

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

January 20, 2020

The Medina County District Library Board of Trustees met in regular session on Monday, January 20, 2020 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, Ryan Carlson, Sharon Jenks, Mary Ogden, Mary Schultz, Maria Griffiths, and Gail Ostrowski.

Library staff members in attendance: Christine Gramm, Interim Director; Julianne Bedel, Assistant Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Tina Sabol, Community Engagement Manager; Annetherese Biesiada, Highland Librarian; 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 seconded by Dr. Griffiths. The agenda was approved unanimously.

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

Disposition of Meeting Minutes:

A motion to approve the December 16, 2019 meeting minutes was made by Ms. Ogden and seconded by Dr. Griffiths. The minutes were approved unanimously with corrections.

A motion to approve the January 6, 2020 meeting minutes was made by Mr. Carlson and seconded by Ms. Jenks. The minutes were approved unanimously.

A motion to approve the January 7, 2020 meeting minutes was made by Mr. Carlson and seconded by Dr. Griffiths. The minutes were approved unanimously.

Financial Report: Ms. Jenks moved to approve the monthly financial reports and Dr. Griffiths seconded the motion. Fiscal Officer Kelly Kroll reported that December 2019 receipts totaled about \$862,693 and expenses were about \$1,349,459. The unexpended balance of \$9,612,951 minus outstanding encumbrances of \$1,567,571 left an ending balance of \$8,036,380 in all funds. Ms. Kroll noted that about 90.5% of the General Fund budget was spent in 2019, and that the tax levy generated nearly \$200,000 more than anticipated. The 2019 PLF was \$179,000 more than estimated. Ms. Kroll also reviewed the General Fund projections spreadsheet, noting that 2019 ended with a \$4,998,316 cash balance.

December investments earned about \$12,145 with a principal of about \$9,773,215 in bank accounts and investments at an average interest rate of 1.939%. Interest earned for 2019 was \$275,199.18 in all funds.

In the PLF, January started off 2020 with an increase of 4.77% compared to January of 2019.

The Financial Report was approved unanimously.

Director's Report: Interim Director Christine Gramm gave a summary of highlights occurring in the month of December including statistics and programs. She was very proud to report that MCDL had achieved a 3 star rating in *Library Journal*. December saw the opening of the Virginia Wheeler Martin Family History and Learning Center. Lodi Library's Winter Wonderland was a resounding success with over 900 people attending.

Communications:

- Ms. White shared a thank you note to the board from former trustee Brad Rice for a thoughtful departing gift.
- A member thanked Annetherese Biesiada and the Highland Library staff for the thought and effort that went into making the Lit-Up Library program, a wonderful evening for book lovers.
- A Lodi library user thanked Cheryl Phillips for the time spent helping her put her photos onto a flash drive and commended her for her kindness, patience and computer skills.

Personnel Report: Dr. Griffiths moved to approve the Personnel Report and Ms. Schultz seconded the motion. Ms. Carragher presented the December 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: No meeting

Unfinished Business:

New Business:

- A. 2020 Board Meeting Schedule:** Dr. Griffiths made a motion to approve revising the 2020 Board meeting schedule to include a visit to Seville and Ms. Ogden seconded the motion. The revised schedule was approved unanimously.

B. Board Meeting Security: Mr. Carlson made a motion to approve discussion of continuing the presence of a security officer at board meetings. Ms. Jenks seconded the motion. The motion was approved unanimously.

Resolution 20-01: The Medina County District Library Board of Trustees hereby approves continuing hired security for all Board meetings, effective January 20, 2020.

C. Director Candidate per Diem: Mr. Carlson made a motion to approve a \$50 per Diem for each Director candidate being interviewed on Wednesday, January 22, 2020. Ms. Schultz seconded the motion and it was approved unanimously.

Resolution 20-02: The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to pay a \$50 per diem each to the final candidates for the Director position to cover interview expenses.

D. Food for Fines: Dr. Griffiths made a motion to approve a Food for Fines program in partnership with Feeding Medina County and Mr. Carlson seconded the motion. It was recognized that, with removal of fines at MCDL, a new strategy will most likely be needed but the 2020 campaign will remain as it has been in past years. The motion was approved unanimously.

Resolution 20-03: The Medina County District Library Board of Trustees hereby approves the Food for Fines Campaign, March 1 – 31, 2020. Food collected will be donated to Feeding Medina County.

E. Bookmobile Purchase: Dr. Griffiths made a motion to approve the purchase of a new Bookmobile from Farber Specialty Vehicles and Ms. Ogden seconded the motion. Questions were asked with answers provided and, following discussion, the motion was approved unanimously.

Resolution 20-04: The Medina County District Library Board of Trustees hereby approves the Fiscal Officer to enter into a contract with Farber Specialty Vehicles to purchase a replacement bookmobile for a cost not to exceed \$252,900.00.

F. Service Recognition for Debbie Jedreski: Mr. Carlson made a motion to authorize the retirement of Medina Customer Service Clerk, Debbie Jedreski and it was seconded by Dr. Griffiths. Ms. White read the proclamation recognizing her service and the motion was approved unanimously.

Resolution 20-05: The Board of Trustees of the Medina County District Library congratulates Deborah Jedreski on her years of steadfast service to Medina County District Library.

G. Donations: Upon a motion by Mr. Carlson and seconded by Dr. Griffiths, the following donations were approved unanimously:

1. Healing Hearts: \$150
2. Scott and Amy Snyder:\$50 in honor of Carole Kowell
3. Steve and Loree Potash Foundation: \$2000 for Baby Shower Books
4. Hilton Garden Inn: \$100
5. Homestead Insurance Company: \$5000 Sponsorship for VWM Meeting Room

H. Other: Ms. White announced the selection of the 2020 Board Committees. Mr. Carlson made a motion to approve the selection and Ms. Ogden seconded the motion. The committees were approved unanimously.

Trustee Comments:

Dr. Griffiths congratulated Debbie Jedreski and thanked Ms. Gramm for a great report. She was grateful for all of the hard work and thought by all parties that went into proposing a new Bookmobile.

Ms. Ogden congratulated and recognized all library staff for achieving a 3 star status.

Mr. Carlson welcomed Ms. Ostrowski to the table and congratulated Community Engagement Manager Tina Sabol on an excellent presentation to his local chamber of commerce.

Ms. Jenks thanked Ms. Gramm and added congratulations to the staff for the 3 star status, and to Debbie Jedreski on her retirement. She also welcomed Ms. Ostrowski to the Board.

Ms. Ostrowski: thanked everyone involved in her day of orientation with administration.

Ms. White: thanked Christine for a great job, and thanked all staff along with former Director Carole Kowell for achieving a 3 star status. She thanked the Bookmobile Committee and Assistant Director Julianne Bedel for the hard work and answers to questions.

Executive Session: Ms. White made a motion to enter executive session to discuss a complaint against a public employee. Ms. Jenks seconded the motion and a roll call vote was taken with the following results: Dr. Griffiths-aye, Mr. Carlson-aye, Ms. Jenks-aye, Ms. Ogden-aye, Ms. Ostrowski-aye, Ms. Schultz-aye, Ms. White-aye. Executive Session began at 7:08 p.m. with trustees and Ms. Gramm. At 8 p.m. Ms. Gramm exited the meeting and Ms. Kroll was asked to enter. Ms. Kroll exited the session at 8:30 p.m. Regular session resumed at 8:31.

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Adjournment: Upon a motion made by Dr. Griffiths and seconded by Mr. Carlson, the meeting was adjourned at 8:35 p.m.

NEXT BOARD MEETING
Wednesday, January 22, 2020 at 6:00 p.m. at Medina Library

Kyle White –President

Sharon Jenks– Secretary