

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

April 15, 2019

The Medina County District Library Board of Trustees met in regular session on Monday, April 15, 2019 at Medina Library. With a quorum present, Vice President Brad Rice called the meeting to order at 5:57 p.m.

Roll Call was taken with the following members noted as present: Brad Rice, Ryan Carlson, Mary Ogden, Mary Schultz, Sharon Jenks and Maria Griffiths.

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; Sue Schuld, Technology Manager; Sheila Lanning, Deputy Fiscal Officer; Greg Biebelhausen, Maintenance and Delivery; Aleen Olee, SEIU President and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary. Lt. Dean Lesak provided security.

Approval of the Agenda: A motion to approve the agenda was made by Mr. Carlson and the motion was seconded by Ms. Schultz. Ms. Jenks pointed out that the special meeting date was incorrect and, with that correction, the agenda was approved unanimously.

Recognition of Guests and Comments from the Public: Mr. Rice welcomed all in attendance. Guests attending were Ralph Kroll, Ralph Moore and Mike Lyons. Mr. Kroll addressed the board about his concern for his wife, Kelly Kroll, and the ongoing issues being brought on by the statements and meeting appearances of a former deputy fiscal officer. He said he was disappointed that action had not been taken to bar this person from library premises.

Disposition of Minutes: A motion to approve the March 18 meeting minutes was made by Ms. Ogden and seconded by Dr. Griffiths. Mr. Rice abstained and all other trustees approved the minutes unanimously.

A motion to approve the March 26 special meeting minutes was made by Dr. Griffiths and seconded by Ms. Jenks. Mr. Rice abstained and all other trustees approved the minutes unanimously.

Financial Report: Fiscal Officer Kelly Kroll reported that March receipts totaled about \$511,029 and expenses were about \$861,060. The unexpended balance of \$12,682,370 minus outstanding encumbrances of \$4,020,066 left an ending balance of \$8,662,304 in all funds. Ms. Kroll noted that 20.5% of the 2019 General Fund budget had been spent which was below the budget projections.

March investments earned about \$17,429 with a principal of about \$12,787,216 in bank accounts and investments at an average interest rate of 2.082%. Ms. Kroll explained that the investments notated with a "c" were callable CD's that could be called at any time by the bank if market rates go down. She added that interest rates had fallen slightly, but were still showing good return on the investments.

In the PLF, April showed an increase of 2.75% compared to April 2018. Year-to-date 2019 showed an increase of .36% compared to 2018. Ms. Kroll said that the PLF increases had slowed, but she was optimistic that the upcoming biennial Ohio budget would not include a reduction in PLF funding.

Mr. Carlson moved to approve the monthly financial reports and Ms. Schultz seconded the motion. The financial reports were approved unanimously.

Director's Report:

Director Carole Kowell gave a summary of highlights occurring in the month of March. She said the Medina Teen Art Show, Highland's STEAM Day and Brunswick's Pet Palooza had all been outstanding successes. Ms. Kowell had attended several programs and was very proud of the quality and diversity of library programs. She reported that construction meetings had begun for the Virginia Wheeler Martin project and materials were set to begin relocating within the next couple of weeks. The time line projected by the contractor is estimated at about 14 weeks. Also noted was the Leadership U kick off on May 16 with a new class of eager participants. Ms. Kowell thanked Ms. Jenks and other library staff who had attended Legislative Day in Columbus for representing MCDL with pride and dignity.

Communications: none

Personnel Report: Human Resources Manager Julie Carragher gave a summary of personnel activity noting that 4 long-time employees would be retiring in a short period of time including two from the Bookmobile. She was happy to report that another employee had completed their MLIS program and intended to remain at MCDL. Ms. Jenks moved to approve the March Personnel Report and Dr. Griffiths seconded the motion. The report was approved 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:

Medina Building Issues: Ms. Kowell reported that the latest estimate to complete the tile project was mid-May.

New Business:

A. Lodi After-Hours Beer Tasting Event: Ms. Kowell described a program that Lodi Branch Manager Eric Lucius was very anxious to host at his branch which spotlighted craft beer and beer making. He and Event Coordinator Aimee Adams had researched thoroughly the particulars as far as the alcohol was concerned and the trustees were asked to approve the event. Mr. Carlson stated that he would prefer to settle the issue of alcohol in the library at the April 30 Policy and By-Laws Committee meeting since there was not a policy in place to address it for the public. Ms. Kowell explained that the Library Live would be published before the next regular meeting of the board where a new policy would be approved. The trustees agreed to put the event to the vote for approval with the understanding that if a new policy was put in place before the event that was contradictory, they reserved the right to rescind the resolution and cancel the event.

Resolution 19-17: Upon a motion made by Mr. Carlson and seconded by Dr. Griffiths, the Medina County District Library Board of Trustees hereby approves the Beer Tasting event in partnership with the Wadsworth Brewing Company for Saturday, June 29, 2019, at 4:00 pm held at the Lodi Library. Ms. Jenks voted nay and all other trustees voted to approve the event with the mentioned conditions.

B. Mays Consulting and Evaluation Services Contract Increase: Ms. Kroll explained that since the board packet had been sent, Mays Consulting and Evaluation Services had provided her with an updated schedule of fees which had been reduced by one site visit. She added that she did feel that it was important to have the company continue to monitor the project through to its completion, especially with the reinstallation of the windows.

Resolution 19-18: Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves an increase in the contract amount with Mays Consulting & Evaluation Services, Inc. not to exceed \$10,600. The motion was approved unanimously.

C. Appropriations Transfer: Ms. Kroll asked that the trustees approve a transfer of funds within the Virginia Wheeler Martin Trust Fund to cover the expense for MCDL to become an affiliate library to the Rutherford. B. Hayes Presidential Library which will allow access to the Ohio Obituary Index. Dr. Griffiths asked if the endowment budget was broken down to separate physical structure of the facility from the operations and staffing. Ms. Kroll answered that the budget was not constructed in that way, but she expects the endowment to sustain the center for about 4 years.

Resolution 19-19: Upon a motion made by Mr. Carlson and seconded by Ms. Jenks, the Medina County District Library Board of Trustees hereby approves the following appropriation transfer:

From: 202-5-5400 Building Improvements
To: 202-5-7100 Organizational Dues/Membership
Amount: \$1,500.00

The motion was approved unanimously.

D. Service Recognition for Debbie Prante: Mr. Rice read a service proclamation highlighting the years of service for Outreach Library Associate, Debbie Prante who would be retiring at the end of April.

Resolution 19-20: Upon a motion made by Ms. Jenks and seconded by Dr. Griffiths, the Board of Trustees of Medina County District Library congratulates Deborah Prante on her years of steadfast service to Medina County District Library. We'll miss her generous, big heart, unfailing optimism, badass driving skills, and customer service excellence. You've touched countless lives in so many ways and we thank you from the bottom of our hearts. The motion carried unanimously.

E. Donations: Upon a motion by Dr. Griffiths and seconded by Ms. Ogden, the following donations were approved unanimously:

1. Paul Nees and Deb Anderson: \$100 in Memory of Noah Taylor
2. Carol J. Smith: \$25

F. Other: Ms. Jenks said she had been working on getting a retreat together for the trustees and it looked like it would be a Saturday in June. She said she will keep the trustees informed.

Mr. Rice asked about the status of the Lodi recording studio. Technology Manager Sue Schuld said she asked one of her staff, Evan Furillo, to who is a musician to evaluate the studio and give recommendations on improving the quality. There were some relatively inexpensive fixes to hardware and software that she felt would give them enough improvement to see if the studio would get more use. She said she would share Evan's recommendations with the trustees.

Mr. Rice asked about the fiber network and how it was working. Ms. Schuld said it is fine, but she will be looking at increasing the band width again between Brunswick and Medina in 2020. Ms. Jenks asked if the Wi-Fi gets turned off at night and Ms. Schuld responded that it is shut off from 11 p.m. to 4 a.m. Mr. Rice asked about the MCDL sponsored Wi-Fi hotspot that was proposed for the Medina Uptown Park gazebo. Ms. Kowell responded that the city was not interested in having it.

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Trustee's Comments:

Ms. Jenks welcomed Sheila Lanning and said she was looking forward to the upcoming trustee dinner. She thanked Officer Dean and Mike Lyons for attending.

Mary Ogden congratulated the staff for all of the successful programs.

Dr. Griffiths thanked the attendees at Legislative day for representing the library so well. She was hopeful that the retiring folks would be replaced with people of the same quality of character as those who were departing. She was also very appreciative of the Readers Advisory services available at the library.

Mr. Rice thanked the Senior Administrative Assistant for the professional looking board packets.

Executive Session: Mr. Carlson made a motion to move into Executive Session to discuss a complaint against a public employee. Dr. Griffiths seconded the motion and a roll call vote was taken with the following results: Mr. Carlson – aye, Dr. Griffiths-aye, Ms. Jenks-aye, Ms. Ogden-aye, Ms. Schultz-aye, Mr. Rice-aye. Executive session began at 7:18 p.m. with Kelly Kroll invited to remain.

Regular session resumed at 7:35 p.m.

Adjournment: Upon a motion made by Mary Ogden and seconded by Sharon Jenks, the meeting was adjourned at 7:36 p.m. The motion was carried unanimously.

NEXT BOARD MEETING
Monday, May 20 2019 at 6:00 p.m. at Highland Library

Kyle White –President

Ryan Carlson– Secretary