

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

November 16, 2020

The Medina County District Library Board of Trustees met in regular session on Monday November 16, 2020 via Zoom. With a quorum present, President Kyle White called the meeting to order at 6:05 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. Maria 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, and Kelly Conner acting as recording secretary.

Additional individuals were also in attendance by phone (about 20 attendees at different times during the meeting).

Approval of the Agenda: Dr. Griffiths moved, Ms. Ogden 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. **Motion carried.**

Recognition of Guest and Comments from the Public: Ms. White welcomed all in attendance. Ms. White shared her thoughts by reading the following statement:

This has been a difficult year. I want to take a moment to reflect on some observations. A year ago I did not imagine a worldwide pandemic would indeed claim so much. Nor did I anticipate the level of animus and political upheaval. Emotions are running high. At the same time we have a new Executive Director at the Library, and new leadership signals other changes. This has been a lot to digest. The Library team is adjusting to all the changes, and change is uncertain and uncomfortable. Here is what I know: I know that there are a lot of opinions on how things could improve. I also know that hard decisions need to be made and each one sets a precedent. Future decisions will be judged by current ones. I know and I believe that each and every employee, Trustee, and member of the Community wants our library system to flourish. And I know that processes are in place for employees to share and be heard. I also know that being heard does not mean agreement, implementation and following of those thoughts. Tough decisions are being made during a tough time. I believe that those decisions are based on solid information and are the best that can be done based on the time and the circumstances. Thanksgiving is upon us. Many this year have experienced loss - loss of jobs, loss of a business, loss of a family member and even more tragically some have lost their lives. For those of us with our health and our jobs, I feel we are blessed. I believe we have a responsibility to work together, provide a safe environment including for sharing opinions and thoughts, especially those different from our own, and to try, make an effort, to respect and support those making the tough decisions. It is not easy. Follow the established Library processes already in place to share your concerns, follow the Stephen Covey principles of Assuming Innocence and seek first to understand, then to be understood. Focus on the shared mission and goals. I ask you to join with me. Let's carry on together. Will it be perfect and

smooth? I think not. But if we give each other the benefit of the doubt and try to respect each other and work together, we will accomplish more and we will feel better. That is my hope for 2021.

Disposition of Meeting Minutes: Ms. Schultz moved, Ms. Ostrowski seconded to approve the October 19, 2020, meeting minutes as presented. Mr. Carlson wanted a clarification in the Recognition of Guest and Public Comments from the Public section noting that the Board did not reduce staff hours but adopted the SharedWork Ohio program. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye, Ms. Schultz – Aye; Ms. White – Aye. **Motion carried.**

Approval of Financial Report: Mr. Carlson moved, Ms. Ostrowski seconded to approve the October 2020 financial report. Fiscal Officer Kelly Kroll reported that October 2020 revenues totaled \$326,666 and expenses were \$932,736. The unexpended cash balance of \$14,920,768 less outstanding encumbrances of \$4,877,701 left an ending unencumbered balance of \$10,043,068 in all funds. Ms. Kroll noted that General Fund expenses were at about 61% of the budget. November investments earned \$8,466 with a principal balance of \$15,121,445 in bank accounts and investments, at an average weighted return of 0.655% which continues to trend downward. Year to date interest on investments totaled \$141,731. Ms. Kroll noted that two Certificate of Deposit earning 3% interest matured this month. November 2020 PLF was higher than prior November's by \$5,388. Ms. Kroll noted that the PLF is down \$18,697 for the year and down \$66,153 during the COVID-19 months. The Ohio Department of Taxation projection for the 2021 PLF shows it to be down almost \$400,000 compared to 2019. Ms. Kroll noted that this reduced revenue will be incorporated into the 2021 Budget that she is currently drafting. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye. **Motion carried.**

Director's Report: Director Julianne Bedel reported library statistics as follows: total circulation down 19.86% while e-media circulation was up 21.04%. Door count was down 55%. Overall computer utilization was down 61.44%. Anytime Locker usage was up 368.64% compared to this time last year with Saturdays being the busiest day. Ms. Bedel noted that 66 virtual programs were held that were attended by 2,159 people. 86 curbside pick-ups were accomplished and 105 online reference conversations. In addition to the comparison of statistics to prior year, additional month-to-month statistics were provided comparing the same data above for the last several months in a chart format. This data shows small increase in door count, computer use, and pick-up lockers. The most notable change in the month-to-month comparisons is a 34% increase in program attendance. Ms. Bedel also highlighted that MCDL is working on a collaboration with the Office for Older Adults to offer training for seniors on how to use Zoom and other technology to enable seniors to better connect with virtual programs offered by the Office for older Adults or to family.

Ms. Bedel reported that the Governor and ODH issued the order enforcing mask-wearing in retail locations. However, MCDL is already following these requirements. The full text of the Order was made available to us on Sunday, and we are in the process of reviewing our signage and the full details of the Order to ensure we are meeting all requirements.

We will be watching HB 197, hoping for an extension for the open meeting flexibility, which allows us to continue to meet virtually. This is set to expire December 1, 2020. HB 773 has been introduced and seeks to add additional funding to the PLF for most libraries. While it is not expected to be implemented, it will serve as a foundation to start talking with new or interested legislators about how Ohio public libraries are funded. CARES grant money has been used to upgrade and expand wireless access to the Internet in all parking lots except Seville.

Ms. Bedel shared that Ohio Senate President Larry Obhof (R-Medina) has been named Ohio Library Council's recipient of the Andrew Carnegie Award for his unwavering support of Ohio's public libraries. He received the award last week here at the Medina Library. This award is presented to government officials who have exhibited outstanding support for public libraries and has recognized the essential role they play in communities across the state. He was instrumental in ensuring public library funding in the last state budget and worked to secure \$18.3 million in CARES Act funds so that libraries could continue to provide services and operate safely during the pandemic.

Communications: None.

Approval of Personnel Report: Ms. Jenks moved, Ms. Ostrowski seconded to approve the Personnel Report. Ms. Bedel reported that October 2020 had no new hires and there will be two retirements (Donna Tomcho and Keith Maynard) in November. Congratulations to Eric Lucius who began as Highland Branch Manager on October 1, 2020 and Jamie Stilla who began as Lodi Branch Manager on October 11, 2020. Effective November 9, 2020, Katie Graefnitz was promoted from Librarian at Lodi to Seville Branch Manager. Eight more staff who have chosen to reduce their hours, and four staff have left employment this month. Shared Work Ohio has been implemented and for the first two weeks affected twenty-one staff members in the Administration, Finance, Collection Resources, Community Engagement, and Human Resources Departments. Starting October 25, 2020 nine staff members were removed from the plan in the Collection Resources Department due to a change in the staffing level. At this time, twelve employees remain on the plan through January 2, 2021. As a stressbuster, Ms. Bedel declared the remainder of 2020 as special jeans day for staff. In addition, two EAP workshops were offered – “COVID and Stress Management” and “Building Resiliency.” Finally, congratulations to Joy Hovanetz, Human Resources Receptionist/Clerk, for reaching the milestone of 15 years of service. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye. **Motion carried.**

Board Committee Reports:

Finance Committee: Mr. Carlson reported the committee will meet in December to discuss the 2021 Budget.

Personnel Committee: Ms. Jenks reported that there was no meeting. However, she thought it best to bring before the whole Board the timing of Julianne Bedel's evaluation given she has not served a whole year and whether or not the Board should have an annual review for Kelly Kroll given her upcoming retirement in February 2021. Ms. White asked trustees for their input and Mr. Carlson, Dr. Griffiths, and Ms. Ostrowski recommended to keep the normal evaluation procedures in place. Ms. White asked that the Personnel Committee craft an evaluation form for Ms. Bedel's review and that no review for Ms. Kroll was necessary. She noted that an exit interview at Ms. Kroll's last Board meeting should be done in lieu of a review and other trustees agreed.

Policy and By-Laws Committee: No meeting

Building Committee: No meeting.

Unfinished Business:

Fiscal Officer Search: Several applications have been received for the Fiscal Officer position with all applications to be received by November 20, 2020. Ms. Bedel and Ms. Kroll are reviewing the applications and sending out questionnaires to the most qualified candidates as well as a link for an online Excel exam. Four special meeting dates were discussed. The first date is Tuesday November 24, 2020 at 6:00 pm for review of candidate applications. The second is Monday November 30, 2020 at 6:00 pm for initial candidate interviews. The third meeting will be Monday December 7, 2020 for final candidate interviews and was moved from a proposed time of 2:45 pm to 5:30 pm to accommodate Board Members' schedules. The final meeting is scheduled for Tuesday December 8, 2020 at 6:00 pm for discussion of hiring decision/offer. Due to current COVID-19 community spread, we are working under the assumption that these meetings will be conducted using ZOOM.

New Business:

Medina Branch Presentation: Christine Gramm presented a slide show of "Library Life during COVID." She highlighted the Medina Branch's customer service changes, quarantining procedures, cleaning routines and program transitions since reopening the library under the COVID-19 guidelines. She is thrilled the Anytime Lockers are being utilized and the virtual programs have been gaining momentum. Customer service is always the focus at the Medina Branch.

Resolution #20-47: Records Commission: As agreed by the Records Commission prior to the regular meeting, Ms. Ostrowski moved, Ms. Schultz seconded that the Medina County District Library Board of Trustees approve the disposal of the items listed on the Record Retention – 2020 Disposal List. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye. **Motion carried.**

Resolution #20-48: Mr. Carlson moved, Ms. Ogden seconded that the Medina County District Library Board of Trustees approve the revised policy BRD-05 Library Closings. Ms. Bedel noted that the policy includes returning to Sundays in the Fall of 2021, and Staff Development Day on

November 11, 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. **Motion carried.**

Service Recognition for Donna Tomcho: Ms. White recognized Outreach Customer Service Professional Resource Center Clerk Donna Tomcho for her 27 years of dedicated service to MCDL. Donna is retiring on November 27, 2020. The Board of Trustees congratulated Donna on her years of service to our community.

Service Recognition for Keith Maynard: Ms. White recognized Facilities Operations Manager Keith Maynard for his 22 years of dedicated service to MCDL. Keith is retiring on November 30, 2020. The Board of Trustees congratulates Keith on his years for service and wished him much happiness and relaxation in his retirement.

Donations: None.

Trustees' Comments:

Mr. Carlson thanked Christine Gramm for her presentation and leadership. Congratulations to staff who have moved up. He said he was glad to see we can promote from within.

Dr. Griffiths thanked Ms. Gramm for her innovative ideas and how that reinforces creativity with staff. She wished all the best to Keith Maynard and Donna Tomcho on their retirement. She enjoyed the EAP programs that Human Resources set up for staff on stress management. It is advantageous to learn those skills in all aspects of life. Congratulations to all promoted.

Ms. Ogden echoed the statements of Mr. Carlson and Dr. Griffiths. She thanked Ms. Bedel for the listing of MCDL community partnerships. She stated that it is nice to have Outreach to allow us to serve the community. Congratulations to Keith Maynard. She noted that it has been amazing to work with him over the years she appreciates his passion.

Ms. Ostrowski thanked Ms. Bedel for the colorful charts. They are appreciated. She stated that she is impressed with the all the branch programs and customer service to our community. She appreciates the effort. Congratulations on all the promotions and retirements.

Ms. Jenks thanked Mr. Maynard and Ms. Tomcho for their years of service, Ms. Gramm for the presentation, to all staff for all they are doing, and to Tina Sabol and the Community Engagement Department for their work. She congratulated promoted staff, Joy Hovanetz on her work anniversary, and to President Obhof for the Andrew Carnegie Award.

Ms. Schultz thanked the library for the “Tools and Tech” listing on our Facebook page. She thanked Ms. Gramm for her presentation and noted that she appreciates that everyone has had to adjust with the changes the year has brought. She also gave best wishes to the retirees.

Ms. White congratulated those staff promoted and the retirees. Thank you to Mr. Gramm who was in her Leadership Medina Class, and also has checked out items from the Tools and Tech collection.

Executive Session: None

Adjournment: There being no further business, Ms. Ostrowski moved, Dr. Griffiths seconded to adjourn the meeting at 7:20 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. **Motion carried.**

NEXT BOARD MEETING
Monday, December 21, 2020 at 6:00 p.m

Kyle White – President

Sharon Jenks – Secretary