye Area ministerial Assn.: \$756
2. Friends of Lodi Library: \$7800
3. James L. Kimbler: \$500
4. Jacque Neidig: \$60

Trustee's Comments

Kyle White said what a great pleasure it had been to work with Howard Elko and thanked him for his wise counsel. She appreciated his knowledge of libraries and the joy he brought.

Linda Meyer echoed Ms. White's sentiments and thanked Mr. Elko for making her feel welcome as a new trustee.

Brad Rice also thanked Mr. Elko saying that he will be missed. He welcomed Ryan Carlson to the board.

Mary Ogden expressed her appreciation of Mr. Elko and gratitude for the Friends of the libraries.

Mary Schultz thanked Mr. Elko and wished everyone a Happy New Year.

Howard Elko said that his seven year term as a trustee had gone by quickly and he will miss being on the MCDL board very much.

Adjournment: Upon a motion made by Ms. Ogden and seconded by Ms. Meyer, the meeting was adjourned at 7:11p.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, January 15, 2018 at 6:00 p.m. at Medina Library