

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

**October 15, 2018**

The Medina County District Library Board of Trustees met in regular session on Monday, October 15, 2018 at Lodi Library. With a quorum present, Vice President Kyle White called the meeting to order at 6:00 p.m.

**Roll Call** was taken with the following members noted as present: Ryan Carlson, Linda Meyer, Brad Rice, 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; Eric Lucius, Lodi Branch Manager; Aleen Olee, SEIU President and Tammy Nandrasny, 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. Meyer and the agenda was approved unanimously.

**Recognition of Guests and Comments from the Public** –Ms. White welcomed all in attendance. Guests were Lisa Buzalka, Ralph Kroll, Ralph Moore.

**Disposition of Minutes** –A motion to approve the Oct. 1 regular meeting minutes was made by Mr. Rice and seconded by Mr. Carlson. Ms. Meyer abstained and all others voted unanimously to approve the minutes.

**Financial Report**–Fiscal Officer Kelly Kroll reported that September receipts totaled about \$482,793 and expenses were about \$895,008. The unexpended balance of \$14,054,782 minus outstanding encumbrances of \$2,331,736 left an ending balance of \$11,723,046 in all funds. Ms. Kroll pointed out that the automatic renewals initiated by Clevnet have resulted in a marked decrease of revenue in the Fines and Fees line. Mr. Rice asked if she had a rough estimate of what that impact would be. Ms. Kroll estimated that amount to be between forty and seventy thousand dollars. She added that the budget was on track at 64%, three quarters into the budget year.

September investments earned about \$17,616 with a principal of about \$14,409,607 in bank accounts and investments at an average interest rate of 1.907%. Ms. Kroll said that some CD's had matured and she would be re-investing that money as soon as it was determined which investment would yield the highest interest rate. She was encouraged by upward trending interest rates.

In the PLF, October showed an increase of 6.18% Year to date the PLF revenue is up 3.16%. Mr. Carlson asked if there was a chance that the PLF could decline. Ms. Kroll explained that the funds are determined directly by Ohio's economic health and would trend in whatever direction that would take.

A motion was made by Mr. Carlson and seconded by Ms. Schultz to approve the Financial Reports. The motion carried unanimously.

### **Director's Report**

Ms. Kowell gave a summary of highlights occurring in the month of September and updated the trustees of the progress made with the HR Group exercise. She introduced the new Assistant Director Julianne Bedel and Ms. Bedel gave the trustees a brief account of her background.

#### **Communications:**

- The Medina County Health Department thanked MCDL for participating in the final "Medina County Moves" event
- The Ohio Library Council thanked MCDL for the contributions made to the OLC Convention by Events Coordinator Aimee Adams

**Personnel Report:** The September report on Human Resources activity was provided to the trustees by Human Resources Manager Julie Carragher. Ms. Carragher noted that there were several entries reflecting changes in hours. She explained that granting additional hours to existing staff allows flexible options when filling temporary vacancies. Mr. Carlson asked about progress on the security officer position. Ms. Carragher said that there had been one applicant, but it is a very specialized position.

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

#### **Board Committee Reports:**

**Finance Committee:** No meeting

**Personnel Committee:** No meeting

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

**Buildings Committee:** No meeting

#### **Unfinished Business:**

**A. Medina Building Issues:** Ms. Kowell updated the trustees on the progress of the Medina Exterior Wall Tile Project. She reported that because of dropping temperatures, the book drop would need to be tented and heated for the tile adhesive to work properly. This would require that the book drop be closed to the public around the clock for three days. Ms. Kowell added that there was a meeting scheduled with the contractors on October 18 and she would be contacting the trustees after the meeting with updated information.

**New Business:**

**A. Lodi Branch Presentation:** Lodi Branch Manager Eric Lucius demonstrated his idea of engaging the local youth in a TECH Club focusing on robotics and engineering. He commented that he had reached out to the schools in hopes of forging partnerships, but had disappointing results. He felt that having the experience and the expertise available at the library filled a niche that would otherwise not be filled locally. Mr. Lucius also touched on the many events offered by the library and was very proud to partner with other businesses and contributors to present the Winter Wonderland on the village square. He finished by praising his staff and stating that the best advice he had to offer on being a good manager was “know how to hire well”. He encouraged the trustees to make conversation with the front line staff to get a real feeling for what is happening in the libraries.

**B. Strategic Plan Update:** Ms. Kowell asked if there were any questions regarding the updates on the strategic plan that had been provided to the trustees. There were no questions.

**C. Bring Your Own Wine Event at Highland:** Ms. Kowell requested approval to allow alcohol in the Highland Library for an adult event to celebrate reading. She said this was an event that hadn’t been done before, but she liked the idea of an occasion simply to talk about books among adults over a glass of wine.

**Resolution 18-59:** Upon a motion made by Ms. Meyer and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby approves a Bring Your Own Wine event, Lit Up Library, at Highland Library on January 11, 2019. Approval was unanimous.

**D. Revisions to Policy PUB-6 Fines and Fees:** Ms. Kowell asked for revisions be made to PUB-6 Fines and Fees to add some items and refine fees for particular materials.

**Resolution 18-60:** Upon a motion made by Mr. Carlson and seconded by Ms. Schultz, the Medina County District Library Board of Trustees hereby approves the updates to PUB-6 Fines and Fees of the MCDL Policy Manual to include kits and Playview/Launchpad chargers in the list of items under *Fees for Lost or Damaged MCDL Materials*. The motion carried unanimously.

**E. 2019 Tax Levy Rates:** Ms. Kroll asked the trustees to approve the 2019 tax levy rates as defined by the County Auditor’s Office. She explained that the approval is done annually and is based on what revenue the County Auditor expects to receive through real estate taxes in 2019.

**Resolution 18-61:** Upon a motion made by Ms. Mr. Carlson and seconded by Ms. Schultz, the Medina County District Library Board of Trustees hereby accepts the amounts and rates of property taxes related to the 2019 1.50 mill operating and .65 mill construction bond levies as outlined in accompanying documents. The motion was approved unanimously.

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

1. Tracy Lynn Soinger:\$50
2. Karen M. Brej: \$200 in Memory of Evelyn Heid
3. Medina County Arts Council: donated 2 display cases for B. Smith Gallery

The motion was approved unanimously.

### **Trustee's Comments**

Brad Rice complimented Eric Lucius for his presentation and said he liked that he was willing to blaze a trail for technology in the community.

Mary Schultz welcomed Julianne Bedel and thanked Mr. Lucius for his presentation.

Linda Meyer echoed previous comments of welcome for Ms. Bedel and gratitude for Mr. Lucius.

Mr. Carlson also welcomed Ms. Bedel and thanked Mr. Lucius for hosting the meeting.

Kyle White said she would connect with Mr. Lucius with some ideas to promote technology and she welcomed Ms. Bedel.

**Adjournment:** Upon a motion made by Mr. Rice and seconded by Ms. Meyer, the meeting was adjourned at 6:48 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, November 19, 2018 at 6:00 p.m. at Medina Library**

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**Kate Dunlap- President**

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**Mary Schultz– Secretary**