

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

November 20, 2017

The Medina County District Library Board of Trustees met in regular session on Monday, November 20, 2017 at 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, Kyle White, Kate Dunlap, Brad Rice, Mary Ogden 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; Suzie Muniak, Brunswick Branch Manager; Lisa Buzalka, Deputy Fiscal Officer and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

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

Recognition of Guests and Comments from the Public –Mr. Elko welcomed all in attendance. Friends of MCDL President Lisa DeKa was in attendance.

Disposition of Minutes – A motion to approve the October 16, 2017 minutes was made by Mr. Rice and seconded by Ms. Meyer. The motion was approved unanimously with Mary Ogden abstaining.

Financial Report–Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of October. She reported that receipts totaled about \$831,931 and expenses were about \$849,546. The unexpended balance of \$11,707,989 minus outstanding encumbrances of \$1,664,289 left an ending balance of \$10,043,700 in all funds.

In October, investments earned about \$12,905 with a principal of about \$11,721,903 in bank accounts and investments at an average interest rate of 1.179%.

Year to date, the PLF is up .45% from the same period in 2016. The month of November 2017 showed a decrease of .72% compared to November of 2016. Ms. Kroll noted that the year-end total of PLF received by MCDL should be right in line with what had been estimated. Mary Ogden asked if the new rate of PLF percentage of state income tax was in effect. Ms. Kroll replied that it was and has been since July 2017.

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

Mary Schultz arrived at 6:06 p.m.

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 October. She informed the trustees of the recent training conducted for staff awareness in the circumstance of an intruder or active shooter and thanked them for allowing the library to be closed for this important event. She touched on other topics including Warm Up Medina County and Seville's Harvest Fest. Ms. Kowell was proud to report that she had been selected by Cleveland Clinic Medina Hospital to be recognized for her community service. She also encouraged the trustees to examine the lovely lighted display case which had been furnished to the B. Smith Gallery by the Medina County Arts Council under the guidance of Jill Morton.

Communications:

- Thank you from the Mary Grace Memorial Foundation for our raffle donation
- Race for Grace thanking MCDL for our donation
- complimentary comments about the library from Sandy Varndell on MCDL's Facebook page
- Thomas Sigel (ORMACO) thanking Lodi Manager Eric Lucius for the lovely dinner for The General Guinness Band before their performance.

Personnel Report: The October report on Human Resources activity was provided to the trustees by Human Resources Manager Julie Carragher. Ms. Carragher was happy to report that the positions of Events Coordinator and Family History and Learning Center manager had been filled. She explained that the activity did not appear on the October report because the positions had been accepted in November and neither will be starting their positions until early 2018.

Ms. Carragher reported that the compensation consultants report was complete and she will be meeting with the Personnel Committee in December to discuss the specifics.

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

Brunswick Branch Manager Presentation: Manager Suzie Muniak gave a presentation highlighting activity at Brunswick Library and work done by the Teen Team of which she is chair. Her focus of interest in prevention of teen suicide was demonstrated by the "Make the Call" campaign which raised awareness of resources available to teens. Ms. Muniak also shared images of telephones decorated by teens to bring attention to the campaign. Aspects of all departments within her library were shared with the trustees.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: Ms. White reported that the Personnel Committee had met on November 7 where performance reviews had been conducted for the fiscal officer and director.

- 1. Performance Review of Fiscal Officer:** Upon a motion made by Ms. White and seconded by Ms. Ogden, an executive session was called to discuss the compensation of a public employee. 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 and Mr. Elko-aye. Trustees only were asked to remain. Executive session began at 6:39 p.m.

Mary Schultz left the meeting at 6:41 p.m.

Regular Session resumed at 6:59 p.m.

- 2. Performance Review of Director:** Upon a motion made by Ms. White and seconded by Ms. Meyer, an executive session was called to discuss the compensation of a public employee. A roll call vote was taken with the following results: Ms. Dunlap-aye, Ms. Meyer-aye, Ms. Ogden-aye, Mr. Rice-aye, Ms. White-aye and Mr. Elko-aye. Executive session began at 7:00 p.m.

Regular Session resumed at 7:07 p.m.

Buildings Committee: No meeting

Policy and By-Laws Committee: No meeting

Unfinished Business:

A. Medina Building Issues: Ms. Kroll shared information from Mays Consulting estimating the cost for the tile repairs needed including several options. She felt that the base bid was most sensible option and asked that the trustees approve that amount. She reviewed the resolution provided by Bricker and Eckler to request the board to authorize her to advertise for bid. Ads for bids will be published in late November to be opened in early January with approval of a contract for work to be made at the January board meeting.

Resolution 17-44: Ms. White introduced the following resolution and moved its passage:

Resolution No. 17-44
**APPROVING CONTRACT DOCUMENTS FOR THE
MEDINA LIBRARY EXTERIOR WALL TILE REPLACEMENT PROJECT
AND AUTHORIZING SOLICITATION OF BIDS FOR THE WORK AND BID
OPENING**

The Fiscal Officer recommends approval of the contract documents for the Medina Library Exterior Wall Tile Replacement Project and requests approval to place the legal notice required for the work and to open bids received.

Background:

1. Mays Consulting & Evaluation Services, Inc. has prepared design documents for the project, which has an estimated construction cost of \$690,873, and is working with the Fiscal Officer to assemble a project manual to provide to contractors to solicit bids for the work.
2. The legal notice required to solicit bids for the work has been prepared and is ready to be placed in the local newspaper on or around December 4, 2017, with bids to be received and opened on or around January 4, 2018, at noon, as required by ORC Section 3375.41.

The Medina County District Library Board of Trustees resolves as follows:

1. The Board approves the contract documents prepared for the Medina Library Exterior Wall Tile Replacement Project.
2. The Board authorizes the placement of the required legal notices for the project in a newspaper of general circulation in the library district for a minimum period of two weeks, with the first legal notice being published on or about December 4, 2017, and bids being accepted until twelve noon on or about January 4, 2018, at the Office of the Fiscal Officer for the Library, or such other time as may be determined by the Fiscal Officer, as the Board's authorized representative, or by addendum or operation of law.
3. Bids will be opened immediately after the time for submitting such bids has expired at the Office of the Fiscal Officer; tabulated following opening; and a report of such tabulation will be made to the Board at its next regular meeting or at a specially called meeting for the purpose of reviewing the bids received and awarding a contract for the work.

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

Ayes: 6 Nays: 0

New Business:

A. Medical Insurance Carrier 2018: Ms. Carragher described the medical insurance plan she was recommending to the board and explained that she had been able to secure a 2 year price guarantee with a premium free 24th month.

Resolution 17-45: Upon a motion made by Ms. Ogden and seconded by Ms. Meyer, the Medina County District Library Board of Trustees hereby approves the contract with Medical Mutual of Ohio for the medical care SuperMed Plus PPO plan for the two year period of January 1, 2018 through December 31, 2019. The motion carried unanimously.

A. Ancillary Insurance Carrier 2018:

Resolution 17-46: Upon a motion made by Mr. Rice and seconded by Ms. White, the Medina County District Library Board of Trustees hereby approves the contract with Humana for ancillary policies; Dental, Vision, Life, Accidental Death and Dismemberment (AD&D) and Supplemental Life and AD&D for the two year period of January 1, 2018 through December 31, 2019. The motion carried unanimously. *

C. 2018/2019 Landscaping Contract: Quotes for landscaping service for 2018-2019 had been requested with 4 vendors responding. Keith Maynard asked for approval to contract with Got Grass LLC for landscaping services.

Resolution 17-47: Upon a motion made by Mr. Rice and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby awards the landscaping services contract to Got Grass Landscaping LLC for the period of March 15, 2018 through November 15, 2019. The motion carried unanimously.

D. Medina Wine and Canvas Night: Ms. Kowell asked for permission to allow alcohol in Medina Library for a Wine and Canvas Event in May 2018.

Resolution 17-48: Upon a motion made by Ms. Dunlap and seconded by Ms. White, the Medina County District Library Board of Trustees hereby approves a Bring Your Own Wine event, Wine and Canvas Night, at the Medina Library on May 11, 2018. The motion carried unanimously.

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

1. Jonah Sandler: \$500 for Brunswick Donor Wall
2. Glenna and Kevin Falk: \$500 in memory of Marilyn Clark

Trustee's Comments

Kyle White appreciated the chocolate kisses and note of gratitude placed at the trustees' seats.

Linda Meyer said she loved the branch presentations and enjoyed working within her committees to make things happen.

Mary Ogden thanked Suzie Muniak and appreciated her enthusiasm.

Board of Trustees Meeting
Page Six
November 20, 2017

Kate Dunlap gave congratulations on the new hires, expressed admiration for Ms. Muniak's presentation and wished everyone a Happy Thanksgiving.

Howard Elko thanked Ms. Muniak and, being a Brunswick resident, expressed his appreciation of her and his library.

Adjournment: Upon a motion made by Ms. Dunlap and seconded by Mr. Rice, the meeting was adjourned at 7:31 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, December 18, 2017 at 6:00 p.m. at Medina Library

Howard Elko- President

Kyle White- Secretary