

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

**October 21, 2019**

The Medina County District Library Board of Trustees met in regular session on Monday, October 21, 2019 at Lodi 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, Maria Griffiths, and Sharon Jenks.

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 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 Mr. Carlson. The motion was seconded by Dr. Griffiths and approved unanimously.

**Recognition of Guests and Comments from the Public:** Ms. White welcomed all in attendance. Rick Kirby attended as a guest. Representatives of the Labor/Management Committee Julie Carragher, Chris Weaver-Pieh and Aleen Olee recognized Director Carole Kowell for her 30 years of service to MCDL in the presence of the Board.

**Disposition of September 16 Meeting Minutes:** A motion to approve the September 16 meeting minutes was made by Dr. Griffiths and seconded by Mr. Carlson. Ms. White announced that she was disappointed in the tone of the recorded account of the fine-free discussion in the minutes and directed revisions to be made. The minutes with corrections were approved unanimously.

Ms. Ogden arrived at 6:14 p.m.

**Financial Report:** Ms. Jenks moved to approve the monthly financial reports and Mr. Rice seconded the motion. Fiscal Officer Kelly Kroll reported that September receipts totaled about \$504,412 and expenses were about \$897,517. The unexpended balance of \$14,086,007 minus outstanding encumbrances of \$3,085,974 left an ending balance of \$11,000,033 in all funds. Ms. Kroll reported that the budget was on target 75% into the year.

September investments earned about \$24,606 with a principal of about \$14,120,714 in bank accounts and investments at an average interest rate of 2.156%.

In the PLF, October showed an increase of 8.30% compared to October of 2018. Year-to-date 2019 showed an increase of 4.60% compared to 2018.

Ms. Kroll stated that the process of establishing a 2020 MCDL budget had begun and the Finance Committee would most likely be called in November or December to discuss it. She also informed the board that the audit covering 2018 and 2019 would be conducted in early 2020 by a company subcontracted by the Auditor of State's Office. A report on credit card rewards points was provided to the trustees.

Mr. Carlson asked if there were any guidelines to follow to prevent the library from investing in CD's with negative interest rates. Ms. Kroll stated that, in that circumstance, traditional savings accounts could be used.

The financial reports were approved unanimously.

**Director's Report:** Director Carole Kowell gave a summary of highlights occurring in the month of September including statistics and successful programs including Outreach's Keep on Truckin', Seville's Harvest Festival and Buckeye's participation as a stop on the Fall Foliage Tour. She was very proud to attend the recognition event celebrating Highland Branch Manager Diane Dermody as a Woman of the Community and Brunswick Branch Manager Suzie Muniak for being awarded the Athena Award for Young Professionals. Ms. Kowell reported that the Brunswick carpet installation was complete, the Virginia Wheeler Martin project was proceeding well and mentioned that she, Assistant Director Julianne Bedel, Outreach Manager Ann Plazek and Collection Resources Manager Chris Weaver Pieh had toured a Bookmobile manufacturing facility to begin gathering information for a replacement of the aging MCDL Bookmobile.

**Communications:** None

**Personnel Report:** Mr. Carlson moved to approve the Personnel Report and Dr. Griffiths seconded the motion. Human Resources Manager Julie Carragher presented the September report on personnel activity. 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

**Director Search ad hoc Committee:** Committee Chair Dr. Griffiths stated that the committee had not met, but she wished to discuss with the full board the current job description of the Director position. The level of fiscal responsibility assigned by the document to a director was debated. Ms. Kroll felt that the level of responsibility in the current description was greater than what it should be and advised moving much of the fiscal responsibility to the Business Manager/Fiscal Officer's job description. Ms. Kowell felt that the responsibility should be shared by the two positions and favored a more collaborative approach. Assistant Director Julianne Bedel offered some references through Ohio Library Council that could offer guidance in designing the language of the job description.

Ms. White said she was specifically focusing on making sure the wording in the description was clear to potential candidates applying for the director's position. The trustees agreed that the percentages of time spent on specific tasks should be removed. Dr. Griffiths moved to approve the discussed revisions to the job description of the position of Director. Mr. Rice seconded the motion and it was approved unanimously.

**Unfinished Business:**

**New Business:**

**A. Lodi Branch Presentation:** Lodi Branch Manager Eric Lucius gave an account of some 2018 and 2019 Lodi Library programs that had fallen short of expectations due to uncontrollable circumstances. He used them as examples of how disappointment can foster ingenuity and ultimately improvement of a situation. He gave examples of how he and his staff had used adversity as a catalyst for reflection and change. He credited his staff for being the driving force of the branch and for reaching out to community partners for support in furthering the library's mission. Eric pointed out that while statistics have an important role in the business of operating libraries, they do not reflect the impact of the human element. The interaction of library staff with members is not calculable nor is there a measure of the experience provided by the libraries, even though they are equally as, if not more, important than quantitative measures of success. He encouraged the trustees to get out into the branches and experience for themselves the truest element of library service that exists in the interaction of staff with members of the communities.

**B. Policy BRD-04 Board Committees:** Mr. Carlson made a motion to approve removal of Brad Rice and addition of Sharon Jenks to the ad hoc Director Search Committee. Mr. Rice felt it was prudent to exit the committee due to the timeline of hiring a new director reaching into next year at which time he will no longer be a trustee. Dr. Griffiths seconded the motion and it was approved unanimously.

**C. Craft Beer Program at Lodi:** Mr. Carlson made a motion to approve a craft beer event at Lodi Library and Mr. Rice seconded the motion. Ms. Kowell explained that the particulars of this event are the same as those of the event approved at the August meeting. The motion was approved unanimously.

**Resolution 19-66:** The Medina County District Library Board of Trustees hereby approves the Beer Tasting event in partnership with the Wadsworth Brewing Company for Saturday, December 21, 2019, at 4:00 pm held at the Lodi Library.

**D. Waiving Spousal Surcharge in November 2019:** Dr. Griffiths moved to approve waiving the spousal surcharge in the month of November, 2019 and Mr. Rice seconded the motion. Ms. Carragher explained that the two-year negotiated terms of the current MCDL health benefits package included a premium-free 24<sup>th</sup> month. Since MCDL deducts insurance premiums the month before they are due, that would mean that November 2019 would be free of payroll deductions for health insurance. Ms. Carragher asked that the same condition be extended to those paying a surcharge for adding a spouse to their policy. Approval was unanimous.

**Resolution 19-67:** The Medina County District Library Board of Trustees hereby approves waiving the \$100 per month spousal surcharge for all applicable employees during the month of November 2019 due to the library receiving a one month premium holiday from Medical Mutual. This spousal surcharge waiver will be in effect for the 11/1/2019 and 11/15/2019 pay dates.

**E. Allocation for Director Retirement Event:** Mr. Carlson made a motion to approve an allocation of \$1000 in the 701 Endowment Fund towards an event celebrating the service of the retiring director. Ms. Jenks seconded the motion and it was approved unanimously.

**Resolution 19-68:** The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to spend up to \$1,000.00 from the 701 Programming Fund to cover expenses of the Director's retirement event in December 2019.

**F. Commercial Credit Card:** Mr. Carlson made a motion authorize the fiscal officer to acquire an MCDL commercial credit card and Mr. Rice seconded the motion. Ms. Kroll explained that the commercial credit card would provide better internal controls and flexibility than the current physical cards being issued to select administrators. Mr. Carlson agreed that the commercial card would streamline the processes and increase efficiency. Ms. Ogden asked if the commercial card would need to follow the same reporting laws in place for plastic cards. Ms. Kroll answered that the restrictions would still apply and that the deputy fiscal officer will still serve as the compliance officer. She added that she would begin using the card with select vendors and a couple of branches to see how well the process worked before completely converting from plastic cards. The trustees unanimously approved to authorize the fiscal officer to open a commercial credit card account with Huntington Bank. The motion was approved unanimously.

**Resolution 19-69:** The Medina County District Library Board of Trustees hereby certifies that the fiscal officer is fully authorized to execute/sign a card agreement with The Huntington National Bank for a commercial credit card.

**G. 2020 Tax Levy Rates:** Ms. Ogden made a motion to approve the 2020 Tax Levy Rates and Ms. Jenks seconded the motion. Ms. Kroll asked the trustees to approve the 2020 tax levy rates as defined by the County Auditor's Office. She explained that the approval is done annually and is an estimate of the revenue and millage the County Auditor expects to receive for MCDL through real estate taxes in 2020.

**Resolution 19-70:** The Medina County District Library Board of Trustees hereby approves hereby accepts the amounts and rates of property taxes related to the 2020 1.50 mill operating and .65 mill construction bond levies.

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

1. Friends of Lodi Library: \$1650.71

**J. Other:** Ms. White reminded the trustees that it was time to consider 2020 Board officers and committees. She asked that trustees let her know of their interests.

**Trustee Comments:**

Dr. Griffiths said that the Brunswick carpet looks great and added that she noticed the advertising of the Lodi recording studio posted in Brunswick.

Mr. Carlson said the new carpet in Brunswick does make a difference. On a recent visit to Medina, his wife and daughters were very happy with the service they received from the children's staff. He thanked Eric Lucius for his passion for the library.

Ms. Ogden thanked Eric for hosting and for sharing his thoughts on a library's ROI, which to her is summed up in the emotions described in the director's "Our Stories" in her monthly reports.

Mr. Rice thanked Ms. Jenks for taking his spot on the Director Search ad hoc committee because the timeline of the search made it prudent for him to step down.

Ms. Jenks said thanks to everyone for the respectful conversation about the director's job description and congratulated Suzie Muniak on her award. She also was grateful to the Medina customer service staff who processed her rather complicated passport application.

Ms. White thanked Eric for all he does and complimented the Lodi facility. She thanked Julianne Bedel, Kelly Kroll, Carole Kowell, and Julie Carragher for their help in revising the director's job description.

**Adjournment:** Upon a motion made by Dr. Griffiths and seconded by Mr. Carlson, the meeting was adjourned at 7:49 p.m. The motion was carried unanimously.

**NEXT BOARD MEETING**

**Monday, November 18, 2019 at 6:00 p.m. at Medina Library**