

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

**May 20, 2019**

The Medina County District Library Board of Trustees met in regular session on Monday, May 20, 2019 at Highland Library. With a quorum present, President Kyle White called the meeting to order at 6:00 p.m.

**Roll Call** was taken with the following members noted as present: Kyle White, Ryan Carlson, Mary Schultz, Sharon Jenks and Maria Griffiths.

Library staff members in attendance: Carole Kowell, Director; Julianne Bedel, Assistant Director; Kelly Kroll, Fiscal Officer; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Keith Maynard, Facilities and Operations Manager; Aleen Olee, SEIU President and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary. Deputy John Girard provided security.

**Approval of the Agenda:** A motion to approve the agenda was made by Dr. Griffiths. The motion was seconded by Ms. Jenks and approved unanimously.

**Recognition of Guests and Comments from the Public:** Ms. White welcomed all in attendance. Guests present were Rick Kirby, Doug Smith of IAP, and Ralph Kroll.

**Disposition of Minutes:** A motion to approve the April 15 meeting minutes was made by Mr. Carlson and seconded by Dr. Griffiths. Ms. White abstained and all others voted to approve the minutes.

**Financial Report:** Fiscal Officer Kelly Kroll reported that April receipts totaled about \$324,500 and expenses were about \$832,705. The unexpended balance of \$12,174,166 minus outstanding encumbrances of \$3,605,373 left an ending balance of \$8,568,793 in all funds. She reported that the General Fund was under budget at 25% being one third of the way into 2019.

April investments earned about \$30,265 with a principal of about \$12,298,406 in bank accounts and investments at an average interest rate of 2.130%. Ms. Kroll noted the Whitney Bank investment as a CD which had matured resulting in a zero balance on that account. She reported that interest rates were dropping slightly.

In the PLF, May showed an increase of 20.83% compared to May 2018. Year-to-date 2019 showed an increase of 4.93% compared to 2018. Ms. Kroll was hopeful that the Ohio General Assembly would not be reducing the PLF funding when the biennial budget is completed.

Dr. Griffiths moved to approve the monthly financial reports and Mr. Carlson seconded the motion. The financial reports were approved unanimously.

**Director's Report:**

Director Carole Kowell gave a summary of highlights occurring in the month of April including statistics and successful programs. She was proud to announce the new class of Leadership U and shared that former Trustee Scott Snyder had been the key speaker at the kick-off. Ms. Kowell congratulated all of the contributors to the preparations for the new Virginia Wheeler Martin Family History and Learning Center. She provided an update to the project and distributed plans demonstrating some small revisions that were needed when some unexpected beams were encountered. Dr. Griffiths asked if the beams hadn't been present on the original floor plans. Facilities and Operations Manager Keith Maynard replied that the beams had been on the original plans and the architect's engineers had missed them. Mr. Carlson asked if it were typical for something so obvious to be missed. Mr. Maynard said it was not typical, but that those responsible had taken the responsibility of the error.

**Communications:**

- Medina County Economic Development Corporation thanked MCDL for renewing its membership
- Nancy Chizmar thanked Lauren Kuntzman for the excellent DNA Genealogy event
- Hinckley Women's Club thanked MCDL for the donation of a Basket of Books and Pictures in support of their Annual Easter Egg Hunt
- ORMACO thanked the library for the \$1,000 contribution toward the Jin Hi Kim programs
- The Children's Center of Medina County thanked the library for the generous donation of Pajama and Book Sets
- Medina County Earth Day thanked MCDL for the contribution to the event
- Nancy Weitendorf-Brakeman wrote to Highland Manager Diane Dermody to express her concerns over the well-being of their guinea pig.
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**Personnel Report:** Ms. Kowell presented the April report of personnel activity. Mr. Carlson moved to approve the April Personnel Report and Ms. Jenks seconded the motion. The report was approved unanimously.

**Board Committee Reports:**

**Finance Committee:** No meeting

**Personnel Committee:** No meeting

Mary Ogden arrived at 6:19 p.m.

**Policy and By-Laws Committee:**

Mr. Carlson reported that the committee met on April 30 to discuss revisions to 4 MCDL policies and the addition of another.

**HR-C-05 Prof/Admin/Page Salary Structure:** Human Resources Manager Julie Carragher had requested that the Payroll Coordinator position, which has been vacant for several years and recently filled, be assigned a paygrade of level 4.

**Resolution 19-21:** Upon recommendation of the Policy and By-Laws Committee, the Board of Trustees of Medina County District Library hereby approves revision to Policy HR-C-05, Professional Administrative and Page Salary Structure, to include payroll/accounting clerk as a grade four position, effective after May 20, 2019. Approval was unanimous.

**HR-E-24 External Substitutes:** Ms. Carragher had requested to have pages added to the list of eligible external substitutes.

**Resolution 19-22:** Upon recommendation of the Policy and By-Laws Committee, the Board of Trustees of Medina County District Library hereby approves revision to Policy HR-E-24, External Substitutes, to add pages to the list of eligible staff, effective after May 20, 2019. Approval was unanimous.

**FIN-6 Expense Reimbursement:** The committee had considered revisions to FIN-06 Expense Reimbursement to allow for the spectrum of cost fluctuation that can occur between cities and seasons by following the General Services Administration's (GSA) guidelines. Mary Ogden asked to clarify if taxes were included. Assistant Director Julianne Bedel explained that she had referenced the GSA website to find that information and reported that taxes are not included in the GSA rate and would be reimbursable in addition to the room rate.

**Resolution 19-23:** Upon recommendation of the Policy and By-Laws Committee, the Board of Trustees of Medina County District Library hereby approves Policy FIN-06, Expense Reimbursement, as revised for all reimbursements effective after May 20, 2019. Approval was unanimous.

**SS-6 Incident Reports:** The committee had been asked to consider recommending the removal of instructions from the Incident Report policy to be relocated to the Incident Report Form. Mr. Carlson asked if something had happened to spur the revision. Mr. Maynard explained that staff members had expressed concern over who would see an incident that involved them. It had also been decided by the board during the recent Policy Manual overhaul that procedures would not be included in any policy document.

**Resolution 19-24:** Upon recommendation of the Policy and By-Laws Committee, the Board of Trustees of Medina County District Library hereby approves revisions to Policy SS-06, Incident Reports, to delete staff instructions from the policy and add them to the Incident Report Form effective after May 20, 2019.

**PUB-25 Alcohol:** A new policy addressing alcohol in the libraries had been discussed at the committee meeting and also had been the topic of discussion at previous regular board meetings. Mr. Carlson distributed an updated draft of the proposed policy after undergoing suggested language changes from attorney Mike Lyons. Ms. Jenks asked Ms. Kroll to update the trustees with information she had received from MCDL's insurance companies regarding the liability of allowing alcohol on the premises for library functions. Ms. Kroll replied that both the general commercial insurer and the Directors and Officers insurer had informed her that the Library's current insurance policies were sufficient to handle the liability risk involved with the type of programs the library is offering. It was suggested that the program presenters provide a certificate of insurance. Dr. Griffiths suggested that individual approval of programs with alcohol be contingent on a certificate of insurance by the presenter.

**Resolution 19-25:** : Upon recommendation of the Policy and By-Laws Committee, the Board of Trustees of Medina County District Library hereby approves new Policy PUB-25, Alcohol, as presented on May 20, 2019, effective immediately. Approval was unanimous.

**Buildings Committee:** No meeting

**Unfinished Business:**

**A. Medina Building Issues:** Mr. Maynard reported that the latest estimate to complete the tile project was mid-June. He was comfortable with the later date in that he felt that the priority was for quality work rather than speed. He was very optimistic that the VWM project would progress well as had been the case in the project so far.

Ms. White responded to the question at the previous board meeting concerning the Read-a-thon and whether it had been board approved. Ms. Schultz asked that such events be brought to the board for approval closer to their occurrence to avoid circumstances which may alter their details.

Ms. White asked Ms. Kowell if she had a final document for the Medina Exterior Tile Project settlement. Ms. Kowell answered that she had forwarded the full agreement minus the signature page to the board, but she was still waiting for payment from two of the parties. Ms. Kroll said one of the parties requested to pay by ACH transaction and were told they would need to send a check for settlement. Both checks were expected to arrive soon.

Ms. White announced that the Board Retreat will take place at Brunswick Library on June 15, 2019 from 9 a.m. to noon. Mike Lyons and Jim Wilkins will be presenting.

**New Business:**

**A. Highland Branch Presentation:** Highland Branch Manager Diane Dermody gave an overview of activities at her branch. She explained that through the bequest of a local member a new tween area had been created and examples of tween activities were on display. She highlighted the processing of e-cards that had been taken on by her staff at the beginning of the year.

She also described projects that included the public in the creation of a finished product such as the loom at which anyone could incorporate pieces of precut yarn to create a final woven piece that now hangs behind the customer service desk. Ms. Dermody was grateful for a great working relationship with the Highland Schools.

**B. EnviroCom Change Order:** Mr. Maynard explained that the change order was needed to do some preparatory work to the windows on the south rotunda and to provide an optimal foundation on which to attach the new tiles. Ms. Ogden asked if Mays Consulting had approved of the work and Mr. Maynard responded that they had. He added that the project is concluding and further need of change orders would be minimal if any were needed at all. Ms. Kroll said that there should be a deduct change order coming for the landscaping services that were included in the proposal, but now will not be required.

**Resolution 19-26:** Upon a motion made by Mr. Carlson and seconded by Ms. Jenks, the Board of Trustees of Medina County District Library hereby approves Change Order #9 in the amount of \$3,982.66 EnviroCom Construction, Inc. for additional window work per the attached quotes. Approval was unanimous.

**C. Increase in 202 Virginia Wheeler Martin Fund Appropriations:** Ms. Kroll explained that VWM Family History and Learning Center Manager Lauren Kuntzman and Technology Manager Sue Schuld had provided her a list of technology equipment for the new center. She asked the board to approve appropriations for purchase of the items since this was not appropriated in the 2019 budget previously. She noted there may be some additional equipment that may need to be purchased at a later date.

**Resolution 19-27:** Upon a motion made by Mr. Carlson and seconded by Dr. Griffiths, The Medina County District Library Board of Trustees hereby approves an increase in the 202 Virginia W. Martin Fund appropriations as follows:

202-5-5510 Computer Software/Hardware	\$40,000.00
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Approval was unanimous.

**D. Service Recognition for Sue Giurbino:** Ms. White read a proclamation honoring Sue Giurbino for her years of dedicated service and wished her well in retirement.

**Resolution 19-28:** Upon a motion made by Dr. Griffiths and seconded by Ms. Jenks, the Board of Trustees of Medina County District Library congratulates Susan Giurbino on her years of steadfast service to Medina County District Library. We'll miss her entertaining stories, excellent Readers' Advisory skills, left- open drawers, and her bigheartedness with bookmobile and outreach members and staff. Approval was unanimous.

**E. Service Recognition for Shirley:** Ms. White read a proclamation honoring Shirley McDougal for being the longest term public service employee in MCDL history.

**Resolution 19-29:** Upon a motion made by Mr. Carlson and seconded by Dr. Griffiths, the Board of Trustees of Medina County District Library congratulates Shirley McDougal on being the longest serving public service employee in the history of Medina Library. We'll miss the Library Lady who has done more storytimes, puppet shows, sang more silly songs and helped more families find perfect reading material than any employee ... ever. Shirley has influenced generations of young children with her words, voices, and characters – opening them up to the wonderful world of reading and literature. A loud chorus of grateful voices – staff, kids, parents – shout “Thank you, Shirley!” Approval was unanimous.

**F. Donations:** Upon a motion by Dr. Griffiths and seconded by Ms. Jenks, the following donations were approved unanimously:

1. Mary Calvey: \$100 in Memory of Noah Taylor
2. Karen A. Burke: \$50 in Memory of Noah Taylor
3. Sharon Hall: \$200 in Memory of Bill Dunn
4. Robert and Shirley Hall: \$30 in Memory of Bill Dunn
5. Tim and Lisa Saneda: \$1000 in Memory of Bill Dunn
6. Kimberly and David Goessler: \$200 in Memory of Bill Dunn
7. David and Jean Smead: \$50 in Memory of Bill Dunn
8. #bookgoals bookclub: \$125 in honor of Mary Olson
9. Medina Kiwanis: \$132 for Children's Books
10. Joyce Tuttle: \$30

**G. Other:** Dr. Griffiths asked how the Bookmobile Party grand prize for summer reading worked with such a large vehicle. Ms. Kowell explained that plans are made ahead of time with the winner and family to arrange a location.

Ms. Schultz asked if the new changes required due to the exposed beams in the VWM project needed immediate board approval. Ms. Kroll replied that she did not have the figures yet, but it should be coming to the June meeting.

**Trustee's Comments:**

Ms. Jenks thanked Ms. Dermody for her presentation and for hosting. She thanked Community Engagement Manager Tina Sabol for the Library Live and congratulated the new retirees and Leadership U class.

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Mr. Carlson thanked Ms. Dermody and Ms. Sabol and also congratulated the retirees. He said his children are always anxious to see a new Library Live and plan which programs to attend.

Mary Ogden thanked Ms. Sabol for the excellent news coverage of Shirley McDougal's retirement and thanked Ms. Dermody for presenting and hosting.

Ms. Schultz echoed the other trustees' comments.

Dr. Griffiths thanked Ms. Sabol for the positive messages sent to the media regarding the VWM project and Shirley's retirement.

Ms. White thanked Ms. Dermody and said it was an honor to be involved with an organization with such devoted employees. She gave special congratulations to the retirees.

**Adjournment:** Upon a motion made by Dr. Griffiths and seconded by Ms. Jenks, the meeting was adjourned at 7:15 p.m. The motion was carried unanimously.

**NEXT BOARD MEETING**

**Monday, June 17, 2019 at 6:00 p.m. at Medina Library**

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**Kyle White –President**

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**Ryan Carlson– Secretary**