

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

Sept. 16, 2019

The Medina County District Library Board of Trustees met in regular session on Monday, Sept. 16, 2019 at Medina Library. With a quorum present, President Kyle White called the meeting to order at 6:07 p.m.

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

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; Sue Schuld, Technology Manager; Tina Sabol, Community Engagement Manager; Keith Maynard, Facilities and Operations Manager; Suzie Muniak, Brunswick Branch Manager; Kelly Halleen, Brunswick Children's Librarian; Annetherese Biesiada, Highland Librarian 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 Dr. Griffiths. The motion was seconded by Mr. Carlson and approved unanimously.

Recognition of Guests and Comments from the Public: Ms. White welcomed all in attendance.

Disposition of August 19 Meeting Minutes: A motion to approve the August 19 meeting minutes was made by Mr. Rice and seconded by Ms. Jenks. Mr. Carlson abstained and the minutes were approved with corrections.

Ms. Ogden arrived at 6:11 p.m.

Financial Report: Ms. Jenks moved to approve the monthly financial reports and Dr. Griffiths seconded the motion. Fiscal Officer Kelly Kroll reported that August receipts totaled about \$785,943 and expenses were about \$829,157. The unexpended balance of \$14,479,112 minus outstanding encumbrances of \$2,543,577 left an ending balance of \$11,935,536 in all funds. Ms. Kroll reported that nearly all of the 2019 real estate tax revenue had been received and the amount had been more than what had been estimated. That, along with lower than expected expense, had the budget positioned positively heading into the final quarter of the year.

August investments earned about \$29,158 with a principal of about \$14,564,893 in bank accounts and investments at an average interest rate of 2.103%. Interest rates were declining causing some investments to be called as Ms. Kroll expected would happen. Mr. Carlson gave a brief explanation of what was happening in the global economy that could result in an economic downturn nationally.

In the PLF, September showed an increase of 4.36% compared to September of 2018. Year-to-date 2019 showed an increase of 4.21% compared to 2018. It was noted that any downturn in the state's economy would have a negative effect on the PLF.

The financial reports were approved unanimously.

Director's Report:

Director Carole Kowell gave a summary of highlights occurring in the month of August including statistics and successful programs including the successful "Un-run" fundraising event sponsored by the Friends of MCDL and the summer reading game which had another great year as demonstrated in the statistics. She was proud to announce that Highland Branch Manager Diane Dermody had been selected as a "Woman of the Community by the Medina County Women's Network and Children's Librarian Gail Ebey had been selected for the 2020 class of Leadership Medina County. Ms. Kowell shared staff feedback from her summer branch visits and asked for any questions. Mr. Rice noticed that the two topics most mentioned were a desire for more full time positions and the hope of becoming a fine-free library system. He asked if those things were being investigated. Ms. Kowell responded that the staffing issue was identified as a topic of discussion in the 2020 budget planning and the topic of eliminating fines was on the evening's agenda to be discussed. Ms. Jenks asked if there could be a comprehensive platform that would allow direct communication between trustees and staff. She was told that the idea had been investigated and found to be impractical. Ms. Kowell was asked if she could provide the results of the dream library staff activity that was included in her visits. She said she would send those to the trustees.

Communications:

- United Way thanked MCDL for their participation in the Stuff the Bus Campaign
- Ohio Means Jobs thanked the library for providing some temporary meeting space in the branches during their relocation.

Personnel Report: Mr. Carlson moved to approve the Personnel Report and Dr. Griffiths seconded the motion. Human Resources Manager Julie Carragher presented the August report on personnel activity. She reported that the posting for an additional outreach associate had been suspended to allow time for the branch staff to become comfortable while operating with the current staff. The position will be re-examined with the possibility of eliminating the requirement of a commercial driver's license. The report was approved unanimously.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee:

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

Unfinished Business:

A. Director Search: Karen Miller of Miller-Bradbury Associates provided information about the search and selection process of acquiring a new director to the position upon the retirement at the end of the year for Ms. Kroll. Mr. Rice asked about his status on the Director Search Committee as the timeline extended into 2020 and his board term will expire at the end of the year. She said there was no legal reason he couldn't remain on the committee if he wished and, if not, a replacement should be selected as soon as possible. Mr. Rice said he would stay on. Ms. Miller provided the following timeline and the trustees agreed to approve it:

- October 6 – December 1 – ads posted and actively search for candidates
- December 1 – applications close
- December 16 – pre-screening interviews by K. Miller completed
- December 17 – Director Search Committee reviews candidates with K. Miller and selects 6-8 semifinalists
- January 6 & 7 – Semi-final interviews with Director Search Committee
- January 22 & 23 – Final interviews with the full Board
- January 30 – Negotiations completed
- TBA – New director start date

B. Fine Elimination: The recommendation of the Policy and By-Laws Committee to eliminate most fines for overdue materials had been tabled at the August regular board meeting. Mr. Carlson confirmed the recommendation and the topic was reopened for discussion. Ms. Schultz made a motion to postpone the discussion until a new director was in place and Ms. Jenks seconded the motion. Ms. Schultz suggested that some of the information given to the trustees by the current director in support of fine elimination was incorrect, specifically noting that not all library directors were in favor of doing away with fines. She added that the support letter Ms. Kowell composed to the trustees had been seen as offensive by her and her Belleview Library Board. She questioned Ms. Kowell's authority to pass judgement on morality by asking the trustees to do the right thing and approve a fine-free operation. Ms. Kowell apologized for unintentional offense and explained that she had chosen the expression because it had been used so successfully in the latest levy campaign.

Ms. Jenks said that she felt the decision should wait until the new director was in place and was concerned about the loss of revenue with no fines collected. The loss per year within the first few years of implementation was estimated to be about \$37,000 per year and more than \$300,000 over ten years. Ms. Kroll stated that no loss of revenue is insignificant and, as a finance officer, she could not in good conscience support the committee's recommendation to remove fines. At one point the President interrupted the discussion to state, "I want it to be known that disrespect for the trustees will not be tolerated".

Ms. Schultz reminded the board that the motion on the table was to postpone discussion and deliberation of the topic until a new director was hired. Dr. Griffiths responded that she did not understand the purpose of postponement and did not think that the opinion of the trustees would change over time. She was convinced that eliminating fines would remove barriers that prevent members of the public from using the library. She revisited the mission and philosophy of the public library and recognized that the financial impact was relevant, but not the deciding factor.

Ms. Ogden remarked that even though libraries in urban locations stood to make the most social impact by removing fines, Medina County was no different in that across the county there were members of the public barred from materials due to overdue fines. She added that children whose cards had been abused by adults should not suffer as a consequence. She believed the decision was not a financial consideration, but a cultural one. Ms. Ogden reminded the trustees that they are the deciders of policy and a director who challenged board policy would not be chosen for the position.

Ms. Kowell made examples of some materials to demonstrate the image of fining MCDL members while surrounding libraries for whom they do not pay taxes exact no fines unless the item expires into being classified as lost. One of the items she used was a biopic of the Woodstock Music Festival and she used the event as an analogy to going fine-free. The barriers came down and all were welcomed to participate in something that demonstrated the very best of human kind. There were financial repercussions, but they were not equal to the social benchmark set by what transpired. She was confident other revenue sources could be found to offset the loss just as had been done by the concert promoters. Ms. Schultz again reminded the trustees of the motion on the table and a roll call vote was called to decide the motion to postpone the decision until a new director was hired. The results were as follows:

Mr. Carlson-abstain, Dr. Griffiths-nay, Ms. Jenks-aye, Ms. Ogden-nay, Ms. Schultz-aye, Mr. Rice-nay, Ms. White-aye. The motion failed to be approved by a majority and the committee recommendation to eliminate fines beginning January 1, 2020 was put to a roll call vote with the following results:

Mr. Carlson – aye, Dr. Griffiths-aye, Ms. Jenks – nay, Ms. Ogden-aye, Ms. Schultz-nay, Mr. Rice-aye, Ms. White-abstain. The motion was carried by a majority agreement.

Resolution 19-58: The Medina County District Library Board of Trustees hereby approves the elimination of fines for overdue materials with the exception of Tools and Tech, and WiFi Hotspots effective January 1, 2020.

Ms. White informed the board that a celebration of recognition was being planned for the retiring director and asked for board support of appropriations to be made to help cover the expense. Ms. Kroll estimated the amount to be somewhere around \$1000. Assistant Director Julianne Bedel asked the trustees to approach the occasion as a community event given the longevity of Ms. Kowell's employment with the library and her extensive outreach within the community. Ms. Kroll said she would get a more accurate account of expected attendees and bring it to the board at the next meeting. The board was agreeable to the idea of a financial contribution.

New Business:

A. Records Retention Schedule Revisions: As agreed by the Records Commission prior to the regular meeting, Mr. Rice made a motion to approve revisions to the Records Retention Schedule. The motion was seconded by Dr. Griffiths and approved unanimously.

Resolution 19-59: The Medina County District Library Board of Trustees hereby approves the revisions to the MAN-8 Records Retention and Retention Schedule policy as discussed by the Records Commission, and authorizes the Fiscal Officer to submit the required forms to the Ohio Historical Society for approval.

B. Control Cleaning Solutions Contract: Ms. Jenks moved to approve renewal of a 2 year contract extension with Control Cleaning Solutions to provide cleaning services in all library buildings and Dr. Griffiths seconded the motion. Facilities and Operations Manager Keith Maynard was asked his opinion of the company. He said that they were easy to work with and thorough in their job. The motion carried unanimously.

Resolution 19-60: The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to enter into an extension of the custodial services agreement with Control Cleaning, Inc. of Brunswick, effective January 1, 2020 through December 31, 2021 at \$11,635.00 per month for ongoing services.

C. Policy HR-JD-01 Bargaining Unit Job Descriptions: Dr. Griffiths made a motion to approve revision to the policy and Mr. Carlson seconded the motion. Ms. Carragher asked that the Collection Resources Processing Clerk title be changed to Collection Resources Cataloging Clerk to better reflect the duties of the position. Approval was unanimous.

Resolution 19-61: The Medina County District Library Board of Trustees hereby approves the revised policy HR-JD-01 Bargaining Unit Job Descriptions renaming the job title Collection Resources Processing Clerk to Collection Resources Cataloging Clerk effective September 16, 2019.

D. Fee Forgiveness for Lost Cards: Mr. Rice made a motion to waive the fee for replacement of lost library cards in the month of October. Dr. Griffiths seconded and the motion was carried unanimously

Resolution 19-62: The Medina County District Library Board of Trustees hereby approves the waiving of the replacement fee of \$0.50 for a lost MCDL library card in conjunction with National Library Card Sign-up Campaign, October 2019.

E. Closing Brunswick Branch for Carpet Installation: Ms. Ogden made a motion to approve closing the Brunswick Branch to the public during carpet installation and Mr. Rice seconded the motion. Ms. Ogden asked what provisions would be made for staff during the closure and Ms. Carragher explained that the staff would be given the option of relocating, taking vacation and personal time or taking time off without pay. Approval was unanimous.

Resolution 19-63: The Medina County District Library Board of Trustees hereby approves the closing of Brunswick Library for the installation of carpeting at a date to be determined before the end of 2019.

F. Wine and Canvas Events: Ms. Ogden made a motion to approve wine and canvas events to take place at Medina, Highland and Lodi Libraries over the course of the upcoming winter season. Dr. Griffiths seconded the motion and approval was unanimous.

Resolution 19-64: 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, December 6, 2019, Lodi Library on Friday, January 17, 2020, and Highland Library on Friday, February 7, 2020.

G. Policy FIN-06 Expense Reimbursement: Ms. Jenks made a motion to approve revisions to Policy FIN-06 Expense reimbursement to include the language that the limit for lodging is set by the greater of either the GSA rate or the rate of \$200. Mr. Carlson seconded the motion and it carried unanimously.

Resolution 19-65: The Medina County District Library Board of Trustees hereby approves revisions to Policy FIN-06 Expense Reimbursement as presented effective September 16, 2019.

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

1. John and Lois Flanders in Memory of Mary Lou Renswick

Trustee Comments:

Ms. Ogden thanked the trustees for a good discussion on the fine free issue and complimented the cupcakes.

Ms. Jenks congratulated Diane Dermody and Gail Ebey for their community recognition.

Ms. White thanked the trustees for their fair and honest discussion of fine elimination

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Adjournment: Upon a motion made by Ms. Ogden and seconded by Dr. Griffiths, the meeting was adjourned at 8:38 p.m. The motion was carried unanimously.

NEXT BOARD MEETING
Monday, October 21, 2019 at 6:00 p.m. at Lodi Library

Kyle White –President

Ryan Carlson– Secretary