

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

**November 18, 2019**

The Medina County District Library Board of Trustees met in regular session on Monday, November 18, 2019 at Medina Library. With a quorum present, President Kyle White called the meeting to order at 6:00p.m.

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

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; Sue Schuld, Technology Manager; Keith Maynard, Facilities and Operations Manager, 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 Mr. Carlson and seconded by Dr. Griffiths. Ms. Kroll requested that IAP Change Order be removed from the agenda as she was still in the process of acquiring information from the contractor that was necessary for the board to reach an informed decision. The revised agenda was approved unanimously.

**Recognition of Guests and Comments from the Public:** Ms. White welcomed all in attendance. Rick Kirby and Howard Elko attended the meeting.

**Disposition of September 16 Meeting Minutes:** A motion to approve the October 21 meeting minutes was made by Dr. Griffiths and seconded by Mr. Rice. The minutes with corrections were approved unanimously.

Mary Ogden arrived at 6:03 p.m.

**Financial Report:** Ms. Jenks moved to approve the monthly financial reports and Mr. Rice seconded the motion. Fiscal Officer Kelly Kroll reported that October receipts totaled about \$857,919 and expenses were about \$1,335,401. The unexpended balance of \$13,588,525 minus outstanding encumbrances of \$5,271,932 left an ending balance of \$8,316,593 in all funds.

October investments earned about \$28,410 with a principal of about \$13,706,358 in bank accounts and investments at an average interest rate of 1.959%. Ms. Kroll reported that a couple of CD's had matured and another had been called due to rising interest rates.

In the PLF, November showed an increase of 4.90% compared to November of 2018. Year-to-date 2019 showed an increase of 4.63% compared to 2018. It was projected that the PLF revenue will exceed what was collected in 2018.

The Financial Report was approved unanimously.

**Director's Report:** Director Carole Kowell gave a summary of highlights occurring in the month of October including statistics and programs. She pointed out that circulation and people counts had been decreased significantly due to the closing of the Brunswick Library during carpet replacement. She was excited to have been out to lunch with the current class of Leadership U and was very enthusiastic about their class project but kept it secret until the class was ready to reveal it.

**Communications:** none

**Personnel Report:** Mr. Carlson moved to approve the Personnel Report and Ms. Jenks seconded the motion. Ms. Kowell presented the October report on personnel activity. The report was approved unanimously.

**Board Committee Reports:** none

**Finance Committee:** No meeting

**Personnel Committee:** No meeting

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

**Buildings Committee:** No meeting

**Director Search ad hoc Committee:** No Meeting

**Unfinished Business:**

**New Business:**

**A. Increase Appropriations in 701 Fund for Taylor Donations:** Mr. Carlson made a motion to approve increasing appropriations in the 701 Fund for items to be purchased with the donations made in memory of Noah Taylor. Dr. Griffiths seconded the motion and it was approved unanimously.

**Resolution 19-71:** The Medina County District Library Board of Trustees hereby approves the following increase in 2019 appropriations in the 701 Endowment Fund to memory of Noah Taylor:

701-5-2100 Programming Supplies - System	\$ 5,000.00
<b>Total</b>	<b>\$ 5,000.00</b>

**B. Increase Appropriations in 101 Fund for Damaged Materials:** Ms. Jenks made a motion to approve appropriations in 101 Fund to purchase materials with money recovered from EnviroCom for materials damaged due to a temporary window being blown out. Mr. Rice seconded the motion. The motion was approved unanimously.

**Resolution 19-72:** The Medina County District Library Board of Trustees hereby approves the following increase in 2019 appropriations in the 101 General Fund to replace damaged books:

101-5-4112 Books – Juvenile	\$ 5,200.00
<b>Total</b>	<b>\$ 5,200.00</b>

**C. EnviroCom Change Order:** Mr. Rice made a motion to approve a change order for EnviroCom and Ms. Schultz seconded the motion. There was discussion regarding the contract with EnviroCom which specified a penalty for going past the original completion date. It was agreed that the matter would be reviewed by the Finance Committee members when they meet in December. Facility and Operations Manager Keith Maynard confirmed the amounts on the change order being considered and recommended that the board approve the payment. The motion was approved unanimously.

**Resolution 19-73:** The Medina County District Library Board of Trustees hereby approves Change Order #10 in the amount of \$17,299.34 to EnviroCom Construction, Inc. for additional work per the attached quotes.

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

1. Andrea, Chris and Georgia Shy: \$300 in memory of Mary Lou Renswick
2. Enrolled Agents Greater Cleveland: \$200
3. Betty Wright: \$50
4. Kiwanis Club of Medina: \$108

**Trustee Comments:**

Dr. Griffiths congratulated Diane Dermody and Suzie Muniak for their achievements. She said she had toured the VWM Family History and Learning Center and added that she was pleased with the furniture and the functionality of the maker space.

Mr. Carlson also sent congratulations to Ms. Dermody and Ms. Muniak. He praised the COM staff for the Library Live newsletter and said his kids are always anxious to select programs when the new issue arrives.

Ms. Ogden echoed Mr. Carlson's comments.

Board of Trustees Meeting  
Page Four  
November 18, 2019

Mr. Rice was concerned that he had not received an invitation to the VWM Center grand opening. He was assured that he was invited. An error was discovered in the Email address and corrected.

Ms. Jenks Also complimented the Library Live. She thanked Ms. Kroll and Mr. Maynard for their diligence during the Medina Tile Project. She also congratulated Ms. Dermody and Ms. Muniak.

Ms. White thanked Ms. Kroll and Mr. Maynard for staying on top of the construction issues and wished everyone a Happy Thanksgiving.

**Adjournment:** Upon a motion made by Mr. Carlson and seconded by Mr. Rice, the meeting was adjourned at 6:40 p.m. The motion was carried unanimously.

**NEXT BOARD MEETING**  
**Monday, December 16, 2019 at 6:00 p.m. at Medina Library**

---

**Kyle White –President**

---

**Ryan Carlson– Secretary**