

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

December 16, 2019

The Medina County District Library Board of Trustees met in regular session on Monday, December 16, 2019 at Medina Library. With a quorum present, President Kyle White called the meeting to order at 6:04p.m.

Roll Call was taken with the following members noted as present: Kyle White, Brad Rice, Mary Ogden, Mary Schultz, Maria Griffiths, and Sharon Jenks.

Library staff members in attendance: Carole Kowell, Director; Julianne Bedel, Assistant Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Sue Schuld, Technology Manager; Keith Maynard, Facilities and Operations Manager, Christine Gramm, Medina Library Manager; Annetherese Biesiada, Highland Librarian; Sheila Lanning, Deputy Fiscal Officer; Suzie Muniak, Brunswick Library Manager; Kelly Halleen, Brunswick Librarian; Abbie Wilson, Outreach Library Associate; Aleen Olee, SEIU President, and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary. Lt. Dean Lesak provided security.

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

Recognition of Guests and Comments from the Public: Ms. White welcomed all. Tarik Kershah and Gail Ostrowski were in attendance.

Disposition of Meeting Minutes: A motion to approve the November 18 meeting minutes was made by Dr. Griffiths and seconded by Ms. Schultz. The minutes with corrections were approved unanimously.

Financial Report: Mr. Rice moved to approve the monthly financial reports and Ms. Jenks seconded the motion. Fiscal Officer Kelly Kroll reported that November receipts totaled about \$366,601 and expenses were about \$3,855,408. The unexpended balance of \$10,099,717 minus outstanding encumbrances of \$1,867,294 left an ending balance of \$8,232,423 in all funds. Ms. Kroll explained that the large expense from the Debt Service Fund was a result of payment of the principle and interest due from the Bond Issue.

November investments earned about \$26,496 with a principal of about \$10,473,920 in bank accounts and investments at an average interest rate of 2.004%. Ms. Kroll pointed out some CD's that had matured and a new investment with JP Morgan Chase. She reported that this was the highest investment interest revenue ever received at MCDL.

In the PLF, December showed a decrease of .48% compared to December of 2018. At year's end 2019 showed an increase of 4.17% compared to 2018.

The Financial Report was approved unanimously.

Director's Report: Director Carole Kowell chose to deliver her final Director's Report by focusing on the many achievements accomplished by MCDL staff in 2019. She provided a list of what she considered to be the top ten, and she praised the hard working and dedicated staff for all they do. She was proud of everyone who worked so hard to get the new VWM center ready for its unveiling to the public.

Communications: Medina Creative Therapy Ranch thanked Brunswick Library for including them in the Volunteer Fair; Highland Foundation thanked the library for the donation to Great Gifts Dinner; Medina City Schools thanked MCDL for the donation of the 2020 Guinness Book of World Records to Sidney Fenn Elementary School Library; Seville Library was thanked by a family who really enjoyed the Harvest Festival; Phyllis Hanshah thanked Seville Library staff for many great memories at the library.

Personnel Report: Dr. Griffiths moved to approve the Personnel Report and Mr. Rice seconded the motion. Ms. Carragher gave an account of a library employee, Roxana Rathbun, who entered the system as a page and had since advanced to an MLIS and a librarian position. The report was approved unanimously.

Ms. Schultz made a motion to enter executive session to discuss imminent litigation. Ms. Jenks seconded the motion and a roll call vote was taken with the following results: Dr. Griffiths-aye, Ms. Jenks-aye, Ms. Ogden-aye, Mr. Rice-aye, Ms. Schultz-aye, Ms. White-aye. Executive Session began at 6:20 p.m. with trustees, Tarik Kershah, Ms. Kowell, Ms. Kroll and Mr. Maynard asked to participate.

Regular session resumed at 6:44 p.m.

Board Committee Reports:

Finance Committee: Ms. Ogden reported that the committee had met on December 5 and reviewed the 2020 budget and discussed estimated financial projections. The following recommendations were made by the committee:

Resolution 19-74: The Medina County District Library Board of Trustees hereby adopts the 2020 Budget. Approval was unanimous.

Resolution 19-75: The Medina County District Library Board of Trustees hereby approves the 2020 Professional/Admin/Page Salary Structure as presented. Approval was unanimous.

Policy and By-Laws Committee: In Mr. Carlson's absence, the policies addressed at the December 4 committee meeting were explained by the policy owners. Ms. Carragher gave an account of the HR policies and Julianne Bedel reported on the one PUB policy. Upon recommendation of the committee the following actions were approved unanimously:

Resolution 19-76: The Medina County District Library Board of Trustees hereby approves revision to Policy HR-B-03 Group Life Insurance, effective 12/22/19. Approval was unanimous.

Resolution 19-77: The Medina County District Library Board of Trustees hereby approves revision to Policy HR-B-09 Holidays, effective 12/22/19. Approval was unanimous.

Resolution 19-78: The Medina County District Library Board of Trustees hereby approves revision to Policy HR-B-14 Bereavement Leave, effective 12/22/19. Approval was unanimous.

Resolution 19-79: The Medina County District Library Board of Trustees hereby approves revision to Policy HR-B-20 Sick Bank, effective 12/22/19. Approval was unanimous.

Resolution 19-80: The Medina County District Library Board of Trustees hereby approves revision to Policy HR-C-05 Professional/Administrative/Page Salary Structure, effective 1/1/20. Approval was unanimous.

Resolution 19-81: The Medina County District Library Board of Trustees hereby approves revision to Policy PUB-06 Fines and Fees, effective 12/22/19, effective 1/1/20. Approval was unanimous.

Personnel Committee: Ms. Schultz reported that the Personnel Committee met twice in December on the 3rd and the 11th. The performance of the Fiscal Officer was evaluated and a salary was considered and recommended. There was discussion about the selection and compensation of an interim director during the search and hiring of a new permanent director. Ms. Kroll explained that there had been some increases done in error for some employees' rates which resulted in some overpayments. She asked that those affected not be required to return the overpayment, but that rates would be adjusted correctly. Upon recommendation of the committee the following actions were approved unanimously:

Resolution 19-82: The Medina County District Library Board of Trustees hereby approves the attached wage increases without recovering any overpayments and that the hourly rates of the affected employees are to be corrected effective with the pay period beginning 12/22/2019. Approval was unanimous.

Resolution 19-83: The Medina County District Library Board of Trustees hereby approves the Business Manager / Fiscal Officer's one year 2020 contract effective January 1, 2020 through December 31, 2020 with an increase from \$81,946.80 to \$85,000 annual wage and a surety bond set in the amount of \$250,000.

Resolution 19-84: The Medina County District Library Board of Trustees hereby approves the selection of Christine Gramm as Interim Director at an annual salary of \$105,000 effective January 1 until a permanent director is hired.

Buildings Committee: No meeting

Director Search ad hoc Committee: No meeting

Unfinished Business: None

New Business:

A. Approval of 2020 Board Schedule: Mr. Rice made a motion to approve the 2020 Board Schedule and Ms. Jenks seconded the motion. It was decided to investigate the possibility of meeting in Seville somewhere other than the library due to its space constraints. The idea will be investigated. The schedule was approved unanimously with the understanding that it could be amended in the future.

B. 2020 Board Officers: Mr. Rice read his nominations for 2020 officers and made a motion for approval. The motion was seconded by Ms. Schultz and approved unanimously.

2020 Officers: Kyle White-President, Ryan Carlson- Vice President and Sharon Jenks-Secretary

C. Library Days Closed: Ms. Ogden made a motion to approve the list of 2020 days the library will be closed. Ms. Jenks seconded the motion and the list was approved unanimously.

D. Wine and Canvas Programs: Upon a motion by Ms. Ogden and seconded by Dr. Griffiths the trustees unanimously approved 2020 spring and summer Wine and Canvas nights.

Resolution 19-85: The Medina County District Library Board of Trustees hereby approves the following Bring Your Own Wine events to be held at Brunswick, Lodi, and Medina Libraries on 3/6/20 (BR), 4/11/20 (LO), 5/15/20 (ME), 6/12/20 (ME), and 7/17/20 (BR). Approval was unanimous.

E. Appointment and Bond of Deputy Fiscal Officer: Ms. Ogden moved to approve a deputy fiscal officer and Dr. Griffiths seconded the motion. Ms. Kroll asked that the trustees approve Sheila Lanning as Deputy Fiscal Officer and set the bond. Approval was unanimous.

Resolution 19-86: The Medina County District Library Board of Trustees hereby appoints Sheila Lanning as Deputy Fiscal Officer effective January 1, 2020 through December 31, 2020, at an hourly rate of \$23.29, at a surety bond set in the amount of \$250,000.00.

F. Johnson-Laux Change Order #1: Dr. Griffiths moved to approve the change order and the motion was seconded by Mr. Rice. Ms. Kroll explained that IAP had foregone their percentage of the cost of the change order. Administration reported that several lengthy negotiating sessions had occurred among all parties in the VWM Center project to negotiate the cost of the long list of items in the change order. They were happy with the results and requested approval of two change orders to the Johnson-Laux contract. Approval was unanimous.

Resolution 19-87: The Medina County District Library Board of Trustees hereby approves Change Order #1 in the amount of \$14,032.78 to Johnson-Laux Construction Ohio for additional construction items and work per the attached quote.

G. Johnson-Laux Change Order #2: Ms. Jenks moved to approve a second change order and the motion was seconded by Mr. Rice. Ms. Kroll explained the second of the two Johnson-Laux change orders. Approval was unanimous.

Resolution 19-88: The Medina County District Library Board of Trustees hereby approves Change Order #2 in the amount of \$29,854.70 to Johnson-Laux Construction Ohio for additional construction items and work per the attached quote.

H. Interfund Transfer: Dr. Griffiths made a motion to approve an interfund transfer and Mr. Rice seconded the motion. In order to replenish the 401 Building and Repair Fund, Ms. Kroll requested an interfund transfer in the amount of \$600,000.00 from the General Fund to the 401 Building and Repair Fund. Approval was unanimous.

Resolution 19-89: The Medina County District Library Board of Trustees hereby approves the \$500,000 Interfund Transfer from the 2019 budget from 101 General Fund to the 401 Building/Repair Fund.

I. Tax Advance Request: Dr. Griffiths moved to approve a tax advance request and Ms. Schultz seconded the motion. In order for the library to receive funds collected through real estate taxes as they are received by the county, the trustees were asked to approve a tax advance request for 2020. If not approved, the library would not receive these revenues until they were fully collected by the county auditor twice per year. Approval was unanimous

Resolution 19-90: The Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for 2020.

J. Approval of Landscaping Service: Ms. Ogden moved for approval of a landscaping contract and Mr. Rice seconded the motion. Ms. Kroll reported that quotes had been received for the landscaping service contract and the trustees were asked to renew a contract with the same company that had provided service in 2019. Mr. Maynard said he was happy with their level of service. Approval was unanimous

Resolution 19-91: The Medina County District Library Board of Trustees hereby awards the landscaping services contract to Greenkeepers Lawn Service & Landscaping Inc. for the period of March 15, 2020 through November 15, 2021.

K. New Trustee Oath of Office: Ms. Kroll administered the oath of office to MCDL's new trustee, Gail Ostrowski. Ms. Ostrowski was welcomed by all.

L. Service Recognition for Kathy Stauffer: Upon a motion made by Ms. Ogden and seconded by Dr. Griffiths, Medina Teen Library Associate Kathy Stauffer was recognized for her service to MCDL by the board president who read her service proclamation aloud. Ms. Stauffer was applauded for her many contributions and wished a happy retirement. Approval was unanimous.

Resolution 19-92: The Medina County District Library Board of Trustees hereby congratulates Kathy Staufer on her years of steadfast service to Medina County District Library. We'll truly miss her smile, cherished advice, and customer service excellence. We wish her nothing but the very best on her new journey.

M. Service Recognition for Brad Rice: Mr. Rice was recognized for his dedication and contributions to the MCDL board of trustees. He was given a word cloud describing his character and a gift from MCDL.

N. Service Recognition for Carole Kowell: Upon an motion made by Ms. Jenks and seconded by Dr. Griffiths, a service proclamation was read aloud to recognize Ms. Kowell for her 30 years of dedicated service to MCDL upon her retirement. Ms. Kowell received a standing ovation and the trustees presented her with gifts and well wishes. Approval was unanimous

Resolution 19-93: The Medina County District Library Board of Trustees hereby congratulates Carole Kowell on her 30 years of steadfast service to Medina County District Library. We thank her for making MCDL a supportive and welcoming place to work.

O. Donations: Upon a motion by Ms. Ogden and seconded by Mr. Rice, the following donations were approved unanimously:

1. David and Judy Scaife: \$25 in memory of Jan Divis, \$25 in memory of Denise Pierman, \$500 for sponsorship of VWM meeting room.

Trustee Comments:

Dr. Griffiths welcomed new trustee, Gail Ostrowski, and complimented the work culture of the library to foster encouragement and growth with its employees. She was impressed with the VWM Center grand opening and thanked the staff who worked so hard to make it happen. She added that she would miss Carole Kowell and hoped to see her in the future.

Ms. Schultz thanked the board committees for all of the time spent in meetings in December and the senior administrative assistant for coordinating and recording the meetings. She thanked Miss Gramm for agreeing to serve as interim director and wished Ms. Kowell the best in her retirement.

Ms. White said it had been a pleasure working with Ms. Kowell and felt that the board and she had made great working partners. She wished Mr. Rice and Ms. Staufer the best.

Mr. Rice reported a Bookmobile purchase may qualify for money being offered by the EPA coming from the VW settlement. He thanked everyone for their well wishes.

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Ms. Ogden thanked MCDL staff for the 2019 accomplishments. She said the VWM Center opening had been spectacular. She welcomed Ms. Ostrowski and thanked the senior administrative assistant for her work on all of the December meetings. She told Mr. Rice he had been a joy to work with, and told Ms. Kowell it had been fun and wished them both the best.

Ms. Jenks welcomed Ms. Ostrowski and thanked Miss Gramm for her commitment. She said she would miss Mr. Rice and told Ms. White she was looking forward to working with her again as board president. She congratulated Roxana Rathbun on her achievements and said to Ms. Kowell that she had learned much from her and she wished her the best.

Adjournment: Upon a motion made by Dr. Griffiths and seconded by Mr. Rice, the meeting was adjourned at 7:54 p.m. The motion was carried unanimously.

NEXT BOARD MEETING

Monday, January 20, 2020 at 6:00 p.m. at Medina Library

Kyle White –President

Sharon Jenks - Secretary