

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

**August 19, 2019**

The Medina County District Library Board of Trustees met in regular session on Monday, August 19, 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, Mary Schultz, Sharon Jenks and Maria Griffiths.

Library staff members in attendance: Carole Kowell, 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 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 Sharon Jenks and approved unanimously.

**Recognition of Guests and Comments from the Public:** Ms. White welcomed all in attendance. Ralph Kroll attended as a guest

**Disposition of July 15 Meeting Minutes:** A motion to approve the July 15 meeting minutes was made by Mr. Rice and seconded by Ms. Jenks. Dr. Griffiths abstained and all other trustees voted unanimously to approve the minutes as corrected.

**Financial Report:** Ms. Jenks moved to approve the monthly financial reports and Dr. Griffiths seconded the motion. Fiscal Officer Kelly Kroll reported that July receipts totaled about \$4,290,186 and expenses were about \$1,682,486. The unexpended balance of \$14,522,326 minus outstanding encumbrances of \$2,649,610 left an ending balance of \$11,872,716 in all funds. Ms. Kroll noted that the revenue into the General Fund so far in 2019 was higher than usual and the expenses were at 52% of the General Fund budget. Ms. Kroll explained that large revenue amounts received in July were due to the distribution of property tax revenue collected by the County Auditor.

July investments earned about \$21,890 with a principal of about \$14,835,432 in bank accounts and investments at an average interest rate of 2.148%. Ms. Kroll informed the trustees that the interest rate on investments had dropped slightly in recent months and the forecast for the economy in the near future was for an expected slow-down.

In the PLF, July showed an increase of 5.79% compared to July of 2018. Year-to-date, 2019 showed an increase of 4.19% compared to 2018. Ms. Kroll noted that the state's economy drives the PLF revenue and she will be watching the economy for signs of change.

The financial reports were approved unanimously.

**Director's Report:**

Director Carole Kowell gave a summary of highlights occurring in the month of July including statistics and successful programs such as Medina's Bee Festival which brought in over 1000 people to the library. Dr. Griffiths asked if there were an apparent reason why meeting room numbers were down. Ms. Kowell answered that the construction at Medina had taken some meeting rooms out of service which most likely accounted for the lower numbers.

**Communications:**

- Lee Beuther thanked Suzie Muniak for her support of the arts in Brunswick.
- Kathy Lee and her son, Brexton, thanked Brunswick Children's Associate, Cathy Hausman, for her outstanding service and wonderful story times.

**Personnel Report:** Dr. Griffiths moved to approve the Personnel Report and Ms. Schultz seconded the motion. Human Resources Manager Julie Carragher presented the July report on personnel activity. She said that the challenge of finding and retaining Bookmobile drivers was ongoing. CDL certified drivers with customer service experience willing to work part time at library wages were extremely rare and were likely to move on to a full time job at higher wages elsewhere. Ms. Carragher stated that it would be less difficult to find staff for the positions if a vehicle or vehicles not requiring a CDL were selected for replacement of the aging Bookmobile. The Personnel Report was approved unanimously.

**Board Committee Reports:**

**Finance Committee:** No meeting

**Personnel Committee:** No meeting

**Policy and By-Laws Committee:** With Chairperson Ryan Carlson absent, committee member Sharon Jenks reported that the committee had met on July 16 to conduct the annual review of the MCDL Policy Manual. There were 10 policies submitted for revision which the committee had reviewed individually and all other policies were found by their owners to be up-to date and in no need of revision. All revisions were approved to be recommended at the August regular board meeting intact with the exception of PUB-06 Fines and Fees. The idea of eliminating overdue fines for most materials was introduced and discussed in length with a final decision made by the committee to recommend approval to the board. The full board of trustees made the decision to table the discussion of fine elimination until the September regular meeting when more trustees might be present.

**PUB-02 Library Cards:** All recommended revisions were approved by the board.

**Resolution 19-40:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves revision to PUB-02 Library Cards. Approval was unanimous.

**PUB-02f Loan Periods:** Dr. Griffiths asked if MCDL was in line with other Clevnet libraries as far as hold restrictions on certain items. Collection Resources Manager Chris Weaver-Pieh confirmed that it was.

**Resolution 19-41:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves revision to MCDL Policy PUB-02f Loan Periods. Approval was unanimous.

**PUB-06 Fines and Fees:** All recommended revisions were approved by the board with the exception of any language referring to the elimination of overdue fines which was tabled for future discussion. Ms. Kroll explained that, though the board had approved removal of reimbursement for found materials, the cash register receipts still referred to reimbursement and removing it would require enlisting Clevnet which could take some time. It was agreed that as long as the item was promoted on the receipts, the library would have to honor it. Aleen Olee gave an overview of the process involved when a member requests reimbursement for found items. Technology Manager Sue Schuld, Community Engagement Manager Tina Sabol and Ms. Kroll said they would work together to find out when Clevnet will be able to revise the receipts and advertise clearly to the public a date beyond which the reimbursements will not be issued. Dr. Griffiths requested that the public be given advance notice of the change and it was noted that we would make the change in the next month or so, subject to Clevnet's schedule.

**Resolution 19-42:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves recommended revisions to MCDL Policy PUB-06 Fines and Fees with the exclusion of fine elimination. Approval was unanimous.

**PUB-20 Genealogy:** The policy was found to be unnecessary and was recommended to be rescinded.

**Resolution 19-43:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby rescinds MCDL Policy PUB-20 Genealogy. Approval was unanimous.

Ms. Carragher explained the revisions being proposed in the HR policies, most of which were minor corrections or outdated information needing to be clarified.

**HR-B-13 Sick Leave:** Minor clarification revisions were approved.

**Resolution 19-44:** Upon recommendation of the Policy and By-Laws Committee the Medina County District Library Board of Trustees hereby approves revision to MCDL Policy HR-B-13 Sick Leave. Approval was unanimous.

**HR-C-13 Sunday Hours:** Allowing Sunday comp time for non-union staff was approved.

**Resolution 19-45:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves revision to MCDL Policy HR-C-13 Sunday Hours. Approval was unanimous.

**HR-E-08 Probationary Period:** A reference to floating holidays was removed as they are no longer an item at MCDL.

**Resolution 19-46:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves revision to MCDL Policy HR-E-08 Probationary Period. Approval was unanimous.

**HR-E-10 Retirement:** PERS was revised to OPERS to reflect the correct identity of the current public employee retirement program.

**Resolution 19-47:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves revision to MCDL Policy HR-E-10 Retirement. Approval was unanimous.

**HR-Organization Charts W/O Names:** Recently added positions were included on the charts.

**Resolution 19-48:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves revision to MCDL Policy HR-Organization Chart w/o Names. Approval was unanimous.

**FIN-03 Petty Cash:** Ms. Kroll explained that since nearly all of the libraries' copy machines no longer require nor accept cash, it was necessary to revise the policy to adjust the amount of petty cash needed at the branches.

**Resolution 19-49:** Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves revision to MCDL Policy FIN-03 Petty Cash. Approval was unanimous.

**Buildings Committee:** No meeting

**Unfinished Business:**

**New Business:**

**A. BRD-04 Board Committees:** Ms. Jenks made a motion to approve an ad hoc Director Search Committee. The committee's function would be to aide in the recruiting selection of a new MCDL director upon the impending retirement of Ms. Kowell. The motion was seconded by Dr. Griffiths and the approval was unanimous.

**1. Approval of Executive Recruiter:** Chairperson Maria Griffiths said the Director Search Committee had conducted 4 interviews with candidates hoping to provide executive recruitment services to the board. The committee recommended Bradbury Miller Associates for approval. Ms. Jenks asked if approval should be delayed until there was a full board present. Dr. Griffiths pointed out that a full board is never guaranteed and that the timeliness of the task would prohibit delaying the decision. Mr. Rice suggested that the ad hoc committee remain intact to see the search and hiring process through to completion. All trustees agreed.

**Resolution 19-50:** Upon recommendation of the Director Search Committee, the Medina County District Library Board of Trustees hereby approves Bradbury Miller Associates to act as an executive recruiter and consultant in the search and selection of a new MCDL director.

**2. 101 General Fund Appropriations:** Dr. Griffiths made a motion to approve appropriations in the 101 General Fund to cover the expense of the executive recruiter. Mr. Rice seconded the motion and it was approved unanimously.

**Resolution 19-51:** The Medina County District Library Board of Trustees hereby approves the following transfers in appropriations in the 101 General Fund to cover fees for a director search consultant:

<b>From:</b> 101.5.8900 Contingency	\$ 19,000.00
<b>To:</b> 101.5.3700 Professional Services	\$ 19,000.00

**B. Brunswick Carpet Proposal:** Mr. Rice made a motion to approve the new carpet in Brunswick and Dr. Griffiths seconded the motion. Ms. Kroll provided a detailed account of the carpet replacement costs and remarks were made regarding the expense. Ms. Kroll responded by recognizing that the cost is high, but it is the current cost of carpet replacement and also includes moving and removing all of the things located in the affected area. Approval was unanimous.

**Resolution 19-52:** The Medina County District Library Board of Trustees hereby approves the quotation from Shaw Integrated Solutions/Shaw Industries, Inc.in the amount of \$167,780.81.

**C. IAP Change Order #2:** Dr. Griffiths made a motion to approve a change order for expenses related to unexpected window replacements in the Virginia Wheeler Martin Family History and Learning Center. Ms. Jenks seconded the motion and approval was unanimous

**Resolution 19-53:** The Medina County District Library Board of Trustees hereby approves Change Order #2 in the amount \$19,553.14 to IAP Construction Group for additional construction work.

**D. VWM Center Furniture:** Ms. Jenks made a motion to approve a furniture purchase for the VWM Center and Dr. Griffiths seconded the motion. Ms. White asked if the proposed expenses were in line with what were expected to be the costs for the furniture. Ms. Kroll replied that they were. Approval was unanimous.

**Resolution 19-54:** The Medina County District Library Board of Trustees hereby approves the quotation from Inspire Workplace Interiors for furniture for the Virginia W. Martin Family History and Learning Center in the amount of \$83,709.48.

**E. VWM Center Technology Position:** Dr. Griffiths made a motion to approve appropriations for a technology part time position to be assigned to the new maker space in the VWM Center. Ms. Jenks seconded the motion and it was approved unanimously.

**Resolution 19-55:** The Medina County District Library Board of Trustees hereby approves an increase in the 202 Virginia W. Martin Fund appropriations as follows:

202-5-1120 Salaries/Wages – Public Service	\$4,800.00
202-5-1400 OPERS	<u>700.00</u>
<b>Total</b>	<b>\$5,500.00</b>

**F. VWM Center Equipment:** Dr. Griffiths made a motion to approve appropriations for additional equipment for the VWM Center and Ms. Jenks seconded the motion. Ms. Jenks asked for a description of a vinyl cutter which Ms. Schuld provided. The motion was approved unanimously.

**Resolution 19-56:** The Medina County District Library Board of Trustees hereby approves an increase in the 202 Virginia W. Martin Fund appropriations as follows:

202-5-5510 Computer Software/Hardware	\$16,000.00
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**G. Endowment Fund Appropriations:** Mr. Rice moved to approve the appropriation of a donation made by Cleveland Clinic for after-school activities at Medina Library. Ms. Schultz seconded the motion and it was approved unanimously.

**Resolution 19-57:** The Medina County District Library Board of Trustees hereby approves the following increase in 2019 appropriations in the 701 Endowment Fund:

701-5-2160 Program Supplies – Medina	\$ 1,000.00
<b>Total</b>	<b>\$ 1,000.00</b>

**H. Donations:** Upon a motion by Dr. Griffiths and seconded by Ms. Jenks, the following donations were approved unanimously:

1. David and Judy Scaife: \$25 in Memory of Elaine Frankowski
2. David and Judy Scaife: \$25 in Memory of Carman Collins
3. Cleveland Clinic: \$1000 for After-School Youth Programming
4. Kiwanis: \$132 for books

**Trustee Comments:**

Ms. Jenks thanked the Cleveland Clinic for their donation and congratulated the director for all of the positive statistics.

Ms. White expressed gratitude for all of the donations and thanked the Director search Committee for all of their hard work. She thanked Ms. Kowell for time spent in weekly meetings with her and thought they had been positive and productive.

Dr. Griffiths recognized the Policy and By-Laws Committee for their work on the annual review of the MCDL Policy Manual.

**Executive Session:**

Dr. Griffiths moved to enter executive session for the discussion of the sale or purchase of property. Ms. Jenks seconded the motion and a roll call vote was taken with the following results: Dr. Griffiths – aye, Ms. Jenks – aye, Ms. Schultz – aye, Mr. Rice – aye, Ms. White – aye.

The trustees entered executive session at 7:20 p.m. with the trustees and Ms. Kowell in attendance.

Regular session resumed at 7:43 p.m.

Mr. Rice moved to enter executive session for the discussion of the compensation of a public employee. Ms. Schultz seconded the motion and a roll call vote was taken with the following results: Dr. Griffiths – aye, Ms. Jenks – aye, Ms. Schultz – aye, Mr. Rice – aye, Ms. White – aye.

The trustees entered executive session at 7:44 p.m. with only trustees in attendance.

Regular session resumed at 8:03 p.m.

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**Adjournment:** Upon a motion made by Ms. Jenks and seconded by Mr. Rice, the meeting was adjourned at 8:05 p.m. The motion was carried unanimously.

**NEXT BOARD MEETING**

**Monday, September 16, 2019 at 6:00 p.m. at Medina Library**

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**Kyle White –President**

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**Ryan Carlson– Secretary**