

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

February 20, 2017

The Medina County District Library Board of Trustees met in regular session on Monday, February 20, 2017 at the 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, Mary Schultz, Kyle White, Kate Dunlap, Brad Rice, Mary Ogden and Linda Meyer.

Library staff members in attendance: Carole Kowell, Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Tina Sabol, Community Engagement Manager; Keith Maynard, Operations and Facilities Manager; Lisa Riennerth, Medina Library Associate; Debbie Jedreski, Medina Customer Service Clerk; Marilyn Plitt, SEIU President and Tammy Nandrasz, Senior Administrative Assistant acting as recording secretary.

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

Recognition of Guests and Comments from the Public –Mr. Elko welcomed all in attendance.

The attorneys expected to present next in the agenda had not arrived so business continued to the next topics while awaiting their arrival.

Disposition of Minutes – A motion to approve, with correction, the January 16, 2017 minutes was made by Ms. Ogden and seconded by Ms. Dunlap. The motion was approved unanimously.

Financial Report– Fiscal Officer Kelly Kroll provided to the Board the financial statements for the month of January. She reported that receipts totaled about \$733,818 and expenses were about \$663,315. The unexpended balance of \$7,772,820, minus outstanding encumbrances of \$2,018,890 left an ending balance of \$5,753,929 in all funds.

Mr. Elko asked why expenses for library materials were showing up as 30% of the annual budget for those items. Ms. Kroll explained that many of the materials are encumbered on blanket purchase orders which cover the first quarter of the year and the “% used” column includes both actual expenses and those encumbrances through March. She said to get the current percentage spent using the expense report, to take the amount in the “Budget” column and divide it by the amount in the “YTD Expense” column.

In January, investments earned about \$9,576 with a principal of about \$7,837,753 in bank accounts and investments at an average interest rate of .898%.

Year to date, the PLF is down 1.66% from the same period in 2016.

A motion was made by Ms. White and seconded by Ms. Schultz 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 January. She made a point of congratulating all of the members of the administrative, professional and page staff who obtained an overall exceeds expectations on their 2016 performance plan review. She distributed an article she had read in a professional publication that focused on the trends of e-media in libraries. Another successful STEAM signature program had taken place at Highland with great feedback from attendees. An update on the status of the Virginia Wheeler Martin endowment was given. The collection of materials received from her estate had been reviewed by Special Collections Librarian Mary Plazo from Akron/Summit Library. A report from her was provided to Ms. Kowell with her assessment of the collection.

Communications:

- The Medina County Senior Walk Committee thanked MCDL for its sponsorship of the 2nd Annual Medina County Senior Walk
- Feeding Medina County thanked the Buckeye Library staff for their donation of 482 pounds of food with a value of \$1287.75
- Sisters Finley and Harlow thanked the “best library ladies” at Seville for their “mailbox” and their very own apartment in the library.

Chris McCloskey, Tarik Kershah and Chris Bondra of Bricker and Eckler, LLP arrived at 6:13 PM.

A motion was made by Mr. Rice and seconded by Ms. Schultz to enter Executive Session for the purpose of discussing imminent court action. 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.

Along with the trustees and attorneys, Carole Kowell, Kelly Kroll and Keith Maynard were invited to remain.

Executive Session began at 6:15 PM.

Open session resumed at 7:33 PM. No action was taken.

Labor Attorney Jim Wilkins joined the meeting.

A motion was made by Ms. Ogden and seconded by Ms. Dunlap to enter Executive Session for the purpose of discussing collective bargaining matters. 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.

Along with the trustees and attorney, Carole Kowell, Kelly Kroll, Keith Maynard and Julie Carragher were invited to remain.

Executive Session began at 7:36 PM

Open session resumed at 7:57 PM. No action was taken.

Personnel Report: The January report on Human Resources activity was reviewed by the trustees by Human Resources Manager Julie Carragher. She told of a Buckeye page that had advanced to a clerk position and had received several wonderful references from colleagues during the selection process which she found very touching as she didn't recall that ever happening before. A motion was made by Mr. Rice and seconded by Ms. Schultz 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: Mr. Rice reported that the committee had met on January 31, 2016 to discuss the Medina building issues which resulted in the attorney conference that had taken place earlier in the meeting.

Unfinished Business:

New Business:

A. Levy Update and Information: Community Engagement Manager Tina Sabol described plans for promoting facts about the upcoming levy and gave the trustees supplies of brochures and signs. She instructed the trustees to share the materials with their families and acquaintances and added that signs should be displayed beginning April 1. She encouraged trustees to remember their favorite library stories and retell them when out in the community. She reminded everyone that Citizens for the Library had a meeting scheduled at Medina Library on Monday, Feb. 27.

B. Professional/Administration/Page Lump Sums for 2016 Performance Bonus: The trustees were asked to approve a lump sum payment for bonuses awarded to non-bargaining unit employees who had received an overall "Exceeds Expectations" on their 2016 Performance Plan reviews. Mary Ogden asked if the structure being used to determine the amount given as bonuses was the same as for 2015. Ms. Carragher replied that the structure was slightly different, but the objective was to achieve a formula that is fair and sufficient and then remain consistent with that formula.

Resolution 17-02: Upon a motion made by Ms. Dunlap and seconded by Ms. White, the Medina County District Library Board of Trustees hereby approves a one-time lump sum payment in the amount of \$750 for those Management Level employees (salary grades 11-14), \$650 for Professional/Administrative employees in salary grades 4-10 whose standard hours are 30 or more per week, \$325 for Professional/Administrative employees in salary grades 4-10 whose standard hours are less than 30, and \$100 to Page employees (salary grade 1) in recognition of receiving an Overall Performance Rating of “Exceeds Expectations” on their 2016 Performance Plan review. The motion carried unanimously

C. Revision to Policy FIN-6 Expense Reimbursement: Ms. Kroll explained that the existing Expense Reimbursement Policy needed to be revised to clarify that meals are not expensed to the library for employees attending a one-day workshop or seminar.

Resolution 17-03: Upon a motion made by Mr. Elko and seconded by Mr. Rice, the Medina County District Library Board of Trustees hereby approves the revised FIN-6 Expense Reimbursement Policy which provides language reflecting current practice and IRS guidelines. The motion carried unanimously

D. Passport Services Policy PUB-24: Ms. Kowell presented a new policy to determine guidelines to the procedures involved in passport services provided by the library. Most passport processes involved are governed by federal regulation, but some things such as photo fees are determined by the library. Linda Meyer asked what the fee was currently for passport photos and Ms. Kowell replied that the fee had recently been raised from \$12 to \$15.

Resolution 17-04: Upon a motion made by Ms. Ogden and seconded by Ms. Dunlap, the Medina County District Board of Trustees hereby approves Passport Services PUB-24, as attached. The motion carried unanimously

E. Service Recognition for Debra Tsoufiou: Ms. Kowell recognized the service of Debra Tsoufiou for her years of service upon her retirement.

Resolution 17-05: Upon a motion made by Ms. Dunlap and seconded by Ms. White, the Board of Trustees of Medina County District Library congratulates Debra Tsoufiou on her years of steadfast service to Medina County District Library and wishes her well in her retirement.

F. Service Recognition for Joan Van Boxel: Mr. Elko read aloud a service proclamation honoring long term employee Joan Van Boxel and wished her well in her upcoming retirement.

Resolution 17-06: Upon a motion made by Ms. Dunlap and seconded by Ms. Meyer, the Board of Trustees of Medina County District Library congratulates Joan Van Boxel on her years of steadfast service to Medina County District Library, for opening up all those boxes and keeping our orders straight, but mainly for being such a kind friend to all.

G. Donations: Upon motion made by Ms. Schultz and seconded by Ms. White, the following donations were accepted with gratitude. The motion was carried unanimously.

1. Sandra Hlad: donated \$25
2. Friends of MCDL: donated \$31,150

H. Other: Mr. Rice asked if consideration should be given to closing the main entrance to the Medina building until work is completed on the façade. Ms. Kowell said she didn't feel it was necessary as Mays Consulting had secured those tiles that were at the greatest risk of becoming detached from the wall. She added that the area would remain under close scrutiny and if reason became apparent to close the front entrance, those measures would then be taken.

Trustee's Comments

Ms. White recognized the Director for her Main Street Medina Volunteer of the Year award.

Brad Rice reported that Ms. Kowell had attended a recent meeting of the Lodi Village Council who had resolved to endorse the library levy.

Kate Dunlap congratulated Ms. Kowell for being awarded by Main Street Medina for her hours of work volunteered for the organization. She thanked Tina Sabol for leading the way in providing a message for the upcoming levy.

Linda Meyer reported that she had been enjoying her visits to the different branch locations and found the staff members to be very positive and enthusiastic.

Howard Elko stressed that trustees should make an effort to attend the next levy meeting being given by the Citizens for the Library PAC on February 27.

Adjournment: Upon a motion made by Ms. Dunlap and seconded by Mr. Elko, the meeting was adjourned at 8:30p.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, March 20, 2017 at 6:00 p.m. at Buckeye Library