

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

**January 16, 2017**

The Medina County District Library Board of Trustees met in regular session on Monday, January 16, 2017 at the Medina Library. With a quorum present, President Howard Elko called the meeting to order at 6:00 p.m.

**Roll Call** was taken with the following members noted as present: Howard Elko, Mary Schultz, Kyle White, Kate Dunlap, Brad Rice, Mary Ogden and Linda Meyer.

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Sue Demis, Technology Manger; Christine Weaver-Pieh, Collection Resources Manager; Marilyn Plitt, SEIU President and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

**Approval of the Agenda** –A motion to approve the agenda was made by Ms. Ogden and seconded by Ms. White. The motion carried unanimously.

**Recognition of Guests and Comments from the Public** –Mr. Elko welcomed all in attendance.

**Disposition of Minutes** – A motion to approve the December 19, 2016 minutes was made by Ms. Schultz and seconded by Ms. White. Mary Ogden and Kate Dunlap abstained. The minutes were approved unanimously by all other trustees.

**Financial Report**– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of December. She reported that receipts totaled about \$581,522 and expenses were about \$1,261,519. The unexpended balance of \$7,702,317, minus outstanding encumbrances of \$809,204 left an ending balance of \$6,893,113 in all funds at the close of 2016. Ms. Kroll distributed an updated form outlining long range financial projections with 2016 year-end figures available. She reminded the trustees that the margin of error increases as the projections become further out as unknown variables may increase through time. She reported that 88% of the general fund budget was spent in 2016 due to lower than projected expenditures and higher than expected revenue.

In December, investments earned about \$2,624 with a principal of about \$7,825,229 in bank accounts and investments at an average interest rate of .882%.

Total funds received in 2016 from the PLF were up .54% from 2015. January 2017 showed a decrease compared to the same month in 2016 of 1.59%.

A motion was made by Ms. Dunlap and seconded by Mr. Rice to approve the Financial Report. The motion carried unanimously.

**Director's Report:** Director Carole Kowell shared with the trustees a summary of notable information, statistics and events which had taken place within the library system during the month of December and highlighted honors and accomplishments made in 2016. The year-end statistics were better than expected and demonstrated the changing trends in library services. Ms. White asked which programs drew the greatest attendance. Ms. Kowell responded that the signature programs were by far the most popular.

Ms. Kowell also updated the trustees in the process of the Virginia Martin estate and said that some MCDL administration staff will be visiting area libraries to see their genealogy sections and that members of the CBLH architect firm will be joining them. She added Ms. Martin's collection is on its way to be received at the Buckeye building.

**Communications:** Ms. Kowell shared notes of gratitude from Red Cross and Society for Handicap Citizens of Medina County for MCDL participation in events.

**Personnel Report:** The December report on Human Resources activity was reviewed by the trustees and Human Resources Manager Julie Carragher asked if there were any questions. She noted that some external substitutes had been removed from the roster due to inactivity. There being none, a motion was made by Mr. Rice and seconded by Ms. Ogden to approve the report as distributed. The motion was carried 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 Building Issues:** Kelly Kroll reported that there were no new developments in the building status or repairs and there will be updates to offer after the complete report from Mays Consulting is received.

**New Business:**

**A. Approval of Board Committees:** Mr. Elko announced the following 2017 committees:

Finance: Mary Schultz (Chair), Mary Ogden, Kyle White

Personnel: Kyle White, (Chair), Mary Schultz, Linda Meyer

Policy and By-Laws: Kate Dunlap (Chair), Brad Rice, Linda Meyer

Buildings: Brad Rice (Chair), Kate Dunlap, Mary Ogden

Ms. White made a motion to approve the committees as presented and Ms. Dunlap seconded the motion. Approval was unanimous.

**B. MCDL 2016 Accomplishments:** A list of accomplishments achieved by MCDL in 2016 was shared with the trustees along with a list of staff members who had received honors and awards and a list of community partnerships.

**C. Certification by County Auditor of Current Valuation:** Even though the request had previously been submitted in August 2016, Ms. Kroll informed the trustees that new updated figures required the board to request, from the County Auditor, certification of the valuation of the library's service area.

**Resolution 17-01: BOARD OF LIBRARY TRUSTEES**

**MEDINA COUNTY DISTRICT LIBRARY**

The Board of Library Trustees (the "Board") of the Medina County District Library (the "Library"), a free public library of the County of Medina, Ohio (the "County") met in regular session on January 16, 2017 at 6:00 p.m. at the Medina Room at the Medina Library, 210 S. Broadway Street, Medina, Ohio, 44256 with the following members present: Kate Dunlap, Howard Elko, Linda Meyer, Mary Ogden, Brad Rice, Mary Schultz, and Kyle White.

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Mary Ogden introduced the following resolution and moved its passage:

RESOLUTION REQUESTING THE MEDINA COUNTY  
AUDITOR TO CERTIFY THE CURRENT ASSESSED  
VALUATION OF THE MEDINA COUNTY DISTRICT LIBRARY  
SERVICE AREA, MEDINA COUNTY, OHIO AND THE  
AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF  
COLLECTION OF A RENEWAL WITH AN INCREASE TAX

LEVY FOR CURRENT EXPENSES OF THE MEDINA COUNTY  
DISTRICT LIBRARY

(R.C. Sections 5705.03, 5705.23, 5705.25)

Renewal with an Increase Library Operating Levy

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the Medina County District Library service area (as defined by the State Library Board pursuant to Ohio Revised Code Section 3375.01, the "Library Service Area"), the question of a renewal with an increase tax levy for current expenses of the Library;

WHEREAS, the Library is currently levying a ten (10) year one and twenty five hundredths (1.25) mill current expense levy (the "Original Levy") approved by the voters of the Library Service Area on November 6, 2007 and first placed on the tax list and duplicate in 2007 (for tax collection years 2008-2017);

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Medina County District Library, Medina County, Ohio, two-thirds of all of the members appointed thereto concurring, that:

Section 1. The Medina County Auditor is hereby requested to certify the current assessed valuation of the Library Service Area and the amount to be generated during the first year of collection of a renewal of all of the Original Levy with an increase of twenty five hundredths (.25) mills for the benefit of the Library at a total rate not exceeding one and one half (1.50) mills for each one dollar of valuation, which amounts to 15 cents (\$0.15) for each one hundred dollars of valuation, for current expenses of the Library, for ten (10) years, commencing in 2017, first due in calendar year 2018.

Section 2. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Medina County Auditor for certification for the May 2, 2017 election.

Section 3. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Ohio Revised Code Section 121.22.

Kyle White seconded the motion and, after discussion, a roll call vote was taken and the results were:

Ayes: Kate Dunlap, Howard Elko, Linda Meyer, Mary Ogden, Brad Rice, Mary Schultz, and Kyle White.

Nays: none

Board of Trustees Meeting

Page Five

Jan. 16, 2017

The resolution passed.

Passed: January 16, 2017

BOARD OF LIBRARY TRUSTEES  
MEDINA COUNTY DISTRICT LIBRARY  
MEDINA COUNTY, OHIO

Attest: Kelly Kroll  
Fiscal Officer

Howard Elko  
Board President

CERTIFICATE

The undersigned Fiscal Officer of the Board of Library Trustees of the Medina County District Library, Medina County, Ohio, hereby certifies that the foregoing is a true copy of a resolution duly passed by said Board on January 16, 2017, and that a certified copy thereof was filed in the office of the Medina County Auditor on January 17, 2016.

Kelly Kroll  
Fiscal Officer  
Medina County District Library

**D. Donations:** Upon motion made by Mr. Elko and seconded by Ms. Schultz, the following donations were accepted with gratitude. The motion was carried unanimously.

1. Medina Needlework Guild: donated \$30
2. Irene Warner: donated \$2500 in memory of D. Joe Warner

Trustee's Comments

Kate Dunlap pointed out that the 2016 stats were very indicative of how libraries are evolving and offering services to keep current with trends. She stressed that circulation numbers no longer represent the absolute value of a library's level of service. She also congratulated everyone who received honors and awards in 2016.

Kyle White also congratulated all those who received awards and said she is very proud to be a trustee of the system. She found the story in the Director's Report from Project Read to be particularly moving.

Mary Ogden also congratulated all who received awards and honors.

Brad Rice welcomed Linda Meyer to the board.

Mary Schultz: recognized that many of the recipients of the awards and honors had to contribute personal time in order to achieve those ends and thanked them for their contributions.

Howard Elko welcomed Ms. Meyer to her first meeting as a trustee.

Board of Trustees Meeting

Page Six

Jan. 16, 2017

**Adjournment:** Upon a motion made by Ms. Dunlap and seconded by Mr. White, the meeting was adjourned at 6:31 p.m. The motion was carried unanimously.

\*Supporting documents are kept on file and are viewable at the Medina County District Library administrative office

**NEXT BOARD MEETING**

**Monday, February 20, 2017 at 6:00 p.m. at the Medina Library**

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**Howard Elko- President**

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**Kyle White– Secretary**