

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

September 21, 2020

The Medina County District Library Board of Trustees met in regular session on Monday September 21, 2020 via Zoom. With a quorum present, President Kyle White called the meeting to order at 6:03 pm.

Roll call: The following members teleconferenced (in accordance with the March 13, 2020 opinion from the Ohio Attorney General's Office): Ryan Carlson, Dr. Griffiths, Sharon Jenks, Mary Ogden, Gail Ostrowski, Mary Schultz and Kyle White.

Library staff members in attendance via teleconference: Julianne Bedel, Director; Kelly Kroll, Fiscal Officer; Sue Schuld, Technology Services Manager; Tina Sabol, Community Engagement Manager, Chris Weaver-Pieh, Collection Resources Manager; and Kelly Conner, Deputy Fiscal Officer and acting as recording secretary.

Additional individuals were also in attendance by phone (Approximately 30 at various times throughout the meeting.)

Approval of the Agenda: Mr. Carlson moved, Ms. Schultz 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 Guest and Comments from the Public: Ms. White welcomed all in attendance. The following staff members spoke before the Board: Jennifer Ransbury/Jessica Giurbino, Kaitlin Booth, Rachel Rundle, and Mary Olson. They all expressed their concern regarding the proposed reduction of hours and SharedWork Ohio program. The Community Engagement Team also shared a document describing the functions the department performs and their concerns regarding the reduction of staff hours.

Disposition of Meeting Minutes: Dr. Griffiths moved, Ms. Jenks seconded to approve the August 17, 2020 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: Mr. Carlson moved, Ms. Ostrowski seconded to approve the August 2020 financial report. Fiscal Officer Kelly Kroll reported that August 2020 revenues totaled \$668,069 and expenses were \$728,521. The unexpended cash balance of \$15,220,729 less outstanding encumbrances of \$1,855,517 left an ending unencumbered balance of \$13,365,212 in all funds. Ms. Kroll noted that Real Estate Tax revenue came in above the Budgeted amount while General Fund expenses were at about 47.8% of the budget. August investments earned \$17,687 with a principal balance of \$15,283,293 in bank accounts and investments at an average weighted return of 0.867%. Year to date interest on investments totaled \$122,343 but is down 33% from last year. Ms. Kroll noted that interest rates are

continuing to drop due to the effects of COVID-19 pandemic on the economy. September 2020 PLF was higher than prior September's by \$20,470. This increase is due mainly to the federal government's economic stimulus efforts to help the economy stabilize. These stimulus packages are now either discontinued or winding down. At the Ohio GFOA conference, economists and market experts are projecting a 3-4 year effect of COVID-19 on the economy. The Ohio Department of Taxation has released the preliminary 2021 estimated PLF revenue. The estimate shows a significant reduction for the library at about \$400,000 compared to 2019. **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 reported library statistics as follows: total circulation down 16.55% while e-media circulation was up 18.18%. Door count was down 62.66%. Overall computer utilization was down 70.80%. Anytime Locker usage was up 295% compared to this time last year. 24 virtual programs were held that were attended by 974 people. That is about double from last month. 153 curbside pick-ups were accomplished and 132 reference conversations with 81 unique members were conducted online using Chatra software.

Ms. Bedel reported we are currently working to expand public service hours beginning October 19, 2020. After considering the Responsible ReStart Ohio guidelines and a conversation with the Medina County Health Commissioner, we are planning our next phase of service to shift from 30 hours to 42 hours open weekly in all branches. Proposed times are: M/W 10am – 5pm, Tu/Th 12pm – 8pm, and F/Sa 10am – 4pm.

An enthusiastic thanks go to Maggie Hershberger (Lodi Customer Service Clerk) who is celebrating 34 years at MCDL and to Donna Tomcho (Outreach Professional Resources Center Clerk) for 27 years. Congratulations to them both for achieving those milestones!

Congratulations to Eric Lucius who will be assuming the role of Highland Branch Manager beginning October 1, 2020. Eric has been with MCDL for 16 years. During the 6 years he has served as Lodi Branch Manager, he has been the president of the Lodi Chamber of Commerce, continues to be involved in Folknet, and has built partnerships with the Lodi Family Center, Cloverleaf Schools, Cooperative Community Services and has lead the community-wide event, Winter Wonderland, in Lodi for several years.

Communications: None. However, there were three thank-you notes from patrons to Outreach staff that were shared.

Approval of Personnel Report: Ms. Jenks moved, Ms. Schultz seconded to approve the Personnel Report. Ms. Bedel reported that August 2020 had 11 departures, including six remaining external subs who we didn't anticipate would be called upon in the foreseeable future. 14 people opted for a temporary reduction in their hours, 13 people are on Leave of Absence and there were no new hires for the month. **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: No meeting

Personnel Committee: Ms. Jenks reported that the committee had met in regular session on September 8, 2020. Ms. Bedel discussed details to provide context for the SharedWork Ohio (SWO) program offered through the Ohio Department of Jobs and Family Services. The program allows Ohio employers to still retain employees during times of reduced business activity, and reduce hours but still provide some income. The employer agrees to continue health insurance and other benefits for the affected employees while under the program.

Ms. White questioned the work load in Collection Resources after listening to the speakers earlier in the meeting. Ms. Bedel noted that she feels staff could continue their work with reduced hours. Ms. Kroll reviewed the significant decrease in expenditures in the department. Dr. Griffiths questioned if the expanded library hours proposed would change the need to reduce staff hours. Ms. Bedel explained that the expanded hours were taken into consideration when developing the plan. In addition, SWO allows the library to adjust the hours if it becomes necessary. Ms. Ogden questioned why other departments were not included in the SWO plan. Ms. Bedel explained that the departments not in the plan have already experienced staff reductions and we have not filled these vacancies.

Resolution #20-39: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves the SharedWork Ohio plan as presented, beginning October 11, 2020 and continuing through January 2, 2021 and authorizes the Fiscal Officer to enroll the affected staff in the plan. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Policy and By-Laws Committee: No meeting.

Building Committee: No meeting.

Unfinished Business:

Resolution #20-40: Ms. Schultz moved, Ms. Ostrowski seconded, that the Medina County District Library not support American Library Association (ALA) until they become a non-partisan organization. Mr. Carlson felt that the motion was too vague and open to interpretation. Ms. Bedel noted that in response to the Board's request for more information regarding the American Library Association (ALA) stemming from last month's conversation questioning ALA's political activity, information was gathered and included in the trustee's packet. Jamie Stilla and Noreen Stone performed research on the subject. The conclusion of Ms. Stilla's research was that indeed ALA stands in solidarity with Black Lives Matter (BLM) concerning police violence and systemic racism. Ms. White asked the question of whether through their support of the BLM movement, does ALA also support defunding the police?

Ms. Bedel stated that ALA is an IRS 501(c)3 organization and by law cannot support any Political Action Committee or support a political issue or candidate. She feels the resources that ALA provides are beneficial to libraries and to professional librarians. Mr. Carlson appreciated the research done but said he doesn't feel shifting funding from police is the answer. He stated that it is hard to stay impartial on these issues. Libraries are about learning and knowledge and we need to separate what is being stated by the individuals versus the organization. He reviewed the BLM IRS 990 Form and felt that they were in violation compared to their website. Mary Ogden noted that this issue has moved from a social justice issue to a political one as many issues seem to do in our society. Dr. Griffiths also sees this as a social justice issue versus a political one and was concerned that we not isolate the black community with this resolution. Ms. Jenks stated that libraries are supposed to be "Switzerland" when it comes to politics and that whatever the issue is, the library should not support one cause over any other. Ms. Schultz noted that public libraries are already welcoming and inclusive. She noted that we just open our doors and everyone is welcome so she didn't understand why ALA felt the need to make a stand on this issue. Ms. White discussed that the ALA speaker lists for the last several years does not appear to be very balanced. She also read the ALA mission statement and she feels the actions taken regarding the BLM movement are not in line with ALA's mission statement.

After discussion, Ms. Schultz agreed to amend her motion, Ms. Ostrowski agreed to a second the amended motion, that the Medina County District Library Board of Trustees hereby approves that library funds will not be used to purchase individual or institutional memberships in the American Library Association for 2021. These memberships will be reviewed annually. **Roll call vote:** Mr. Carlson – Nay; Dr. Griffiths – Nay; Ms. Jenks – Aye; Ms. Ogden – Nay; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

New Business:

Seville Library Presentation: Jamie Stilla, Seville Library Branch Manager presented a video detailing the Seville library staff and its community engagement activities.

Resolution #20-41: Dr. Griffiths introduced the following resolution and moved its passage:

**APPROVING PARTIAL RELEASE OF WITHHELD LIQUIDATED DAMAGES TO
ENVIROCOM CONSTRUCTION INC.
AND AUTHORIZING EXECUTION OF SETTLEMENT AGREEMENT AND RELEASE**

The Library Director and Fiscal Officer recommend the Board authorize the release of partially withheld liquidated damages to EnviroCom Construction, Inc. for the Medina Library Exterior Wall Tile Replacement Project, and request authorization to negotiate and execute a Settlement Agreement and Release with EnviroCom.

Background:

1. The Library Board of Trustees entered into a written agreement with EnviroCom to provide construction services for the Project.

2. The Board withheld liquidated damages from EnviroCom, in the amount of \$87,500, from the final contract payment for the Project, in the amount of \$111,407.73, based on EnviroCom's failure to meet the contractual date of substantial completion. Thus, the Board paid EnviroCom \$23,907.73 as final payment.
 - A. EnviroCom disputes the Board's withholding as improper and has requested full payment of the withheld liquidated damages.
 - B. In order to resolve this dispute, the Library Director and Fiscal Officer recommend the Board authorize the release of \$25,000 of the withheld liquidated damages to EnviroCom.

The Medina County District Library Board of Trustees resolves as follows:

1. The Board approves the release of \$25,000 of withheld liquidated damages to EnviroCom.
2. The Board authorizes the Library Director and Fiscal Officer to work with legal counsel to negotiate a Settlement Agreement and Release, and, once finalized, to execute the agreement on behalf of the Board.

Ms. Ostrowski seconded the motion and, after discussion, a roll call vote was taken: Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Resolution #20-42 Establishment of New Fund: Ms. Jenks moved, Ms. Schultz seconded that the Medina County District Library Board of Trustees hereby establishes a new Special Revenue Fund to be known as the 203 CARES ACT FEDERAL GRANT FUND with the following initial estimated revenues and expenses:

Revenue:

203.4.2210 Intergovernmental Revenue – Cares Act Grant **\$ 150,000.00**

Expense:

203.5.1100 Salaries/Wages/Health Insurance	\$ 77,700.00
203.5.2200 Maintenance Supplies	5,000.00
203.5.2900 Technology Supplies	9,000.00
203.5.3700 Professional Services	8,300.00
203.5.5510 Furniture & Equipment	50,000.00
Total	\$ 150,000.00

Ms. Kroll noted that we applied for and received the CARES Act – Coronavirus Relief Fund – Public Libraries federal grant that has provided us with \$150,000. The Auditor of State is requiring us to establish a Special Revenue Fund for this grant and these funds must be spent by December 30, 2020. She stated that grant funds will be used towards several projects as well as for reimbursement for our unemployment and health insurance costs while the library was closed to the public during March, April and May. **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 #20-43 Snow Plowing Services: Ms. Ostrowski moved, Mr. Carlson seconded, that the Medina County District Library Board of Trustees hereby awards the snowplowing services contract for all branch locations to Greenskeepers Lawn Service & Landscaping, Inc. for the period November 1, 2020 through April 15, 2022.

Ms. Kroll noted that our current snowplowing contract expires this year. She said a Request for Proposal for snowplowing services at all of our branches was not sent to vendors as in recent years we only received a response from two companies. She noted that Greenkeepers Lawn Service & Landscaping, Inc. took over the previous contract when the last company dropped the library at the same cost, and they are reliable, and have quoted us comparable costs for snowplowing as last time. As a result, Keith Maynard and Ms. Kroll would like to offer the contract to them for the period November 1, 2020 through April 15, 2022. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Donation: Ms. Jenks moved, Dr. Griffiths seconded to approve the donation with gratitude. Ms. Bedel reported that we received a donation of \$25.00 from Cindy and Tony Hovest in the Memory of Marion Mastrobuono. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Service Recognition: Ms. White recognized Highland Branch Manager Diane Dermody for her 29 years of service to MCDL. Ms. Dermody will be retiring at the end of this month and the Trustees thank her for her dedication to the library and wish her well in her retirement.

Trustee Comments:

Mr. Carlson stated that this was a very difficult meeting tonight and the decisions made were not done lightly. He continues to have faith in the library leadership and he respects and values all the library team members. He thanks staff for the ALA research. He enjoyed the Seville Branch presentation and he has heard wonderful comments from friends that visit the Seville Library.

Dr. Griffiths echoed Mr. Carlson's comments and added that there is no joy in making these decisions but the Board are stewards of the library's funds. She does value the work that the employees are doing. Thank you for the ALA research. Congratulations to Eric Lucius, Ann Plazek and Bridget Sutter.

Ms. Jenks stated that this was the most difficult meeting in her two years on the Board. She appreciates all the work that went into today's meeting. Congratulations to Diane Dermody, Eric Lucius, Ann Plazek. Thank you to Cindy and Tony Hovest for the donation. She is proud to be a part of this organization. She loved the Seville Library presentation and can't wait to visit again soon.

Ms. Ogden thanked the staff for the ALA research, for their thoughts on SWO and appreciates that the leadership is willing to address these tough issues and topics. She respects the staff and how they have responded to the challenges and future challenges.

Ms. Ostrowski congratulated Eric Lucius, Maggie Hershberger and Diane Dermody. She appreciates the attitudes of Julianne Bedel and Kelly Kroll. She stated that she appreciates the staff and is honored to be part of the Board. She is thrilled that the public hours are expanding!

Ms. Schultz thanked the employees who spoke today. You are valued. She thanked the Trustees and the ALA researchers. The Seville Library presentation was great.

Ms. White thanked Ms. Stilla for the presentation stating that Ms. Stilla represented the Seville Library very well. Congratulations to Eric Lucius, Ann Plazek, Maggie Hershberger, and Aimee Adams. She is grateful for the professional and respectful discussions regarding the difficult conversations today. The decisions that were made today were based upon information provided and trust in the library leadership. We have great people working here!

Executive Session: Mr. Carlson moved, Ms. Ostrowski seconded to move into Executive Session for the purpose of considering the employment of a public employee at 8:42 pm. Ms. Bedel and Ms. Kroll were asked to join the Board. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye. Open session resumed at 9:02 pm with no action taken.

Adjournment: There being no further business, Ms. Ostrowski moved, Ms. Ogden seconded to adjourn the meeting at 9:02 pm. **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, October 19, 2020 at 6:00 p.m. via ZOOM

Kyle White – President

Sharon Jenks – Secretary