

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

**June 18, 2018**

The Medina County District Library Board of Trustees met in regular session on Monday, June 18, 2018 at Medina Library. With a quorum present, President Kate Dunlap called the meeting to order at 6:04 p.m.

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

Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Kelly Kroll, Fiscal Officer; Sue Schuld, Technology Manager; Chris Weaver-Pieh, Collection Resources Manager; Ann Plazek, Outreach Manager; Allen Smith and Gregg Bieblhausen, Delivery/Maintenance; Lisa Rienenrth and Kathy Petras, Medina Library Associates; Aleen Olee, Buckeye Customer Service Clerk and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

**Approval of the Agenda** – Kelly Kroll asked to add two items to the agenda: A new lease agreement with the City of Brunswick for Brunswick Library and a change order for the Medina Tile Project. Ryan Carlson asked to add one item: Approval of retaining attorney Mark Shearer. A motion to approve the amended agenda was made by Mr. Carlson. The motion was seconded by Ms. Schultz and the agenda was approved unanimously.

**Recognition of Guests and Comments from the Public** –Ms. Dunlap welcomed all in attendance. Guests were Lisa Buzalka, Pauline Chapman, Ralph Kroll, Nadine Bieblhausen and Mark Shearer.

Two guests submitted requests to address the board:

Lisa Buzalka spoke of her disappointment and frustration with the board for not responding to her repeated attempts to address her concerns regarding practices in the finance office.

Ms. Dunlap said that for 61/2 years she had been inspired by the passionate commitment to the library shared by trustees and staff. She assured Ms. Buzalka that the board was working towards methods of addressing her issues as fairly as possible and that the trustees were moving toward a common goal of the betterment of MCDL.

Pauline Chapman spoke of long term ex-employee Debbie Kulchar's contributions to MCDL and stated that Ms. Kulchar had passed away the previous day. Ms. Chapman added her opinion that Ms. Kulchar's treatment as an employee of MCDL and subsequent dismissal by her superior had been unfair and unjust.

**Disposition of Minutes** –A motion to approve the May 21 regular meeting minutes with corrections was made by Mr. Carlson and seconded by Ms. Ogden. Ms. Meyer abstained. All others approved the motion unanimously.

**Financial Report**–Fiscal Officer Kelly Kroll provided to the Board updated financial statements for the month of May. She reported that receipts totaled about \$1,015,254 and expenses were about \$1,284,537. The unexpended balance of 12,011.807 minus outstanding encumbrances of \$2,598,500 left an ending balance of \$9,413,307 in all funds. Ms. Kroll reported that 36% of the budget had been spent meaning that the library was ahead of projected revenue and below in expenses.

Mr. Rice noted that revenue had been received in the Virginia Wheeler Martin Fund. Ms. Kroll replied that there is still a remaining balance to be collected and that she would contact the estate trustee to ask when the remainder will be sent.

Mr. Rice asked where the funds for the Medina Tile Project were being withdrawn. Ms. Kroll replied that those funds come from the 401 Building and Repair Fund. Ms. Ogden asked when the target end date for the project was projected to be. Ms. Kroll replied the end of October.

In May, investments earned about \$22,315 with a principal of about \$11,634,306 in bank accounts and investments at an average interest rate of 1.687%.

In June, the PLF was up 5.81% from June 2017. Year-to-Date, the PLF is up 3.28%.

A motion was made by Mr. Carlson and seconded by Mr. Rice 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 May. The Writers Live with David Giffel had been very well received and the Buckeye Family Food Fest signature program also had been a great success. Mr. Rice asked about the status of the Bookmobile. Ann Plazek answered that the compressor for the air brake system needed to be replaced and the vehicle would most likely be off the road throughout the month of June.

**Communications:**

- Ohio Library Council thanked the library for the participation of Event Coordinator Aimee Adams at the OLC Adult Services Conference
- Thank you to Lodi Library for outstanding services from a member family.

**Personnel Report:** The May report on Human Resources activity was provided to the trustees and Ms. Kowell asked if there were any questions. There were no questions.

A motion was made by Mr. Rice and seconded by Ms. Schultz to approve the report as distributed. Mr. Carlson abstained and all others approved the report unanimously.

**Board Committee Reports:**

**Finance Committee:** Ms. White reported that the Finance Committee had met just prior to the board meeting to review the 2019 alternative tax budget. Ms. Kroll stated that there were some revisions needed and she would present the figures at the July regular meeting for approval.

**Personnel Committee:** Ms. Schultz reported that the Personnel Committee had met twice since the May regular board meeting and there was much to report. No final decision had been reached in determining the method of pay calculation for the fiscal officer and director. The committee had recommended that the two salaries be calculated on an hourly basis, but concerns raised by the director put the determination on hold until the final auditor's report is complete sometime in July. Ms. Schultz reported that she had been in contact with the auditor and that he had said that the hourly method was acceptable.

Ms. Schultz stated that it is standard practice for the fiscal officer to be the person on staff to act as an expert in the Ohio Sunshine Laws and Robert's Rules of Order. She asked for the following language be added to that job description: to provide expertise to the administration and Board on matters of the Sunshine Laws, Open Records Act and Robert's Rules of Order.

**Resolution 18-30:** Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves the revision to the fiscal officer's job description to include expertise in the Ohio Sunshine Laws and Robert's Rules of Order.

The 360 degree review process of the director and fiscal officer had been discussed by the committee. It was suggested that contributions to those reviews made by subordinates should not be considered, but that their input may be considered when conducting reviews internally of other members of administration. The topic will require further discussion and consideration.

Ms. Schultz reported that the committee had discussed some of the concerns raised in a letter to the board by union members at the May regular meeting. She addressed the members who were present saying that the board appreciated their concerns. She thanked Kyle White who had composed a letter of response to the union members on behalf of the board. The idea of a suggestion box with direct access to the trustees had been discussed and it was decided that rather than a physical box, an electronic format should be used. Mr. Rice suggested that the Technology Dept. be included in its design and application.

It was decided that only exit interviews completed by the fiscal officer and director should be provided to the trustees. All others should be handled by Human Resources and Administration.

Ms. Schultz educated all who were present on the many types of fraud and stressed that everyone should be vigilant in the efforts to identify and report fraud to the correct authorities. She offered information and the number for the State Auditor's fraud hotline.

Ms. Kowell stated that she felt it necessary to clarify some points regarding the calculation of pay to the director and fiscal officer. She had been told by the auditor that there would be some recommendations coming from his office as to the best practice of calculating the salaries for payment. She stressed that her primary interest is that she receive only what pay is defined in her contract within any calendar year.

**Policy and By-Laws Committee:** No meeting

**Buildings Committee:** No meeting

**Unfinished Business:**

**A. Medina Building Issues:** Ms. Kroll reported that the tiles had arrived and installation should begin soon.

**New Business:**

**A. Medina Wine and Canvas Night:** Ms. Kowell requested approval to allow alcohol on library premises for a Wine and Canvas event in Medina on October 19, 2018.

**Resolution 18-31:** Upon a motion made by Mr. Rice and seconded by Ms. Meyer, the Medina County District Library Board of Trustees hereby approves a Bring Your Own Wine event, Wine and Canvas Night, at the Medina Library on October 19, 2018. The motion was approved unanimously.

**B. Brunswick Murder Mystery:** Ms. Kowell requested approval to allow alcohol on library premises for a Murder Mystery Dinner at the Brunswick branch in October of 2018.

**Resolution 18-32:** Upon a motion made by Ms. Ogden and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves a Bring Your Own Wine event, Murder Mystery Dinner at the Brunswick Library on October 26, 2018. The motion was approved unanimously.

**C. Contract for Copiers:** Technology Manager Sue Schuld reported that of the companies submitting quotes to replace several copiers in the library system, MT Business Technologies, Inc. was the lowest. MT already had a good service reputation, having serviced many of the library's machines in the past. Ms. Schuld was very comfortable with selecting the company to provide the copiers. Mr. Carlson asked if the high cost of purchasing the machines was due to the cost of software licensing. Ms. Schuld stated that the licenses were costly, but that Clevnet would be covering the cost of Enterprise licenses.\*

**Resolution 18-33:** Upon a motion made by Ms. Ogden and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to enter into a contract with MT Business Technologies in an amount not to exceed \$52,000.00 for the purchase of 12 Xerox copiers and software. The motion was approved unanimously.

**D. Discussion to Permanently Amend Board Agenda to Include Executive Session:** Ms. Schultz requested that Executive Session be added permanently to the board agenda to be used or not used as need be.

**Resolution 18-34:** Upon a motion made by Mr. Carlson and seconded by Ms. Meyer, the Medina County District Library Board of Trustees hereby approves the permanent addition of Executive Session to the board agenda as Item XIII. The motion was approved unanimously.

**E. Brunswick Lease Agreement:** Ms. Kroll informed the trustees that the lease agreement between the library and the City of Brunswick, who owns the real estate of that branch, had expired in 2009. Facility and Operations Manager Keith Maynard was made aware of the situation when he approached the city about a zoning variance for a digital sign. The original lease had been drawn up in 1979 for 30 years. Both parties were aware that the agreement had expired, but there was not an immediate need to submit a formal extension at the time. Since the agreement made allowances for ten-year extensions, Ms. Kroll asked the trustees to approve the agreement for two 10-year periods, from 2009 to 2019 and from 2019 to 2029.\*

**Resolution 18-35:** Upon a motion made by Ms. Schultz and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby approves the lease agreement extension with the City of Brunswick, originally approved in 1979, for the period September 2009 through September 2019. And from September 2019 through September 2029. The motion was approved unanimously.

**F. EnviroCom Change Order:** Ms. Kroll requested approval of a change order for the Medina Tile Project. Recently revealed problems with the existing substrate required additional money for removal and replacement. Mays consulting had confirmed the finding and the director had approved the change order as had been agreed by the Board in Resolution 18-29.

**Resolution 18-36:** Upon a motion made by Mr. Carlson and seconded by Ms. Meyer, the Medina County District Library Board of Trustees hereby approves Change Order #2 in the amount of \$19,577.89 to EnviroCom Construction, Inc. for removal, repair and replacement of substrate at the foundation of the Medina Library. \* The motion carried unanimously.

**G. Contract for Attorney Mark Shearer:** Mr. Carlson introduced Mr. Shearer to the Board and asked that they approve the engagement of his services.\*

**Resolution 18-37:** Upon a motion made by Ms. Schultz and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves an agreement for legal services with attorney Mark Shearer in the initial amount of \$2200 including a \$1000 retainer according to the terms of the engagement letter he provided to the board. The motion was approved unanimously.

**H. Service Recognition for Theresa Laffey:** Ms. Dunlap read a moving tribute to Assistant Director Theresa Laffey for her 30 years of dedicated service upon her retirement.

**Resolution 18-38:** Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Board of Trustees of Medina County District Library congratulates Theresa Laffey on her years of steadfast service to Medina County District Library and for being the face and soul of the library to so many people in our community and a tireless promoter of our library's mission; we will all miss your joy, kindness, charm, even your wicked sense of humor; you've made MCDL a better place, and we thank you from the bottom of our hearts. The motion was unanimous.

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

1. Sarah Ingraham: \$30 in memory of Marge Brooker
2. The Afternoon Club: \$100 in Memory of Marge Brooker

The motion was approved unanimously.

### **Trustee's Comments**

Mr. Carlson commented that he had attended the Mr. Science program with his daughters at Brunswick and it was outstanding.

Mary Ogden thanked Ms. Laffey on her many years of excellent service. She congratulated Medina Library for its successful hosting of the Idea Stream discussion on gun control.

Kyle White thanked Ms. Laffey and said that she will be greatly missed.

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Kate Dunlap said she encountered MCDL staff at the Spring Grove Cemetery civil war encampment and was very thankful for the information they provided. She wished Ms. Laffey the best and stated that it had been wonderful working with her.

### **Executive Session**

A motion was made by Mr. Carlson and seconded by Mr. Rice to enter Executive session to discuss a complaint against a public employee. A roll call vote was taken with the following results: Mr. Carlson-aye, Ms. Meyer-aye, Ms. Ogden-aye, Mr. Rice-aye, Ms. Schultz-aye, Ms. White-aye and Ms. Dunlap-aye. Executive session began at 7:32 p.m. with all trustees and Mark Shearer attending.

Regular Session resumed at 8:44 p.m.

Ms. Dunlap thanked Lisa Buzalka for coming and stated that the Board is advising professional training and coaching for administration to address the issues raised.

**Adjournment:** Upon a motion made by Mr. Carlson and seconded by Ms. White, the meeting was adjourned at 8:46 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, July 16, 2018 at 6:00 p.m. at Brunswick Library**

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**Kate Dunlap- President**

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**Mary Schultz– Secretary**