

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

**October 16, 2017**

The Medina County District Library Board of Trustees met in regular session on Monday, October 16, 2017 at Lodi Library. With a quorum present, President Howard Elko called the meeting to order at 6:03 p.m.

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

Library staff members in attendance: Carole Kowell, Director; Theresa Laffey, Assistant Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Keith Maynard, Facilities and Operations Manager, Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Eric Lucius, Lodi Branch Manager and Tammy Nandras, Senior Administrative Assistant acting as recording secretary.

**Approval of the Agenda** –A motion to approve the agenda was made by Ms. Dunlap. The motion was seconded by Ms. Schultz 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 September 18, 2017 minutes was made by Ms. Dunlap and seconded by Ms. Meyer. The motion was approved unanimously.

**Financial Report**–Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of September. She reported that receipts totaled about \$531,034 and expenses were about \$849,307. The unexpended balance of \$11,725,607 minus outstanding encumbrances of \$1,123,517 left an ending balance of \$10,602,090 in all funds. Three quarters into the year, MCDL was reported to be at 88% of the budget in revenue in all funds while expenses were at 63% in the General Fund. Ms. Kroll explained that conservatively estimating revenue and expenses helps the library maintain healthy financial position.

In September, investments earned about \$6,512 with a principal of about \$11,872,439 in bank accounts and investments at an average interest rate of 1.157

Year to date, the PLF is up .57% from the same period in 2016. The month of October 2017 showed a decrease of 5.8% compared to October of 2016.

A motion was made by Ms. Schultz and seconded by Ms. White 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 September. She had much to report with the highlights including Seville's Harvest Festival, programs with author Jay Asher, and Outreach's Keep on Truckin' event. She updated the trustees on the progress being made in the Medina 2<sup>nd</sup> floor project and added that she hoped to have the manager of the Family History and Learning Center and the new Events Coordinator positions filled within a couple of weeks.

Ms. Kowell reported that the Books and Brew Café run by Creative Housing in the Brunswick library will no longer be in service. Ms. White asked if another agency would be coming in to take over. Ms. Kowell replied that the space will be used by the library. Mr. Rice asked if the area occupied by the Café will be usable for regular library functions. Facilities Manager Keith Maynard replied that the space is already been converted to use by the library.

A copy of the current *Library Journal*, featuring Community Engagement Manager Tina Sabol on the cover, was passed around for the trustees to see. Ms. Sabol was selected for the LJ marketing award for the outstanding information campaign she orchestrated prior to the passage of the levy in 2017. Ms. Kowell added that Ms. Sabol had also been among the nominees for Medina's Athena Award for exceptional women.

**Communications:**

- Members Rob and Rita thanked Seville Library for their friendly welcome.
- Highland Arts Honor Society thanked the Highland Library for hosting their chalk festival.
- Evergreen Assisted Living thanked Outreach Services' Kim Von Der Vellen for her time and dedication.

**Personnel Report:** The September report on Human Resources activity was provided to the trustees by Human Resources Manager Julie Carragher. She noted that the high number of new postings was due to the large number of pages who had left to attend school. Ms. Carragher added that the Outreach Early Childhood Literacy position had been modified to attract more candidates. The educational requirements were revised to allow those with bachelor degrees to apply and the duty of driving the Bookmobile was added to the tasks.

A motion was made by Mr. Rice and seconded by Ms. White to approve the report as distributed. The motion was carried unanimously.

**Board Committee Reports:**

**Finance Committee:** No meeting

**Personnel Committee:** No meeting

**Buildings Committee:** No meeting

**Policy and By-Laws Committee:** No meeting

**Unfinished Business:**

**A. Medina Building Issues:** Kelly Kroll gave an update on the status of the project to repair the deficiencies affecting the Medina building. She said that Mays Consulting is reworking the original estimate and once that is complete it will be determined which sections of the building will be attended first. She reminded the trustees that they will need to approve a large transfer of money from the General Fund to the Building and Repair Fund when the work gets under way. She expects that the board will be asked for approval to award a bid in January with May 1<sup>st</sup> as an expected start date for work to begin.

**B. Bibliotheca Lease Agreement:** Ms. Kroll provided a draft contract from Bibliotheca to the trustees for the leasing and maintenance of all new self-check machines. The new agreement is in a lease form and new and alike machines for all branches were included in the agreement. Ms. Dunlap asked if the company had been made aware that the level of service received in 2016 was not of high standard. Ms. Kroll replied that the company was new in 2016. They had assured her that the snags had been worked out and attributed the prior year's shortcomings to growing pains.

**Resolution 17-39:** Upon a motion made by Mr. Rice and seconded by Ms. Dunlap, the Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to enter into a 60 month lease agreement with Bibliotheca for seventeen new self-check machines, maintenance and software upgrades for the period of November 1, 2017 through October 31, 2022 at an annual cost of \$39,871.00 with a one-time documentation fee of \$150.00. A roll call vote was taken with the following results: Howard Elko-aye, Mary Schultz-aye, Kyle White-aye, Kate Dunlap-aye, Brad Rice-aye and Linda Meyer.

**New Business:**

**A. Lodi Branch Manager Presentation:** Lodi Branch Manager Eric Lucius gave a summary of some of the items being addressed by the Adult Team. In days of changing needs for reference professionals, the team has spent time and effort to investigate ways to remain current and relevant. He described "Trade Days" as a way to keep reference skills sharp by allowing big branch staff to trade some work shifts with small branch staff.

Mr. Lucius also touched on some other projects being undertaken including readers advisory instruction, touring other libraries and improvements to the annual Adult Winter Reading Game. Community partnerships were described including the Winter Wonderland event that is offered in cooperation with the Village of Lodi. Mr. Rice asked if the recording studio was being used. Mr. Lucius replied that it was not used enough and he will continue to look for different ways to promote it.

**B. Strategic Plan Quarterly Update:** The trustees were provided with a summary of the progress made in the strategic plan in the third quarter of 2017. There were no questions.

**C. 2018 Tax levy Rates:** Ms. Kroll reminded the trustees that the Ohio Revised Code requires the Board to officially accept the amounts and rates of property taxes related to the 2018 1.50 mill operating levy and .65 mill construction bond levies annually in order to receive these amounts as collected by the County Auditor. Linda Meyer asked who provides the chart that determines the tax amounts. Ms. Kroll replied that the County Auditor provides the chart.

**Resolution 17-40:** Upon a motion made by Mr. Rice and seconded by Ms. Meyer, the Medina County District Library Board of Trustees hereby accepts the amounts and rates of property taxes related to the 2018 1.50 mill operating and .65 mill construction bond levies as outlined in accompanying documents. The motion carried unanimously.\*

**D. 2018-2019 Custodial Service Contract:** Control Cleaning Solutions submitted the lowest quote to contract cleaning services for all buildings. Kyle White asked if the company was responsive to calls outside of the normal schedule. Facilities and Operations Manager Keith Maynard replied that they are very responsive.

**Resolution 17-41:** Upon a motion made by Ms. White and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to enter into a contract with Control Cleaning Solutions, Inc. for Custodial Services in the base amount of \$131,400 per year for the period of January 1, 2018 through December 31, 2019. The motion carried unanimously.

**E. Union Contract Policy Changes:** Ms. Carragher asked that the trustees approve a list of policy changes reflecting the new terms of the recently approved labor contract.

**Resolution 17-42:** Upon a motion made by Ms. Dunlap and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves the changes to HR-B-10, HR-B-13, HR-B-14, HR-C-1, HR-C-13, HR-E-1, HR-E-8, HR-E-11, HR-G-7, and the removal of HR-C-3, HR-E-1, HR-E-5, HR-E-19, HR-G-10 effective June 1, 2017. The motion carried unanimously.

**F. Debra Socha Service Recognition:** Mr. Elko read aloud the proclamation thanking Brunswick Children’s Supervisor Debbie Socha for her service and wished her well in retirement.

**Resolution 17-43:** Upon a motion made by Ms. Dunlap and seconded by Ms. White, the Board of Trustees of Medina County District Library congratulates Debra Socha on her years of steadfast service to Medina County District Library and for her years of dedication and genuine passion for children’s services. Debbie will be greatly missed by her friends and coworkers and the Brunswick children who crossed the “dock” on the floor to the magical world of reading to say hello to Debbie and her beloved puppet, Emmy Lou the Emu. The motion carried unanimously.

**G. Donations:** Upon a motion made by Ms. White and seconded by Ms. Meyer, the following donations were accepted with gratitude:

1. Sarah Steiner: \$25
2. Theresa Laffey and Walt Barry: \$25
3. Medina Kiwanis Club: \$72

**H. Other:** Mr. Rice asked that the feasibility of installing electric car power stations in library parking lots be examined. Mr. Maynard said he would look into the cost.

### **Trustee’s Comments**

Kyle White said she is enjoying the branch manager presentations, thanked Eric Lucius for his, and offered Tina Sabol congratulations on her award.

Linda Meyer thanked Mr. Lucius and congratulated Ms. Sabol.

Mary Schultz echoed Ms. Meyer’s sentiments.

Brad Rice was grateful to Mr. Lucius as his hometown branch manager and congratulated Ms. Sabol.

Kate Dunlap said she loves the snapshots of the branches through the eyes of the managers and congratulated Ms. Sabol.

Howard Elko said he was very proud of Mr. Lucius and thanked Ms. Sabol for her hard work.

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**Adjournment:** Upon a motion made by Ms. Meyer and seconded by Ms. Schultz, the meeting was adjourned at 7:20 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, November 20, 2017 at 6:00 p.m. at Medina Library**

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**Howard Elko- President**

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**Kyle White- Secretary**