

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

**July 15, 2019**

The Medina County District Library Board of Trustees met in regular session on Monday, July 15, 2019 at Brunswick 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 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; Suzie Muniak, Brunswick Manager; Kelly Halleen, Brunswick Children's Librarian; Annetherese Biesiada, Highland Librarian and Tammy Nandras, 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 Mr. Carlson. The motion was seconded by Ms. Jenks and approved unanimously.

**Recognition of Guests and Comments from the Public:** Ms. White welcomed all in attendance. Former Trustee Howard Elko attended as a guest.

**Disposition of June 15 Retreat Minutes:** A motion to approve the June 15 special meeting minutes was made by Ms. Jenks and seconded by Ms. Schultz. Mr. Carlson chose to abstain having not attended the meeting. Out of concern that there weren't enough remaining votes, it was decided to wait until there were more trustees present to approve the minutes.

**Disposition of June 17 Meeting Minutes:** A motion to approve the June 17 meeting minutes was made by Mr. Carlson and seconded by Ms. Schultz. The minutes were approved unanimously.

**Financial Report:** Mr. Carlson moved to approve the monthly financial reports and Ms. Jenks seconded the motion. Fiscal Officer Kelly Kroll reported that June receipts totaled about \$561,706 and expenses were about \$1,198,718. The unexpended balance of \$11,914,626 minus outstanding encumbrances of \$3,193,905 left an ending balance of \$8,720,721 in all funds. Ms. Kroll reported halfway through the year revenue amounts were at 59% and 42% of the General Fund budget had been spent.

May investments earned about \$18,408 with a principal of about \$12,283,894 in bank accounts and investments at an average interest rate of 2.105%. Interest rates were steady, but financial forecasts predicted that they would be decreasing slightly in the near future.

In the PLF, July showed an increase of .18% compared to July of 2018. Year-to-date 2019 showed an increase of 3.99% compared to 2018. Ms. Kroll reported that Ohio legislators had failed to complete a new biennial budget by July 1 and a temporary budget was in place which reverts to permanent law and places the PLF at 1.66% until a permanent budget is approved.

The financial reports were approved unanimously.

Mr. Rice arrived at 6:10 p.m.

**Director's Report:**

Director Carole Kowell gave a summary of highlights occurring in the month of June including statistics and successful programs such as Medina's Bee Festival. Circulation and computer use continued to show increases. She said the new Tools and Tech service had been very well received by the public and reviews were positive. Brunswick Branch Manager Suzie Muniak had been recognized by Northeast Ohio Women's Network as their June "Woman of the Month". Ms. Kowell announced that Michelle Francis would be the new director of the Ohio Library Council.

**Communications:**

- Jackie Dunn thanked Outreach Librarian Kim Von der Vellen for the exceptional service she had given to her late husband.
- Ellen Williams also sent a letter of gratitude for Ms. Von der Vellen's service.
- MCDL retiree and Book Mate volunteer Marilyn Plitt thanked Ms. Von der Vellen for the Target gift card she received for volunteering.
- A visitor to Seville Library was grateful for the great service and welcoming environment.

**Personnel Report:** Mr. Carlson moved to approve the Personnel Report and Mr. Rice seconded the motion. Human Resources Manager Julie Carragher presented the June report on personnel activity. She reported that applications had been received for the associate position in Outreach. The new employee will not be required to have a CDL and will be using the van to make deliveries and help with Bookmobile tasks. Mr. Carragher said the Payroll Coordinator position was being re-examined, but she was hopeful that it would be posted and filled. The report was approved unanimously.

**Board Committee Reports:**

**Finance Committee:** No meeting

**Personnel Committee:** Ms. Schultz reported that the committee met to conduct mid-year performance reviews of the director and fiscal officer which went well.

**Policy and By-Laws Committee:** No meeting

**Buildings Committee:** No meeting

**Unfinished Business:**

**A. Medina Exterior Tile Project**

**1. Interfund Transfer:** Mr. Carlson moved to approve the transfer of funds resulting from the litigation settlement of the Medina Exterior Tile Project from the General Fund to the Building and Repair Fund as per the Auditor of State's recommendation. Ms. Kowell informed the trustees that the project was in its final days with one final punch list being addressed. Mr. Rice seconded the motion.

**Resolution 19-33:** The Medina County District Library Board of Trustees hereby approves a \$650,000.00 Interfund Transfer from the 101 General Fund to the 401 Building/Repair Fund and approves the following increase in appropriations in the General Fund:

101.5.9999 Transfers Out	\$650,000.00
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The motion carried unanimously.

**New Business:**

**A. Brunswick Branch Presentation:** Brunswick Branch Manager Suzie Muniak addressed the trustees with information about creating good partnerships with schools. She pointed out the many ways that the Brunswick Library has worked with public and private schools within the community it serves. The library's summer reading program had been adopted by all Brunswick schools creating hectic but joyful times for the children's staff at the library. Pre-kindergarten literary readiness was also a focus with visits being made routinely to area daycare facilities and pre-schools. Special kits and collections were available based on materials known to be effective in encouraging early literacy. Other collaborative efforts such as art shows and promotions like One Book, One School were being conducted to strengthen the relationship between the library and the schools.

**B. Wine and Canvas Nights in Medina and Lodi:** Mr. Carlson made a motion to approve Wine and Canvas Nights at Medina and Lodi and Mr. Rice seconded the motion.

**Resolution 19-34:** The Medina County District Library Board of Trustees hereby approves the following Bring Your Own Wine events: Wine and Canvas Night at Medina Library on Friday, September 27, and Lodi Library on Friday, October 11, 2019. Approval was unanimous.

**C. Craft Beer Program at Lodi:** Mr. Carlson made a motion to approve a craft beer event at Lodi Library and Mr. Rice seconded the motion. Ms. Jenks asked how it was known that this type of an event was requested by members. Assistant Director Julianne Bedel explained that evaluations are completed by program attendees and their information is analyzed by Events Coordinator Aimee Adams.

**Resolution 19-35:** The Medina County District Library Board of Trustees hereby approves the Craft Beer Swap program at Lodi Branch on Saturday, October 5, 2019, from 4:00pm - 6:00pm.

Approval was unanimous.

**D. Donation of Brunswick Property:** Mr. Carlson made a motion to approve the donation of real estate adjoining the current Brunswick Library property and Ms. Jenks seconded the motion. Ms. Kowell explained that the property fronting Center Street and in front of Brunswick Library had been offered as a donation to MCDL by the property owners. They had expressed a wish that it function as a quiet space in honor of their mother. Ms. Kowell said Operations Manager Keith Maynard would be arranging for an environmental assessment and will keep the trustees updated on the progress of the property transfer.

**Resolution 19-36:** The Medina County District Library Board of Trustees hereby approves the Donation Agreement between Elizabeth Winfield, Matt Teklitz and Karl Jacobs for Real Property Permanent Parcel Nos. 003-18B-44-087 & 003-18B-44-089 in Brunswick, Ohio.

Approval was unanimous.

**E. Increase Funds in 701 Endowment Fund:** Mr. Carlson made a motion to approve an increase in the 2019 appropriations for the 701 Fund and Mr. Rice seconded the motion. Ms. Kroll explained that a donation had been made to supply books for the summer reading program at Brunswick Library and she asked for the funds to be appropriated in the 701 Endowment Fund.

**Resolution 19-37:** The Medina County District Library Board of Trustees hereby approves the following increase in 2019 appropriations in the 701 Endowment Fund:

701-5-2120 Program Supplies – Brunswick	\$ 1,500.00
<b>Total</b>	<b>\$ 1,500.00</b>

Approval was unanimous.

**F. VWM Furniture Appropriations.** Mr. Rice made a motion to approve a quote from Inspire Workplace Interiors for furnishings in the Virginia Wheeler Martin Family History and Learning Center and Ms. Schultz seconded the motion. Ms. Kroll explained that the funds were already appropriated for this use, but she was seeking board approval for the purchase due to the large amount.

**Resolution 19-38:** The Medina County District Library Board of Trustees hereby approves the quotation from Inspire Workplace Interiors for furniture for the Virginia Wheeler Martin Family History and Learning Center in the amount of \$64,442.41. Approval was unanimous.

**G. 2020 Tax Budget:** Ms. Schultz made a motion to approve the 2019 Tax Budget and Mr. Carlson seconded the motion to approve the 2020 Alternative Tax Budget.

**Resolution 19-39:** The Medina County District Library Board of Trustees hereby approves the 2020 Tax Budget as attached for submittal to the Medina County Budget Commission. Approval was unanimous.

**H. August Meeting:** The trustees agreed that, with the impending search for a new director and recommended policy revisions that would result from a Policy and By-Laws Committee meeting, the August meeting of the Board would remain on the schedule.

**I. Donations:** Upon a motion by Mr. Carlson and seconded by Ms. Jenks, the following donations were approved unanimously:

1. Seville United Methodist Church: \$50
2. Scott Snyder: \$50 in Memory of Elaine Frankowski
3. Carole Kowell: \$50 in Memory of Elaine Frankowski
4. Tina Sabol: \$25 in Memory of Elaine Frankowski
5. Frankowski Family: \$1000 in Memory of Elaine Frankowski
6. Benjamin Wertz: \$25 in Memory of Linda Roe
7. Margaret Tidd: \$30 for Family History Center

Ms. White asked about the significance of Elaine Frankowski to the library. Ms. Kowell informed her that Elaine had been the administrative assistant to the library director and had retired several years ago.

**J. Other:** With Mr. Rice in attendance, Ms. White asked for a motion and second to approve the June 15 special meeting minutes. Upon a motion made by Ms. Jenks and seconded by Ms. Schultz, the minutes were approved unanimously with Mr. Carlson abstaining.

The trustees talked about the process of forming an ad hoc committee to drive the director search. Ms. Jenks had done some preliminary research and was informed by the Northpoint Educational Services Center that the local Medina agency of that organization should be contacted. Ms. Jenks had learned that, while the organization primarily functioned to assist in filling educational administrative positions, it also addresses library director vacancies. Other employment recruiters were mentioned, but Ms. White cautioned that the board needed a plan of action and that would be the first assignment tasked to the ad hoc committee. Senior Administrative Assistant Tammy Nandrasz was asked to communicate by email with the trustees asking who would be interested in serving on the 3 person committee.

**Trustee Comments:**

Mr. Carlson thanked Ms. Muniak for a wonderful presentation and expressed his enthusiasm for working well with the schools. He also thanked Ms. Weaver-Pieh for the Tools and Tech service.

Ms. White thanked Ms. Muniak for hosting and for her presentation.

Mr. Rice congratulated Ms. Muniak on her honor and told her to let the Board know if there is any way they can further her mission to be more connected to the schools

Ms. Jenks had enjoyed the tour of the second floor renovation in Medina and said she had visited the updated recording studio in Lodi. She congratulated Ms. Muniak on her distinguished honor and commended Collection Resources Manager Chris Weaver-Pieh for the Tools and Tech service kick-off. She thought it was great that Brunswick Library was doing so much to be involved with their schools.

**Adjournment:** Upon a motion made by Ms. Jenks and seconded by Mr. Rice, the meeting was adjourned at 7:14 p.m. The motion was carried unanimously.

**NEXT BOARD MEETING**  
**Monday, August 19, 2019 at 6:00 p.m. at Medina Library**

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**Kyle White –President**

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**Ryan Carlson– Secretary**