

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

July 17, 2017

The Medina County District Library Board of Trustees met in regular session on Monday, July 17, 2017 at Brunswick Library. With a quorum present, President Howard Elko called the meeting to order at 6:02 p.m.

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

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Lisa Buzalka, Deputy Fiscal Officer; Suzie Muniak, Brunswick Manager, Marilyn Plitt, SEIU President and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

Approval of the Agenda – A motion to approve an amended agenda was made by Ms. Dunlap. The motion was seconded by Ms. White and the agenda was approved unanimously.

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

Disposition of Minutes – A motion to approve the June 19, 2017 minutes was made by Ms. Schultz and seconded by Ms. Ogden. The motion was approved unanimously.

Financial Report – Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of June. She reported that receipts totaled about \$366,192 and expenses were about \$882,877. The unexpended balance of \$9,413,890 minus outstanding encumbrances of \$1,185,015 left an ending balance of \$8,228,874 in all funds. She noted that expenses included the lump sum pay out for the union members who, upon settlement of the contract, received retro pay for their increases back to the beginning of 2016.

In June, investments earned about \$4,506 with a principal of about \$9,436,262 in bank accounts and investments at an average interest rate of 1.068%. Ms. Kroll noted a couple of CD's which were purchased in June and explained that they will both mature in the month of June; one in 2018 and one in 2019.

Year to date, the PLF, is up 1.14% from the same period in 2016. The month of July 2017 showed an increase over July 2016 of 2.65%. The Ohio General Assembly approved a new biennial budget and the PLF percentage was set at 1.68% of the General Revenue Fund.

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

Brad Rice arrived at 6:07 p.m.

Board of Trustees Meeting

Page Two

July 17, 2017

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 June. Items of note included the very successful Family Food Fest at Buckeye, Lodi and Seville's Summerfest and the successful proctoring of 13 GED tests in Medina. Mary Ogden asked if the circulation statistics could be broken down by item type. Ms. Kowell said she will talk to the Collection Resources Manager to see what types of reports can be pulled from the Clevnet system.

Communications: none

Personnel Report: The June report on Human Resources activity was provided to the trustees by Carole Kowell. She reported that the first meeting had taken place with the compensation consultant approved by the board to do a wage comparison of non-bargaining unit employees and a second meeting was scheduled for July 19. The Early Childhood Specialist position was reposted with qualifications now allowing applicants with a Master of Education degree as well as those with an MLIS.

A motion was made by Ms. Meyer and seconded by Ms. Ogden to approve the report as distributed. The motion was carried unanimously.

Unfinished Business:

A. Medina Building Issues: Howard Elko made a motion to enter executive session for the purpose of discussing pending litigation with Tarik Kershah who was representing the law firm of Bricker and Eckler. Carole Kowell, Kelly Kroll and Keith Maynard were invited to participate. After a second from Kate Dunlap, a roll call vote was taken with the following results. Ms. Dunlap-aye, Ms. Meyer-aye, Ms. Ogden-aye, Mr. Rice-aye, Ms. Schultz-aye, Ms. White-aye, Mr. Elko-aye.

Executive session began at 6:16 p.m.

Regular session resumed at 7:00 p.m. No resulting action was taken.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: No meeting

Buildings Committee: No meeting

Policy and By-Laws Committee: Chair Kate Dunlap reported that the committee met on July 11 to begin the process of overhauling the Policy and Procedure Manual. A template was approved for the policy design and a better understanding of the Sharepoint software allowed decisions to be made that will help better manage the volume in the future. The policies in the Board (BRD) and Management (MAN) sections of the manual were reviewed in detail and the following recommendations were presented for board approval:

Resolution 17-23: Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves the revisions to Section BRD of the MCDL Policy and Procedure Manual recommended by the Policy and By-Laws Committee as part of a comprehensive project to update the manual. The motion carried unanimously.

Resolution 17-24: Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby approves the revisions to Section MAN of the MCDL Policy and Procedure Manual recommended by the Policy and By-Laws Committee as part of a comprehensive project to update the manual. The motion carried unanimously.

Buildings Committee: No meeting

New Business:

A. Strategic Plan Update: The trustees were provided with a summary of the 2017 2nd quarter progress of the strategic plan. Mary Ogden asked if the Program Coordinator had been responsible for reporting on the programming section of the plan. Ms. Kowell replied that the former Program Coordinator, Jack Phoenix, had been responsible for filing an update and that the vacant position will be posted soon, after undergoing some revision.

B. Cancel August Meeting: The August regular meeting was not canceled due to the ongoing issues with the Medina building. The meeting will take place as scheduled on August 21 in Medina.

C. Fee Forgiveness for Lost Cards: Ms. Kowell asked that the trustees approve forgiving, during the month of September, the 50 cent replacement fee charged for a lost library card.

Resolution 17-25: Upon a motion made by Ms. Ogden and seconded by Ms. Dunlap, The Medina County District Library Board of Trustees approves the waiving of \$0.50 for a replacement MCDL library card in conjunction with National Library Card Sign-up Month, September 2017. The motion carried unanimously.

D. Highland Wine and Canvas Program: Ms. Kowell explained that a Wine and Canvas event in Highland that the board had approved to take place in June had been canceled. She requested that the trustees approve a new date for the event in November 2017.

Resolution 17-26: Upon a motion made by Ms. Schultz and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves rescheduling of a Bring Your Own Wine event, Wine and Canvas Night, at the Highland Library to November 2017, originally approved for June 2017. The motion carried unanimously.

E. 2018 Tax Budget: Ms. Kroll provided a copy of the 2018 Tax Budget for all funds. MCDL and Wadsworth Library have a mutual agreement by which Medina County Public Library Funds are distributed which makes approval of the Tax Budget a formality, but one that is required by law.*

Resolution 17-27: Upon a motion made by Mr. Rice and seconded by Ms. Dunlap, the Medina County District Library Board of Trustees hereby approves the 2018 Tax Budget as attached for submittal to the Medina County Budget Commission. The motion carried unanimously.

F. Revisions to PUB-6 Bills: Ms. Kroll asked that the policy describing the fine structure for overdue and lost items be revised to include a \$5.00 per day late fee and a \$200.00 lost item fee for the new mobile wi-fi hot spot units. She also asked to rename the policy as she did not feel that “Bills” gave an accurate reflection of the policy’s purpose.

Resolution 17-28: Upon a motion made by Ms. Meyer and seconded by Ms. White, the Medina County District Library Board of Trustees hereby approves the revised PUB-6 Fines and Fees for Overdue or Lost Materials policy effective July 17, 2017. The motion carried unanimously.

G. Deletion of FIN-12 Records Commission: Ms. Kroll asked for approval to delete policy FIN-12 Records Commission because the items covered were already and more adequately addressed in policies MAN-7 and MAN-8.

Resolution 17-29: Upon a motion made by Ms. Schultz and seconded by Ms. Dunlap, The Medina County District Library Board of Trustees hereby approves deletion of Board Policy FIN-12 Library Records Commission Policies, effective July 17, 2017, since policy MAN-7 Public Records and MAN-8 Records Retention/Retention Schedule address these items. The motion carried unanimously.

G. Marilyn Plitt Service Recognition: Board President Howard Elko read a touching tribute to Marilyn Plitt honoring her 34 years of dedicated service to MCDL and wishing her a happy retirement.

Resolution 17-30: Upon a motion made by Mr. Rice and seconded by Ms. White, the Board of Trustees of Medina County District Library congratulates Marilyn Plitt on her years of steadfast service to Medina County District Library, for adding a touch of class and fashion to the customer service desk, and for helping so many people during her great library career. We'll miss her terribly. The motion carried unanimously.

E. Donations: Upon a motion made by Ms. Dunlap and seconded by Ms. Ogden, the following donations were accepted with gratitude.

1. Sithsakol Keo: \$25
 2. Scene 75: \$1465 in \$5 gift cards for SRC
 3. William and June McMahan: \$50
 4. Estate of David Winko: \$15,000 to be used at Highland Library
- In Memory of Marilyn Clark for the John and Marilyn Clark Reading Room:
5. Catherine Kelleher: \$150
 6. Patricia Robertson: \$25
 7. Dallas Salisbury and Stephanie Ross: \$500
 8. James and Elizabeth Howell: \$100
- In Memory of Harriett Murphy:
9. Roger and Joan Miller: \$50
 10. Westat Corporation: \$100
 11. Annette Billings: \$50
 12. Peter Linberger and Richard Konisiewics: \$25
 13. Donald and Cynthia Paul: \$50

Trustee's Comments

Kyle White was very happy to be at the beautiful Brunswick Branch and she wished Marilyn Plitt all the very best.

Brad Rice thanked Suzie Muniak for hosting the meeting in Brunswick and wished Marilyn well.

Board of Trustees Meeting
Page Six
July 17, 2017

Linda Meyer said it was very nice to meet in her home town of Brunswick and expressed good wishes to Marilyn.

Mary Ogden said she will miss Marilyn very much and thanked her for her many years of service.

Kate Dunlap also congratulated Marilyn and thanked those who were working on the project to overhaul the Policy and Procedure Manual, recognizing the scope of the project.

Mar Schultz thanked the Policy and By-Laws Committee for undertaking such a difficult project and congratulated Marilyn.

Howard Elko said he will miss coming into the library and seeing Marilyn because she had always been there to greet him with a smile.

Adjournment: Upon a motion made by Ms. Dunlap and seconded Ms. Ogden, the meeting was adjourned at 7:36 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, August 21, 2017 at 6:00 p.m. at Medina Library

Howard Elko- President

Kyle White- Secretary