

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

June 17, 2019

The Medina County District Library Board of Trustees met in regular session on Monday, June 17, 2019 at Medina Library. With a quorum present, President Kyle White called the meeting to order at 6:00 p.m.

Roll Call was taken with the following members noted as present: Kyle White, Brad Rice, Ryan Carlson, Mary Schultz, Mary Ogden, 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; Sue Schuld, Technology Manager; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Ann Plazek, Outreach Manager; Annetherese Biesiada, Highland Librarian; Aleen Olee, SEIU President and Tammy Nandras, 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 Dr. Griffiths. The motion was seconded by Mr. Rice and approved unanimously.

Recognition of Guests and Comments from the Public: Ms. White welcomed all in attendance. Guests present were Rick Kirby and Ralph Kroll.

Disposition of Minutes: A motion to approve the May 20 meeting minutes was made by Ms. Ogden and seconded by Dr. Griffiths. The minutes were approved with a correction.

Financial Report: Mr. Carlson moved to approve the monthly financial reports and Ms. Jenks seconded the motion. Fiscal Officer Kelly Kroll reported that May receipts totaled about \$1,576,889 and expenses were about \$1,199,416. The unexpended balance of \$12,551,638 minus outstanding encumbrances of \$2,993,938 left an ending balance of \$9,557,700 in all funds. Ms. Kroll pointed out that the budget remains ahead of target nearly halfway through the year.

May investments earned about \$25,885 with a principal of about \$12,646,994 in bank accounts and investments at an average interest rate of 2.085%. Interest rates were reported to have decreased slightly and Ms. Kroll said she would focus on short term investments to have more flexibility in the fluctuating market. Dr. Griffith remarked that in comparison to rates a few years ago, the current interest rates are not dismal. Ms. Ogden asked if the investments with 3% interest rates were callable. Ms. Kroll answered that all callable investments were notated with the letter c.

In the PLF, June showed an increase of 3.88% compared to May 2018. Year-to-date 2019 showed an increase of 4.74% compared to 2018. Ms. Kroll added that the State Legislature was considering raising the PLF to 1.7% in the upcoming biennial budget.

The financial reports were approved unanimously.

Director's Report:

Director Carole Kowell gave a summary of highlights occurring in the month of May including statistics and successful programs. She was happy to report that circulation numbers were still up by 8.5% even though auto renewals had been effect for a full year. The Lodi recording studio had undergone an upgrade and Technology manager Sue Schuld described what had been done to it. Ms. Kowell added that the summer reading game was at full steam and the VWM project was moving along nicely. Visual materials of the furnishings in the new center were sent around for the trustees to view. Dr. Griffiths asked if there will be a report available to track the usage in the recording studio. Ms. Schuld said she would report back after some useful data could be gathered.

Communications:

- Feeding Medina County sent a letter of gratitude for the food donated as a result of Food for Fines.
- A grateful Highland member who was moving from the area thanked Annetherese Biesiada for her outstanding service.
- A grateful teacher of children thanked the Medina Children's department for their support and dedication.
- Medina County Earth Day Committee was grateful for the library's participation in their annual event.
- Main Street Medina thanked MCDL for its annual membership.
- Carole Kowell announced to the Board that she will be retiring at the end of her current contract on Dec. 31, 2019.

Personnel Report: Ms. Jenks moved to approve the Personnel Report and Dr. Griffiths seconded the motion. Human Resources Manager Julie Carragher presented the May report of personnel activity. She pointed out the challenges involved in attracting and then retaining Class B commercial drivers licensed staff for the Bookmobile. She was hopeful that whatever vehicle or vehicles replace the bus will not require a special license. 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:

A. Medina Exterior Tile Project: Ms. Kowell reported that the project to replace the exterior tiles will be wrapping up at month's end. Mr. Rice asked if the attorneys handling the litigation settlement were paid in full. Ms. Kroll said there may be some minor expenses, but most of the services had been paid.

New Business:

A. Outreach Presentation: Outreach Manager Ann Plazek gave a round-up of the Outreach services available to those who are unable to travel to the branches. Overcoming staffing challenges while planning for and acting on busy summer plans were the primary focus for the Outreach staff members who forge bonding relationships with the people they serve. Mr. Rice asked if purchasing a smaller vehicle would help with some of the staffing hurdles. Ms. Plazek answered with an enthusiastic "Yes". She was very proud of the employees currently in the department and of the work they do.

B. Strategic Plan Summary: A summary of the nearly completed Strategic Plan was provided to the trustees demonstrating the status of each goal, target and focus. Ms. Ogden asked how the new onboarding process was working out. Ms. Carragher replied that the scheduling aspect of the process can be challenging, but more time will be needed in order to assess it properly. Kyle White was interested in knowing about the Conversational Customer Service target and how it was being received by staff. Assistant Director Julianne Bedel replied that she was very pleased with the positive response and the willingness for staff to self-reflect without feeling judged. Collection Resources manager Chris Weaver-Pieh gave a short overview of the new Tools and Tech.

C. Sensory Kit Appropriations: Ms. Jenks made a motion to approve appropriations in the 701 Endowment Fund and Ms. Ogden seconded the motion. The Medina Sunshine Rotary Club donated \$2000 dollars to help provide sensory kits for members whose sensitivity to overstimulation might prevent them from visiting the libraries. Ms. Kroll asked for appropriations in the 701 Endowment Fund to approve the purchase of the kits.

Resolution 19-30: The Medina County District Library Board of Trustees hereby approves the following increase in 2019 appropriations in the 701 Endowment Fund:

701-5-2170 Program Supplies – Seville	\$ 800.00
Total	\$ 800.00

The motion was approved unanimously.

D. IAP Change Order #1: Dr. Griffiths moved to approve IAP Change Order #1 for the VWM interior renovation and Ms. Ogden seconded the motion. Ms. Kroll explained that extra costs were assessed due to the discovery of steel beams where they had not been expected. The changed design will result in an additional study room. Dr. Griffiths asked if these were the same changes that had been discussed at the May meeting. Ms. Kroll replied that they were and she was not able to bring the appropriations request to that meeting because she had not received the figures from IAP at that time.

Resolution 19-31: The Board of Trustees of Medina County District Library hereby approves Change Order #1 in the amount of \$22,758.89 to IAP Government Services Group for additional construction work. The motion was approved unanimously.

E. Service Recognition for Oldfield: Ms. White read a proclamation honoring Buckeye Customer Service Clerk Mary Oldfield. Dr. Griffiths made the motion to approve the retirement and Mr. Rice seconded the motion.

Resolution 19-32: The Board of Trustees of Medina County District Library congratulates Mary Oldfield on her years of steadfast service to Medina County District Library. We thank her for making Buckeye Library a welcoming place to work and visit. Approval was unanimous.

F. Donations: Upon a motion by Ms. Ogden and seconded by Ms. Jenks, the following donations were approved unanimously:

1. Medina Sunrise Rotary: \$2000 for Sensory Kits
2. Thomas Neel ; \$20 in Memory of Bill Dunn
3. Thomas and Norma Robson: \$50 in Memory of Bill Dunn
4. Medina Court Reporters: \$50 in Memory of Bill Dunn
5. Beverly White: \$100 in Memory of Bill Dunn
6. Nick and Jessica D'Amico: \$25 in Memory of Noah Taylor
7. Medina County Genealogical Society: \$100 for Genealogy Slam
8. Friends of Brunswick Library: \$1500 for SRC Books

Trustee Comments:

Dr. Griffiths thanked Ms. White and Ms. Jenks for organizing the successful Board retreat the previous Saturday and expressed her excitement about Lodi's new recording studio as a "gem" for the system. She congratulated the director on her upcoming retirement.

Ms. Schultz said the retreat was an excellent meeting and echoed congratulations to the director.

Mr. Carlson said "cheers" to the director, calling her retirement "bittersweet".

Ms. White thanked Ms. Jenks and Ms. Schultz for their work on the retreat and thanked Ann for all the work she does in Outreach. She liked the sensory kits that will be purchased as another example of the library's cutting edge in services. She thanked the staff for "everything you do". She mentioned her daughter spent \$300 on books from Amazon, and then decided the more budget-wise decision was to get a library card, which she did. She expressed her congratulations to the director and said she has been a joy to work with, getting to know her better during their Tuesday morning meetings.

Mr. Rice offered his congratulations to the director and his thanks for all she's done.

Ms. Ogden said she loves the HotSpots and wished we had more. She thanked the staff for all their work on the strategic plan and thanked the director for leaving the library in such great shape.

Ms. Jenks thanked Ann for her presentation and "all you do". She said she was excited about Lodi's recording studio and the team effort it took to do the improvements. The studio adds to the notion that libraries aren't just books anymore. She complimented the library on the strategic plan and congratulated and thanked the director. She added that she had also enjoyed the retreat and received good information.

Executive Session: Mr. Rice made a motion to move into Executive Session to discuss the employment of a public employee. Ms. Jenks 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, Ms. White-aye. Executive session began at 7:21 p.m. with trustees only in attendance.

Regular session resumed at 7:58p.m.

Adjournment: Upon a motion made by Mr. Carlson and seconded by Dr. Griffiths, the meeting was adjourned at 7:58 p.m. The motion was carried unanimously.

NEXT BOARD MEETING

Monday, July 15, 2019 at 6:00 p.m. at Brunswick Library

Kyle White –President

Ryan Carlson– Secretary