

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

**December 17, 2018**

The Medina County District Library Board of Trustees met in regular session on Monday, December 17, 2018 at Medina Library. With a quorum present, President Kate Dunlap called the meeting to order at 6:09 p.m.

**Roll Call** was taken with the following members noted as present: Kate Dunlap, Ryan Carlson, Linda Meyer, Mary Ogden, 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; 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. White 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 November 19 regular meeting minutes was made by Mr. Carlson and seconded by Ms. Ogden. The motion was approved unanimously.

A motion to approve the November 29 regular meeting minutes was made by Ms. Ogden and seconded by Mr. Carlson. The motion was approved unanimously.

**Financial Report**–Fiscal Officer Kelly Kroll reported that November receipts totaled about \$357,620 and expenses were about \$3,888,749. The unexpended balance of \$10,454,327 minus outstanding encumbrances of \$1,705,582 left an ending balance of \$8,748,744 in all funds. Ms. Kroll noted that fine revenues had been affected by the automatic renewals. Mr. Carlson asked if Clevnet had received feedback from library users about the renewals. Ms. Kowell replied that all feedback had been positive.

November investments earned about \$25,381 with a principal of about \$10,731,821 in bank accounts and investments at an average interest rate of 1.941%.

In the PLF, December showed an increase of 8% Year to date the PLF revenue is up 4.02%. The PLF continues to perform better than what had been projected.

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 November. She reported that the staff training on team building had taken place and had been very well received. Mr. Carlson asked if there would be follow-up. Human Resources Manager Julie Carragher replied that steps such as shadowing and "trade days" were already being implemented and there are more ideas being explored. Ms. Kowell also reported that her end of year visits to branches and departments were winding up. She said she had been graciously received by staff and felt that they were very appreciative of the information she shared.

**Communications:**

- Main Street Medina thanked the library for its participation in the Candlelight Walk.

**Personnel Report:** The November report on Human Resources activity was provided to the trustees by Ms. Carragher. She noted that the new security officer position recently approved by the board had been filled and would begin in January.

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

**Board Committee Reports:**

**Finance Committee:** Ms. White said the committee had met to go over the details in the 2019 budget. Ms. Kroll had also brought to the committee information regarding new restrictions regulating the use of public entity credit cards. There will be more information coming as well as a new credit card policy to clearly define how the cards may be used.

**Resolution 18-68:** Upon recommendation of the Finance Committee, the Medina County District Library Board of Trustees hereby adopts the 2019 Budget as attached.\*

**Personnel Committee:** Ms. Schultz reported that the committee had met immediately prior to the regular board meeting. She asked to delay a recommendation until after the trustees met for executive session later in the agenda.

**Policy and By-Laws Committee:** Ms. Meyer reported that the committee had met on December 3. The remainder of the HR policies needed to complete the Policy Manual overhaul were reviewed along with an additional HR Benefits policy that needed to be added to that section. Each policy was reviewed individually and some suggestions and edits had been made.

**Resolution 18-69:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby recommends approval of revisions reviewed by the committee to the following Human Resources sections of the MCDL Policy Manual: Compensation, Employment, General, Job Descriptions and Organization Charts. The motion carried unanimously.

**Resolution 18-70:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby recommends approval of Policy HR-B-29 Employee Wellness Programs and Gift Cards. The motion carried unanimously.

Ms. Meyer went on to say that the committee agreed to recommend that the newly revised manual be reviewed annually in June by the section owners and the committee to see that it is kept current and correct. The board agreed unanimously to the plan. A question also arose about how best to handle revisions made to a single policy. It was unanimously agreed that all policies needing revision should go first before the committee unless there is an issue of time sensitivity.

**Buildings Committee:** No meeting

**Unfinished Business:**

**A. IAP Program:** Doug Smith, a representative of IAP (Ingenuity And Purpose) gave a history of the IAP program along with an explanation of how it could benefit the library in the planning stages of the Virginia Wheeler Martin Family History and Learning Center Project. Mr. Carlson had some misgivings about the responsibility of liability which Mr. Smith addressed. The program would be at no cost during the pre-construction and would also release the library from being required to take the lowest responsible bidder for the project. Instead, a list of vetted contractors who must meet standard requirements are provided through the state-run program. Any contractor on the list may be selected for the work. Ms. Dunlap asked if there was a cap on the number of projects any one overseer is assigned. Mr. Smith replied that consideration is given to ensure that each project receives the needed attention it requires. After lengthy debate and discussion, the board agreed to approve IAP to oversee the pre-construction phases of the project. \*

**Resolution 18-71:** Upon a motion made by Ms. Ogden and seconded by Ms. Meyer, the Medina County District Library Board of Trustees authorizes the director and/or fiscal officer to engage with IAP Government Services Group, per State Contract CSP905815, to manage the Virginia Wheeler Martin Family History and Learning Center pre-construction process in the Medina Library. The motion carried unanimously.

**A. Medina Building Issues:**

**1. Change Order #6 to EnviroCom Construction, Inc.:** Ms. Kroll presented change order number 6 from EnviroCom to the board for approval. The increase was needed due to some unexpected work on flashing around windows. \*

**Resolution 18-72:** Upon a motion made by Mr. Carlson and seconded by Ms. Schultz, The Medina County District Library Board of Trustees hereby approves Change Order #6 in the amount of \$5,176.86 to EnviroCom Construction, Inc. for additional flashing work per the attached quote. The motion carried unanimously.

Ms. Kroll asked for an approval of appropriations to the 401 Buildings and Repair Fund in the amount of \$45,000 to cover the extended time Mays Consulting was required to oversee the tile project. Ms. Kroll thought there could be a reduction in the hours spent on site until the south rotunda is opened to reveal any problems that may factor into the pending litigation with the original constructors. \*

**Resolution 18-73:** Upon a motion made by Mr. Carlson and seconded by Ms. White, the Medina County District Library Board of Trustees hereby approves the following increase in the contract amount with Mays Consulting & Evaluation Services, Inc. for \$45,000.00 and an increase in appropriations in the 401 Building & Repair Fund.

401-5-3700 Professional Services	<u>\$ 45,000.00</u>
<b>Total</b>	<b>\$ 45,000.00</b>

The motion carried unanimously.

Facilities Manager Keith Maynard informed the trustees that, contrary to earlier suggestion, he recommended that work on the tile project proceed through the winter rather than interrupting work until spring. He added that this would require that areas being worked would need to be tented and heated. He felt that delaying progress could interfere with the litigation set to be argued in May. Mr. Carlson recommended that the library not be held financially responsible for the cost of tenting and heating and moved to resolve that the board was in agreement.

**Resolution 18-74:** Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby agrees that the tenting/heating and any related costs needed to complete the Medina Tile Project will not be the financial responsibility of the library. Approval was unanimous.

Mr. Carlson went on to recommend a resolution confirming board agreement that the work on the building should continue uninterrupted into the winter until the project is completed.

**Resolution 18-75:** Upon a motion made by Mr. Carlson and seconded by Ms. Schultz, the Medina County District Library Board of Trustees hereby agrees that there will be no interruption in the work being done on the Medina Tile Project. The motion carried unanimously.

**New Business:**

**A. Approval of 2019 Board Schedule:** Upon a motion by Ms. White and a second by Ms. Meyer, the trustees approved unanimously the following 2019 meeting schedule and locations:

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

**B. Approval of 2019 Board Officers:** Departing trustee, Kate Dunlap, announced that the nominated 2019 board officers were as follows: Kyle White:-President, Brad Rice-Vice President, Ryan Carlson-Secretary. Upon a motion by Mr. Carlson and a second by Ms. Meyer, the slate of officers were approved unanimously.

**C. Approval of 2019 Library Days Closed:** The trustees were asked to approve the days that the libraries will be closed in 2019. Upon a motion by Mr. Carlson and a second by Ms. Meyer, the following days closed were approved unanimously:

Tuesday, January 1 - New Year's Day	Monday, September 2 - Labor Day
Sunday, April 21 – Easter	Friday, November 8 - Staff Development Day
Sunday, May 12 - Mother's Day	Thursday, November 28 – Thanksgiving
Closed Sundays: Memorial Day Weekend through Labor Day Weekend - Summer Hours	Tuesday, December 24 - Christmas Eve
Monday, May 27 - Memorial Day	Wednesday, December 25 - Christmas Day
Thursday, July 4 - Independence Day	Tuesday, December 31 - New Year's Eve

**D. Approve Appointment and Set Bond for Deputy Fiscal Officer:** Ms. Kroll asked for approval of appointment and bond for Deputy Fiscal Officer, Trevor Elkins.

**Resolution 18-76:** Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby appoints Trevor Elkins as deputy Fiscal Officer effective January 1, 2019 through December 31, 2019, at an hourly rate of \$22.44, at a surety bond set in the amount of \$250,000.00. The motion carried unanimously.

**E. Interfund Transfer:** In order to replenish the 401 Building and Repair Fund, Ms. Kroll requested an increase of \$200,000 on Transfers Out of the General Fund and an interfund transfer in the amount of \$600,000.00 from the General Fund to the 401 Building and Repair Fund. She explained that the large dollar amount was due to the large volume of capital outlay needed for buildings system wide in 2019.

**Resolution 18-77:** Upon a motion made by Ms. Ogden and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby approves an increase of \$200,000 in Transfers Out of the General Fund and the \$600,000 Interfund Transfer from the 2018 budget from 101 General Fund to the 401 Building/Repair Fund. The motion carried unanimously.

**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 2019. If not approved, the library would not receive these revenues until they were fully collected by the county auditor twice per year.

**Resolution 18-78:** Upon a motion made by Ms. Schultz and seconded by Ms. Meyer, 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 2019. The motion carried unanimously.

**G. Contract for Unique Management:** Ms. Kowell asked that the trustees approve a new contract for Unique Management, Inc. to collect overdue fees and fines on behalf of the library. She said that the library's relationship with the company was very good and that they were still able to recoup significant costs even with the implementation of automatic renewals.

**Resolution 18-79:** Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, 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, 2019. All terms of the initial agreement shall remain the same. Approval was unanimous.

**H. Food for Fines:** Ms. Kowell asked the trustees to approve the Food for Fines event in 2019 during the month of March to help provide for the food insecure in Medina County. She added that she felt that the working partnership between the library and Feeding Medina County was very valuable.

**Resolution 18-80:** Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves the Food for Fines Campaign, March 1-31, 2019. Food collected would be donated to Feeding Medina County. The motion was approved unanimously.

**I. New Trustee Oath of Office:** Ms. Kroll administered the oath of office to incoming trustee, Sharon Jenks. All welcomed Ms. Jenks to the board.

**J. Service Recognition for Kate Dunlap:** Ms. White read a recognition of service for outgoing trustee, Kate Dunlap. Warm wishes were offered to Ms. Dunlap by all.

**K. Donations:** Upon a motion made by Mr. Carlson and seconded by Ms. White, the following donations were accepted with gratitude:

1. Kiwanis Club of Medina: \$132

The motion carried unanimously.

**H. Other:** Mr. Carlson felt that even though the administrative/professional and page pay increases were included in the 2019 approved budget, there should be a separate vote to approve them. \*

**Resolution 18-81:** Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves the administrative-professional and page pay increases as presented with the exception of the Fiscal Officer's salary to be determined in a separate resolution. The motion carried unanimously.

### **Trustee's Comments**

Kyle White thanked Ms. Dunlap for doing an amazing job as a trustee.

Ryan Carlson complimented Miss Dunlap for her quality of character and welcomed the new trustee.

Linda Meyer said it was a pleasure to work with Ms. Dunlap and thanked everyone for all of the accomplishments made in 2018.

Mary Schultz wished Ms. Dunlap the best and recommended that she join other boards to contribute her talents.

Mary Ogden thanked Ms. Dunlap for her service to the Board, congratulated Assistant Director Julianne Bedel for being nominated for the Family First Council Board, and congratulated Suzie Muniak for her Leadership Medina County Emerging Leader Award.

Kate Dunlap thanked everyone on the board, past and present, that she had been given the pleasure to work alongside. She said it had been an enriching experience. She recognized that 2018 had been very busy with meetings, but that in the end it all boils down to passion for the library. She welcomed Ms. Jenks and told her she was in for a very enjoyable experience.

**Executive Session:** Ms. Schultz made a motion to go into executive session to discuss the employment and compensation of public employees. Ms. White seconded the motion and a roll call vote was taken with the following results: Mr. Carlson-aye, Ms. Meyer-aye, Ms. Ogden-aye, Ms. Schultz-aye, Ms. White-aye and Ms. Dunlap-aye. Executive session began at 8:06 p.m.

Regular Session resumed at 9:03 p.m.

**Resolution 18-82:** Upon a motion made by Ms. White and seconded by Ms. Meyer, the Medina County District Library Board of Trustees hereby approves a one year contract for the Business Manager/ Fiscal Officer effective January 1, 2019 through December 31, 2019 with a 3% increase to \$81,946.80 annually and a surety bond in the amount of \$250,000. The motion carried unanimously. \*

**Adjournment:** Upon a motion made by Ms. Meyer and seconded by Ms. Ogden, the meeting was adjourned at 9:10 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, January 21, 2019 at 6:00 p.m. at Medina Library**

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**Kyle White- President**

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**Ryan Carlson– Secretary**