

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

March 20, 2017

The Medina County District Library Board of Trustees met in regular session on Monday, March 20, 2017 at Buckeye 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, Mary Ogden, Kyle White and Linda Meyer.

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Theresa Laffey, Assistant Director; Julie Carragher, Human Resources Manager; Tina Sabol, Community Engagement Manager; Chris Weaver-Pieh, Collection Resources Manager; Keith Maynard, Operations and Facilities Manager; Sue Demis, Technology Manager, Lisa Buzalka, Deputy Fiscal Officer; Laura Kettering, Buckeye Library Manager; Ann Plazek, Outreach Services Manager; Lisa Riennerth, Medina Library Associate; Regina Bell, Buckeye Library Associate; 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 February 20, 2017 minutes was made by Ms. White and seconded by Ms. Schultz. The motion was approved unanimously.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of February. She reported that receipts totaled about \$3,764,627 and expenses were about \$704,300. The unexpended balance of \$10,833,147, minus outstanding encumbrances of \$1,659,159 left an ending balance of \$9,173,987 in all funds.

In February, investments earned about \$2,620 with a principal of about \$10,856,098 in bank accounts and investments at an average interest rate of .699%. Ms. Kroll informed the trustees that she would soon be meeting with an investment specialist from Huntington Bank to discuss available options since their recent acquisition of First Merit Bank.

Year to date, the PLF is up.85% from the same period in 2016. The month of March 2017 showed an increase over March 2016 of 7.78%. The revenue collected by the State of Ohio continued to fall short of what had been projected.

Ms. Ogden asked if Ms. Kroll expected the proposed increase in federal interest rates to affect the return on MCDL investments. She answered that she expected any effects of the increase to be gradual and occurring over a long period of time.

A motion was made by Ms. Ogden and seconded by Ms. Meyer 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 February. She reported that STEAM Day at Highland had been very well attended and feedback was positive. Ann Plazek had been named as a 2017 Mover and Shaker by *Library Journal Magazine* and Ms. Kowell expressed her pride and gratitude for her achieving such an honor. An update was given on the status of the Virginia Wheeler Martin endowment. CBLH design architects were providing options for the layout of the 2nd floor of the Medina building and, once a decision is made, the plan will be submitted to the estate trustee for approval.

Communications: The Medina County Home thanked the Seville Library for their donation of 50 Valentine cards to the residents.

Personnel Report: The February report on Human Resources activity was provided to the trustees by Human Resources Manager Julie Carragher. She reported that a date had been set for April 4, 2017 to carry out fact finding for the labor contract negotiations and the sessions will begin at 10:00 AM. A motion was made by Ms. White and seconded by Ms. Schultz 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: After conducting the preliminary research and seeking legal counsel, the trustees moved to declare the structural issues of the tiles covering the main entrance, book drop and south facade of the Medina building an emergency. This would allow for a more expedient process to get the work done. Mr. Elko asked Facilities and Operations Manager Keith Maynard his thoughts on using Mays Consulting to oversee the project. Mr. Maynard replied that he was very comfortable using Mays and that they were committed to being on hand 40 hours per week to ensure that the job was done correctly. He added that new flashing around the windows is to be included in the project.

Resolution 17-07:

Ms. Ogden introduced the following resolution and moved its passage:

RESOLUTION NO.17-07
**DECLARING AN EMERGENCY REQUIRING IMMEDIATE ACTION FOR
SELECTION OF DESIGN PROFESSIONAL TO ADDRESS EXTERIOR TILE AND
BUILDING ENVELOPE DEFICIENCIES AT MEDINA LIBRARY**

The Director recommends that the Medina County District Library Board of Trustees (the "Board") declare an emergency pursuant to R.C. 153.71(B) requiring immediate action with respect to the exterior tile and building envelope at the Medina Library, 210 S Broadway St, Medina, OH 44256 (the "Library"), based on possible health and safety hazards.

Rationale:

- A. Significant deficiencies have been observed with the exterior tile and building envelope of the Library, raising concerns of possible health and safety hazards.
- B. In anticipation of litigation, Mays Consulting & Evaluation Services, Inc. ("Mays") was retained by the Board to perform a detailed investigation of the Library to determine the cause and extent of the issues, and to recommend repairs that will address the problems and restore the Library to a safe and usable condition.
- C. Based upon information provided by Mays, the Board believes that an emergency exists with respect to the design of an engineering solution to address the building issues, and recognizing that the design will take time to prepare in order to provide sufficient details for the remediation work, the Board selects Mays to provide the required design professional services, based upon its experience and familiarity with similar structural issues and availability to perform the services.

NOW, THEREFORE, BE IT RESOLVED by the Medina County District Library Board of Trustees as follows:

- 1. Based on the information provided, the Board finds that an emergency exists requiring immediate action with respect to the exterior tile and building envelope at the above-referenced Library.
- 2. Based upon the emergency exception contained in Ohio Revised Code Section 153.71(B), the Board ratifies all action taken to date to explore the qualifications of Mays and to discuss the proposed remedial work and engineering solution that will be included in design documents prepared by Mays to address the exterior tile and building envelope deficiencies.
- 3. The Board authorizes the Fiscal Officer to enter into a design services agreement with Mays Consulting and Evaluation Services for design services in the amount of \$127,660.00, including on-site monitoring services and project phasing to be negotiated and added by amendment once the full scope of the project has been defined for the remedial work, and increases the appropriation in the same amount in the Building & Repair Fund, account 401.5.3700 Professional Services.

Ms. Schultz seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

AYES: 5

NAYS: 0

The resolution passed unanimously.

New Business:

A. Increase Appropriations-701 Endowment Fund: The Friends of the Brunswick Library donated \$1500 to purchase books to be used as prizes for Brunswick school children during the 2017 SRC. Because this amount had not been figured into the 2017 budget, Ms. Kroll asked that the board approve appropriating the money to the 701 Endowment Fund.

Resolution 17-08: Upon a motion made by Ms. Ogden and seconded by Ms. White, the Medina County District Library Board of Trustees hereby approves the following increase in appropriations in the 701 Endowment Fund:

701-5-2120 Program Supplies - Brunswick	<u>\$ 1,500.00</u>
Total	\$ 1,500.00

The motion carried unanimously.

B. Surplus/Obsolete Equipment: Ms. Kroll provided a spreadsheet listing all of the surplus and obsolete equipment currently in the MCDL inventory and asked that the trustees approve the items to be sold or disposed. Mr. Elko asked if the phone systems on the list could be offered for sale to another business. Technology Manager Sue Demis replied that someone could possibly be interested in the phones for spare parts. She added that the computer equipment is being bundled to be more appealing to buyers.

Resolution 17-09: Upon a motion made by Ms. Schultz and seconded by Ms. Meyer, the Medina County District Library Board of Trustees hereby approves the attached list of equipment to be declared surplus, and authorizes the Fiscal Officer to conduct a sale of items to the public, and the Director to donate or dispose of any items not sold.

The motion carried unanimously.

C. Outreach/Jail Literacy Project: Outreach Services Manager Ann Plazek gave a presentation to the trustees describing the early literacy project offered in partnership with the Medina County Sheriff's Department called Project Read: From the Inside to the Outside. Ms. Plazek was very pleased with the success of the program and said that it had been well received by the participants and in particular with men. She added that the program had been funded by a grant through the sheriff's department, but she is hopeful that it can continue in the future.

D. Donations: Upon a motion made by Ms. Ogden and seconded by Ms. Meyer, the following donations were accepted with gratitude. The motion was carried unanimously.

1. Barbara Ann Ayars: donated \$50
2. Friends of Brunswick Library: donated \$1500

Trustee's Comments

Ms. White congratulated Ann Plazek for receiving such a prestigious award and said she is glad that a date has been established for fact finding.

Mary Ogden congratulated Ms. Plazek and thanked her for her presentation. She remarked that she had worked alongside Outreach Library Associate Abby Wilson at the Home and Garden Show and had enjoyed her enthusiasm and professionalism. She also thanked Buckeye Manager Laura Kettering and her staff for their hospitality.

Mary Schultz thanked Ms. Plazek for her presentation and was very impressed with the program she had demonstrated.

Howard Elko Congratulated Ms. Plazek and thanked the Buckeye staff for hosting the meeting.

Adjournment: Upon a motion made by Ms. White and seconded by Ms. Schultz, the meeting was adjourned at 6:39 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, April 17, 2017 at 6:00 p.m. at Medina Library

Howard Elko- President

Kyle White– Secretary