

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

February 19, 2018

The Medina County District Library Board of Trustees met in regular session on Monday, February 19, 2018 at Medina Library. With a quorum present, President Kate Dunlap called the meeting to order at 6:01p.m.

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

Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Chris Weaver-Pieh, Collection Resources Manager; Lauren Kuntzman, Family History and Learning Center Manager; Keith Maynard, Facilities and Operations Manager; Christine Gramm, Medina Library 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. White. The motion was seconded by Ms. Meyer and the agenda was approved unanimously.

Recognition of Guests and Comments from the Public –Ms. Dunlap welcomed all in attendance. Assistant Director Theresa Laffey introduced Lauren Kuntzman who will be managing the Family History and Learning Center. Ms. Kuntzman gave a brief biography of herself to the trustees and highlighted her qualifications.

Disposition of Minutes – A motion to approve the January 15 minutes was made by Ms. White and seconded by Ms. Schultz. The motion passed unanimously.

Financial Report–Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of January. She reported that receipts totaled about \$880,736 and expenses were about \$724,512. The unexpended balance of \$8,105,081 minus outstanding encumbrances of \$1,969,585 left an ending balance of \$6,135,497 in all funds. Ms. Kroll remarked that current collections of real estate taxes by the County Auditor was reflected in the General Fund's month to date revenue.

In January, investments earned about \$8,835 with a principal of about \$8,182,889 in bank accounts and investments at an average interest rate of 1.210%. Ms. Kroll noted that the interest rate continues to climb. She added that increased funds had been directed to S&T Bank who had agreed to match interest rates being offered by STAR Ohio. Kate Dunlap asked if the rates are affected by the activity on Wall Street. Ms. Kroll answered that long term Wall Street trends may affect the interest rates and that Wall Street numbers are high despite some short term downturns.

In February, the PLF was up 8.80% from February 2017. Year-to-Date, the PLF is up 2.75%

A motion was made by Mr. Rice and seconded by Ms. Schultz to approve the Financial Reports. 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 January. She reported that the annual Art In Action event at Medina Library had been very successful with over 600 people attending. Ms. Kowell informed the trustees that she would be meeting with Robert Hyde, a local historian and personal friend of Virginia Wheeler Martin, to acquaint him with the plans for the Family History and Learning Center and to establish a local history connection for Ms. Kuntzman.

Communications: Love INC thanked the library for its donation and Connie Munay thanked Highland Librarian Annetherese Biesiada for a lovely book brunch.

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

A motion was made by Mr. Rice and seconded by Ms. Meyer 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:** Facilities and Operations Manager Keith Maynard reported that EnviroCom will begin the tile project in the first week of April with the southeast corner of the building and the book drop area. He said he was hopeful that the main entrance could remain open to the public throughout the operation. Ms. Kowell reported that the second floor renovations will be postponed until the tile project is completed in order to avoid the overlapping of projects and to create the least amount of interference to the members as possible.

New Business:

A. **Branch Manager Presentation: Christine Gramm, Medina:** Ms. Gramm provided an overview to the trustees of the after school snacks and activities happening daily at Medina Library. She highlighted the partnership with Feeding Medina County to provide snacks to the high number of children who inhabit the library immediately after school. She showcased pictures of the new Tween space at her building and encouraged the trustees to visit the area.

Mr. Rice asked how the library determines how many snacks to prepare. Ms. Gramm responded that the number of children is pretty consistent and is usually somewhere between 40 and 60. Ms. Dunlap asked what Ms. Gramm considered to be the biggest challenge in providing for the children. She said that keeping up with regular job duties can be a challenge while maintaining the snack program.

B. 701 Endowment Fund Increase: Ms. Kroll asked that the trustees increase appropriations in the 701 Fund by \$2000 to allow access to funds donated to Lodi Library by Irene Warner. Lodi Branch Manager Eric Lucius had submitted requests for items to be purchased with the funds.

Resolution 18-03: Upon a motion made by Mr. Rice and seconded by Ms. Schultz, The Medina County District Library Board of Trustees hereby approves the following increase in 2018 appropriations in the 701 Endowment Fund:

701-5-2150 Program Supplies – Lodi	\$ 2,000.00
Total	\$ 2,000.00

The motion carried unanimously.

C. Vehicle Purchase: Mr. Maynard asked for approval to purchase a 2016 cargo van from Medina Auto Mall. He noted that the van was not pre-owned, but had been unclaimed after being ordered as part of a fleet and was being offered at a significantly discounted price.

Resolution 18-04: Upon a motion made by Ms. Meyer and seconded by Ms. Schultz, the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to purchase a 2016 GMC Savana 3500 cargo van through Medina Auto Mall at a cost of \$25,744.50.

C. Revision to PUB 2f Loan Periods: Assistant Director Theresa Laffey asked that the board approve the revisions to PUB-2f Loan Periods to include WiFi Hotspots and to delete the discontinued Toy Lending Libraries.

Resolution 18-05: Upon a motion made by Ms. White and seconded by Ms. Meyer, the Medina County District Library Board of Trustees approves the updates to PUB 2f Loan Periods of the MCDL Policy and Procedure Manual.

C. Revision to PUB-8 Displays and Exhibits: Ms. Laffey also asked for approval of revised PUB-8 Exhibits to remove extraneous materials and simplify the policy.

Resolution 18-06: Upon a motion made by Ms. White and seconded by Mr. Rice, the Medina County District Library Board of Trustees approves the updates to PUB 8, Displays and Exhibits of the MCDL Policy and Procedure Manual.

C. Revision to HR Policies: Ms. Carragher asked the trustees to approve of the removal of several HR policies that were redundant or superfluous. Ms. White asked for a description of the “Open Door Policy” Ms. Carragher suggested as the alternative to the HR-G-11 grievance procedure being discarded. Ms. Carragher replied that the union staff have a grievance procedure determined by the labor contract and that professional and administrative staff should approach upper management directly.

Resolution 18-07: Upon a motion made by Ms. Meyer and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves the removal of HR-B-11, HR-C-16, HR-C-21, HR-C-22, HR-C-23, HR-E-4, HR-E-12, HR-G-5, HR-G-6, HR-G-11, effective February 19, 2018.

E. Donations: Upon a motion made by Mr. Rice and seconded by Ms. Schultz, the following donations were accepted with gratitude:

1. Friends of Medina County District Library: donated \$29,650 for Summer Reading, Writers Live, Signature Programs and STAR Program
2. Kenneth and Katherine Kies: donated:\$7,175 for the John and Marilyn Clark Reading Room

Trustee’s Comments

Mary Schultz thanked Ms. Gramm for her presentation saying that it was well done.

Linda Meyer also thanked Ms. Gramm for her time and effort.

Kyle White thanked Ms. Gramm and welcomed Ms. Kuntzman. She also was impressed by the increased amount of library related social media posts being viewed and shared

Kate Dunlap thanked Ms. Gramm, welcomed Ms. Kuntzman and shared that she is very excited about the upcoming One Book One Community and had already read and enjoyed *The Seventh Most Important Thing*.

Board of Trustees Meeting
Page Five
February 19, 2018

Adjournment: Upon a motion made by Mr. Rice and seconded by Ms. Schultz, the meeting was adjourned at 6:51p.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, March 19, 2018 at 6:00 p.m. at Buckeye Library

Kate Dunlap- President

Mary Schultz– Secretary