

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

**June 15, 2020**

The Medina County District Library Board of Trustees met in regular session on Monday, June 15, 2020 at Medina Library. With a quorum present, President Kyle White called the meeting to order at 6:00 p.m.

**Roll Call:** The following trustees were noted as present at the Medina Library: Maria Griffiths, Gail Ostrowski and Kyle White. Other trustees teleconferencing (in accordance with the March 13, 2020 opinion from the Ohio Attorney General's Office) were: Ryan Carlson, Sharon Jenks, Mary Ogden and Mary Schultz.

Library staff members in attendance: Julianne Bedel, Director; Kelly Kroll, Fiscal Officer and acting as recording secretary; Suzie Muniak, Assistant Director; Julie Carragher, Human Resources Manager; Jamie Stilla, Seville Manager; Kelly Conner, Deputy Fiscal Officer; Aleen Olee, SEIU President.

**Approval of the Agenda:** Dr. Griffiths moved, Ms. Ostrowski seconded to approve the Agenda.

**Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

**Recognition of Guests and Comments from the Public:** Ms. White welcomed all in attendance. Rick Kirby attended as a guest.

**Disposition of Meeting Minutes:** Dr. Griffiths moved, Ms. Ostrowski seconded to approve the revised May 18, 2020 revised meeting minutes as presented. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Ms. Ostrowski moved, Dr. Griffiths seconded to approve the revised May 27, 2020 Special meeting minutes as presented. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

**Approval of Financial Report:** Dr. Griffiths moved, Ms. Ostrowski seconded to approve the May 2020 financial report. Fiscal Officer Kelly Kroll reported that May 2020 receipts totaled about \$774,443 and expenses were about \$748,040. The unexpended cash balance of \$12,271,318 less outstanding encumbrances of \$2,094,587 left an ending unencumbered balance of \$10,176,731 in all funds. Ms. Kroll noted that General Fund expenses were at about 31% of the budget.

May investments earned \$20,656 with a principal of about \$12,424,401 in bank accounts and investments at an average weighted interest rate of 1.16%. There were 2 CD's that matured and one that was called during May. Year to date interest on investments totaled \$86,693. Ms. Kroll noted that interest rates are continuing to drop due to the effects of the COVID-19 pandemic on the economy. She reminded the Board that the library's portfolio has many non-callable CD's through

the end of 2020, 2021 and 2022 that she purchased at between 2% and 3% interest, so those CD's will bring in much more interest than the current market rate. This will continue to slow the loss of interest revenues for the library somewhat which will be helpful to the library's financial position.

June's PLF was down 15.53% from June 2019, which is a \$53,267 loss. Even though this is the lowest June PLF figure since 2013, Ms. Kroll noted that the reduction in the June PLF was a surprise to most fiscal officers statewide as we were expecting lower revenues. She also stated that although this is better than expected news, combined together, the April, May and June 2020 PLF revenues are down \$204,875 from 2019. Overall, the library's PLF revenues year to date are down \$157,419 because January – March 2020 revenues were above 2019's collection. She said she expects the PLF to continue to be down significantly for the next several months as a result of COVID-19. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

**Director's Report:** Director Julianne Bedel announced that today was our first day back open to the public! She also provided a brief summary of highlights occurring in the month of May including statistics. She noted that we could see spikes of the virus in the community with more businesses reopening. Ms. Bedel estimated that about 10,000 items have been returned of the nearly 70,000 items that were checked out when we closed. She noted that the majority of Clevnet libraries are still closed and that statewide delivery will not be resumed until later this summer.

**Communications:** Ms. Bedel read a thank you letter from Mr. John Moutes praising the library's genealogy service and Lauren Kuntzman's expertise.

**Approval of Personnel Report:** Ms. Ostrowski moved, Dr. Griffiths seconded to approve the Personnel Report. Ms. Bedel presented the May personnel report and noted that staff are currently being recalled in three groups through June 22. She noted that there are some who have decided not to return to the library and she stated that there are new provisions under the federal Families First Coronavirus Response Act (FFCRA) that we will be following. Ms. Bedel also noted that we have identified library positions that would be permitted to telework from home for all or part of their hours, and she will be developing a policy to address teleworking for the Personnel Committee's review in the near future. She also noted that Connie Sureck has been promoted to Brunswick manager, Jamie Stilla will be serving on the Leadership Medina County Board, and Gail Ebey has graduated from Leadership Medina County's 2020 Signature Class. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

### **Board Committee Reports:**

**Finance Committee:** Mr. Carlson noted there was a meeting June 10<sup>th</sup> to review the 2021 Tax Budget as presented by Ms. Kroll. He noted that the budget is required to be submitted to the Medina County Budget Commission by July 20<sup>th</sup>. **Resolution #20-23** - Mr. Carlson stated that the following resolution is recommended from the committee for Board approval:

The Medina County District Library hereby approves the 2021 Tax Budget as attached for submittal to the Medina County Budget Commission. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

**Personnel Committee:** No meeting.

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

**Buildings Committee:** No meeting.

**Unfinished Business:** None.

**New Business:**

**Resolution #20-24 – BRD-05 Library Closings -** Dr. Griffiths moved, Ms. Ostrowski seconded that the Medina County District Library hereby approves a revision to policy BRD-05 Library Closings to indicate that “Closed Sundays for 2020 Memorial Day Weekend through December 31, 2020, on the occasion of summer hours and COVID-19 service impact.” Ms. Bedel noted that this is the time of year that we would normally be working on re-opening Sunday hours for Fall, but she is not prepared to implement a seven day service schedule at this time. She is recommending that we target the return to Sunday operations on January 3, 2021. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

**Donations:** None.

**Resolution #20-25 – Service Recognition for Debbie Honigman -** Dr. Griffiths moved, Ms. Ostrowski seconded that the Medina County District Library Board of Trustees hereby congratulates Debbie Honigman on her 25 years of steadfast service to Medina County District Library. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

**Resolution #20-26 – Service Recognition for Peggy Abraham -** Dr. Griffiths moved, Ms. Ostrowski seconded that the Medina County District Library Board of Trustees hereby congratulates Peggy Abraham on her 18 years of steadfast service to Medina County District Library. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

**Resolution #20-27 – Affirmation of Core Values -** Dr. Griffiths moved, Ms. Ostrowski seconded the following resolution:

WHEREAS the Board of Trustees of the Medina County District Library acknowledges these have been tremendously difficult weeks for our country and for our community; and

WHEREAS, the Library, in its Mission Statement, commits to enrich life in our communities with outstanding and innovative library services for all;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Medina County District Library reaffirms our commitment to our stated core beliefs:

- Knowledge enriches lives.
- All people have the right to free and open access to information.
- All people have value and worth. They deserve respect and fair treatment.
- We value community connectedness.

BE IT FURTHER RESOLVED that the Library remains committed to our community, to inclusion and respect for all. This resolve is reflected throughout our organization, including in the collection that we build and the programs we offer to the community.

**Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

**Other:** None

**Trustee Comments:**

Ms. Schultz stated that she was glad to see we're reopening and expressed congratulations to Connie Sureck on her promotion.

Ms. Ogden said congratulations to all on our first day of re-opening. She also congratulated Jaime Stilla and Connie Sureck and noted that everyone is doing an amazing job.

Ms. Jenks congratulated Peggy Abraham and Debbie Honigman on their years of service along with Gail Ebey's and Jamie Stilla's accomplishments. She also thanked Seville Flowers.

Mr. Carlson noted that his wife and daughters have been to the Brunswick library and staff there did a great job. All were very happy to be back in the library. He congratulated those retiring and thanked the Administrative team for their hard work in re-opening.

Ms. Ostrowski thanked Ms. Kroll for her work on the budget, and thanked Julianne for her thoughtfulness. She noted that she stopped at Brunswick library to pick up her items and was approached by a gentlemen who seemed very frustrated that the library wasn't open in the evening and said he was tired of all of this. She said she responded that things are challenging but that we are trying to do what's best for everyone and the library.

Dr. Griffiths congratulated Gail Ebey and Jamie Stilla and noted there was a nice article of the library re-opening in the Brunswick Sun times. She gave kudos to everyone for getting the communication out and congratulated everyone on the re-opening.

Ms. White recognized the retirements, the thank you correspondence to Lauren Kuntzman, and thanked Julie Carragher for working through the layoffs and recall process.

**Adjournment:** There being no further business, Dr. Griffiths moved, Ms. Ostrowski seconded to adjourn the meeting at 6:52 p.m. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

**NEXT BOARD MEETING**  
**Monday, July 20, 2020 at 6:00 p.m. at Medina Library**

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**Kyle White-President**

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**Sharon Jenks-Secretary**