

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

May 21, 2018

The Medina County District Library Board of Trustees met in regular session on Monday, May 21, 2018 at Highland Library. With a quorum present, President Kate Dunlap called the meeting to order at 6:01 p.m.

Roll Call was taken with the following members noted as present: Kate Dunlap, Kyle White, Mary Schultz, Brad Rice and Ryan Carlson.

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; Sue Schuld, Technology Manager; Tina Sabol, Community Engagement Manager; Chris Weaver-Pieh, Collection Resources Manager; Diane Dermody, Highland Library Manager; Gregg Bieblhausen, Delivery Maintenance; Debbie Jedreski, Medina Customer Service Clerk; Abby Wilson, Outreach Library Associate; Liz Barr, Lisa Rienenrth and Kathy Petras, Medina Library Associates; Aleen Olee, Buckeye Customer Service Clerk; Regina Bell, Buckeye Library Associate and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary.

Mary Ogden arrived at 6:04 p.m.

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

Recognition of Guests and Comments from the Public –Ms. Dunlap welcomed all in attendance. Lisa Buzalka, Pauline Chapman, Nadine Bieblhausen and Michael Wood.

Gregg Bieblhausen read aloud a letter containing the signature of 38 union employees who were dissatisfied with the results of the 2017 compensation consultant's market assessment of professional and administrative wages. Additional concerns were aired regarding the perceived disparity between management and labor.*

Deputy Fiscal Officer Lisa Buzalka addressed the trustees regarding issues that resulted in her decision to resign employment at MCDL. She asked that the trustees take these issues seriously and move toward solutions that would remedy the problems.*

Mr. Carlson responded to the union workers commenting that communication channels need to be in place to address the concerns of the dissatisfied employees. He addressed Ms. Buzalka, as well, telling her that her concerns had been taken seriously; that her voice had been heard and was important.

Disposition of Minutes – A motion to approve the April 16 regular meeting minutes was made by Ms. Schultz and seconded by Mr. Carlson. The motion was carried unanimously.

A motion to approve the May 7 special meeting minutes with corrections was made by Mr. Carlson and seconded by Ms. Ogden. The motion was carried unanimously.

Financial Report—Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of April. She reported that receipts totaled about \$369,868 and expenses were about \$883,966. The unexpended balance of 12,281,091 minus outstanding encumbrances of \$3,334,277 left an ending balance of \$8,946,814 in all funds. Ms. Kroll reported that the State Auditor's Office had completed their audit of 2016 and 2017. The Finance Committee will meet to discuss the results when they are made available.

In April, investments earned about \$17,538 with a principal of about \$12,318,479 in bank accounts and investments at an average interest rate of 1.526%.

In May, the PLF was up 7.87% from May 2018. Year-to-Date, the PLF is up 2.71%. The County Auditor's Office had completed a property value re-evaluation that had not required the amount of funds to complete as anticipated. The unused portion of those funds was allocated to the PLF of which MCDL received about \$164,000.

A motion was made by Mr. Carlson and seconded by Ms. White to approve the Financial Reports. The motion carried unanimously.

Director's Report: Director Carole Kowell gave a summary of highlights occurring in the month of April. She was happy to report an increase in almost every category of statistics. She reported that Food for Fines had collected 3,702.5 pounds of food at a value of \$6,294. Mary Ogden asked how the dollar figure compared to the amount of fines forgiven. Technology Manager Sue Schuld said that she could run a report with that information and will send it to the trustees. Ms. Kowell announced that the interviews for the Assistant Director position were being scheduled and would commence shortly.

Communications:

- Hinckley Women's Club thanked the library for our donation to their Easter Egg Hunt
- Sidney Fenn students Filled our Bucket with sincere thanks
- Medina City Schools thanked us for our donation of books to reward students who are recognized at the Leader in Me breakfast
- Main Street Medina thanked MCDL for our membership
- Diana Wingate thanked the library for the many books that are delivered to her home
- Pet-tacular thanked MCDL for our participation in their Pet-Tacular event.

Personnel Report: The April report on Human Resources activity was provided to the trustees by Human Resources Manager Julie Carragher. There were no questions.

A motion was made by Mr. Rice and seconded by Mr. Carlson 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: Facilities and Operations Manager Keith Maynard reported that the Medina tile project was one week behind as unexpected complications were found when the old tiles were removed. Mary Ogden asked if Mays Consulting was aware of the problems. Mr. Maynard replied that Mays has a monitor on site overseeing the project.

B. Personnel Matters/Consider a Complaint against a Public Employee:

Ms. Schultz made a motion to enter into executive session for the personnel matter; consideration of investigating a complaint against a public employee. Mr. Rice seconded the motion and a roll call vote was taken with the following results: Mr. Carlson-aye, Ms. Ogden-aye, Mr. Rice-aye, Ms. Schultz-aye, Ms. White-aye and Ms. Dunlap-aye. Executive Session began at 6:28 p.m.

Open session resumed at 7:43 p.m. No action was taken as a result of Executive Session.

New Business:

A. Highland Branch Presentation: Highland Branch Manager Diane Dermody gave a presentation highlighting the STEAM signature event and other activities occurring in her branch. She was proud to report that the branch had recently celebrated its ten year anniversary and been recognized by the Ohio General Assembly.

B. Highland Murder Mystery: Ms. Kowell requested approval to allow alcohol on library premises for a Murder Mystery Dinner at the Highland branch in October of 2018.

Resolution 18-20: Upon a motion made by Ms. Ogden and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves a Bring Your Own Wine event, a Murder Mystery Dinner at the Highland Library on October 26, 2018. The motion was approved unanimously.

C. Read-a-thon: Ms. Kowell described the idea of a Read-a-thon to allow members age 17 and under to eliminate overdue fines through reading or attending Storytime sessions. Vouchers would be awarded by library staff for reading time which would then be taken to the Customer Service desk to be redeemed as payment for fines. The date of the first Read-a-thon would be September 22, 2018 with two dates planned for 2019 if the first proves to be successful. The idea had been provided and researched by the Children's Team.

Resolution 18-21: Upon a motion made by Ms. White and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves the Read-A-Thon event at all MCDL branches on Saturday, September 22, 2018, Saturday, April 27, 2019, and on a date to be announced in October, 2019. The motion was approved unanimously.

D. Policy HR-B-27 Tuition Reimbursement Policy Revision: Ms. Carragher asked for approval of a revised Tuition Reimbursement Policy reflecting the removal of procedures as had been requested by the board. Mr. Carlson inquired as to why the many HR policies listed on the board agenda had not been taken to the Policy and By-Laws Committee meeting scheduled for the following week. Ms. Carragher replied that some of the revisions were time sensitive.

Resolution 18-22: Upon a motion made by Mr. Rice and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves the revision of HR-B-27 Tuition Reimbursement policy retroactively effective to March 19, 2018. Mr. Carlson voted nay and the remaining trustees voted unanimously to approve the revision.

E. Policy HR-B-28 Flexible Spending Account Revision: Ms. Carragher asked for a revision to Policy HR-B-27 to reflect the difference between the Health and Dependent Care aspects of the benefit.

Resolution 18-23: Upon a motion made by Mr. Rice and seconded by Ms. Ogden, the Medina County District Library Board of Trustees hereby approves the revision of the HR-B-28 Flexible Spending Account policy retroactively effective March 19, 2018. The motion was approved unanimously.

F. Policy HR-E-24 External Substitutes: The External Substitutes Policy had originally been approved to replace policy HR-E-19 Substitutes. However, since the new policy addressed a different circumstance, Ms. Carragher asked that it be considered a new policy with its own identifier and that HR-E-19 be identified as a removed policy.

Resolution 18-24: Upon a motion made by Ms. Ogden and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves the removal of HR-E-19 Substitutes (See Contract) and the addition of HR-E-24 External Substitutes effective retroactively to April 1, 2018. Mr. Carlson voted nay and the remaining trustees voted unanimously to approve the revision.

G. HR-JD-2 Prof/Admin and Page Job Description Revision: It had been decided upon the departure of the deputy fiscal officer, who had processed payroll, to reinstate the position of Payroll/Accounting Clerk apart from the position of Deputy Fiscal Officer. Ms. Carragher asked for approval to make the addition to the job description policy.

Resolution 18-25: Upon a motion made by Mr. Rice and seconded by Ms. White, the Medina County District Library Board of Trustees hereby approves HR-JD-2 Professional/Administrative and Page job descriptions revision to add the Payroll/Accounting Clerk effective retroactively to May 1, 2018. The motion was approved unanimously.

H. Policy HR-E-3 Equal Opportunity Revision including Removal of HR-G-3 Americans with Disabilities and HR-G-3 Workplace Harassment: It was agreed by all trustees to table this topic until addressed by the Policy and By-Laws Committee.

I. Appropriation Transfers in 101 General Fund: The 2018 budget had been designed to contain a budget for contracted services for painting. Since then, a highly qualified painter had been employed in the maintenance department and Ms. Kroll requested that appropriations be transferred to be available for materials needed rather than for the service to be contracted.

Resolution 18-26: Upon a motion made by Mr. Rice and seconded by Ms. Schultz, the Medina County District Library Board of Trustees hereby approves the following transfers in appropriations in the 101 General Fund:

From: 101.5.3310 Building & Site Repair	\$ 7,500.00
To: 101.5.2210 Property/Maintenance Supplies	\$ 7,500.00

The motion was approved unanimously.

The motion was approved unanimously.

J. Increase in Appropriations for 701 Endowment Fund. Some large donations had been made to purchase prize books for summer reading at the Brunswick Branch. Ms. Kroll asked that appropriations be approved to the 701 Endowment Fund so that the books could be purchased.

Resolution 18-27: Upon a motion made by Mr. Carlson and seconded by Ms. White, the Medina County District Library Board of Trustees hereby approves the following increase in 2018 appropriations in the 701 Endowment Fund:

701-5-2120 Program Supplies – Brunswick	\$ 2,900.00
Total	\$ 2,900.00

The motion was approved unanimously.

K. Change Order #1 to EnviroCom Construction: Facilities and Operations Manager Keith Maynard explained that the contractor doing the Medina Exterior Tile Repair Project had found some unexpected complications which increased expenses. Mr. Rice asked Mr. Maynard if he was happy with the work done to this point. He replied that he was happy so far and that he would be meeting with the contractor in the upcoming week.

Resolution 18-28: Upon a motion made by Mr. Rice and seconded by Ms. White, the Medina County District Library Board of Trustees hereby approves Change Order #1 to EnviroCom Construction, Inc. in the amount of \$5,971.54 for changes outlined in the change order document. The motion was approved unanimously.

L. Authorization for Director to Make Decisions during Medina Tile Project: The trustees were asked to approve a decision to allow the director authorization to approve change orders during the Medina Exterior Tile Project up to \$50,000. Ms. Schultz asked if the trustees would be aware of the orders and if they would be provided with a list. Ms. Kroll replied that the information would be provided.

Resolution 18-29: Upon a motion made by Ms. Schultz and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby authorizes the Director to approve up to \$50,000.00 in changes as needed during the Medina Library Exterior Wall Tile Replacement Project, with consultation with the Board President or Chair of the Facilities Committee, and with a detailed report of such actions to be presented at the next regular Board meeting. The motion was approved unanimously

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

1. Medina County Chamber Charities: \$250 for Brunswick Summer Reading Prize Books
2. Brunswick High School Student Council: \$1000 for Brunswick Summer Reading Prize Books
3. Darla Taddeo: \$50 in Memory of Yvonne Wallrath
4. Friends of Brunswick Library: \$1500
5. Lawrence P. Montowski: \$25 in Memory of Alan Walcher

The motion was approved unanimously.

N. Other: Mr. Carlson proposed engaging HR Group's DS Benefits to administer their *Five Behaviors of a Cohesive Team* concept to selected members of MCDL staff at a reduced cost of \$4,995. The training is designed to encourage healthy relationships within the workplace for a positive environment. Mr. Carlson moved for approval of the assessment-based learning experience. The motion was seconded by Ms. White and approval was unanimous.

Mr. Carlson proceeded to list other conclusions that had been reached by the board which were as follows:

- The Board recommended the Board President to have regular contact with the Director.
- The Board recommended the Finance Committee Chair to have regular contact with the Fiscal Officer.
- The Personnel Committee will review the method of payroll calculations for Director & Fiscal Officer.
- The Personnel Committee will review the performance review process for the director and fiscal officer.
- The Policy and By-Laws Committee will review the library's cyber security policies.
- The Policy and By-Laws Committee will review the path of communication between employees and the Board.

Trustee's Comments

Mary Ogden thanked Ms. Dermody for hosting the meeting and congratulated her on the library's commendation from the State of Ohio for their 10 years of service.

Kyle White also thanked Ms. Dermody. She reported that she and Mr. Rice attended the regional OLC Trustee dinner. Not a lot of information was gained, but she was willing to share her notes with the other trustees.

Kate Dunlap said she loves the Read-a-Thon because of its accountability for kids and teens and for promoting literacy.

Ms. Schultz thought the latest Library Live was "way cool" and asked about the sponsorships for the Summer Reading Game as listed in the Live.

Mr. Carlson thanked Ms. Dermody.

Adjournment: Upon a motion made by Mr. Carlson and seconded by Ms. White, the meeting was adjourned at 8:25 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, June 18, 2018 at 6:00 p.m. at Medina Library

Kate Dunlap- President

Mary Schultz- Secretary