

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

December 21, 2020

The Medina County District Library Board of Trustees met in regular session on Monday December 21, 2020 via Zoom. With a quorum present, President Kyle White called the meeting to order at 6:04 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, Mary Schultz and Kyle White. Absent: Gail Ostrowski.

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 10 attendees at different times during the meeting).

Approval of the Agenda: Dr. Griffiths moved, Mr. Carlson seconded to approve the agenda.
Roll call vote: Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye. **Motion carried.**

New Trustee Oath of Office: Ms. Kroll administered the oath of office to MCDL's new trustee, Mr. Brian Harr. Mr. Harr was welcomed by all.

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

Disposition of Meeting Minutes: Mr. Carlson moved, Ms. Schultz seconded to approve the November 16, 2020, November 24, 2020, November 30, 2020, December 7, 2020, and the December 16, 2020 meeting minutes as presented.

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

Approval of Financial Report: Mr. Carlson moved, Ms. Jenks seconded to approve the November 2020 financial report. Fiscal Officer Kelly Kroll reported that November 2020 revenues totaled \$407,571 and expenses were \$3,566,952. The unexpended cash balance of \$11,761,387 less outstanding encumbrances of \$1,877,645 left an ending unencumbered balance of \$9,883,742 in all funds. Ms. Kroll noted that General Fund expenses were at about 67% of the budget. November investments earned \$6,944 with a principal balance of \$11,957,466 in bank accounts and investments, at an average weighted return of 0.719% which continues to trend downward. Year to date interest on investments totaled \$148,675. Ms. Kroll noted that one Certificate of Deposit earning 2.5% interest matured this month. December 2020 PLF was higher than prior December's by \$11,643. Ms. Kroll noted that the PLF is down \$7,054 for the year and was down \$66,153 during the COVID-19 months. The Ohio Department of Taxation new updated projection for the 2021 PLF shows an increase of over \$400,000 over the original projection. However, the 2021 Budget is using

the lower figure due to the late update. Ms. Kroll noted that the Huntington Bank virtual credit card program initiated at the beginning of 2020 resulted in rebate revenue of \$4,059 for the year.

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

Director’s Report: Director Julianne Bedel reported library statistics as follows: total circulation down 17.57% while e-media circulation was up 23.62%. Door count was down 52%. Overall computer utilization was down 78.48%. Note that our public WiFi’s were renamed this month and so some “auto connecting” activity may have been impacted. Anytime Locker usage was up 321.55%. Ms. Bedel noted that 55 virtual programs were held that were attended by 3,216 people. 93 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.

Ms. Bedel also highlighted that MCDL branches created various Veteran’s Day displays while Buckeye Library presented a special storytime for the day with stories, a poppy craft, ideas to celebrate veterans at home, and even some information on veteran’s services for adults. IT worked with Tina Sabol to roll out the updated PaperCut remote access and mobile print release. This gives members a touchless option to print when the buildings are open and a web-based print solution from home that can easily be put in a pickup locker when we are working via contact-free services only.

Ms. Bedel reported that after the Medina County Health Department Stay at Home Advisory was issued on November 18, and after trying to keep up with staffing shortages in the system by floating staff and reassigning our shared subs, we have temporarily discontinued the practice of cross-scheduling of staff among buildings. We’re utilizing the floating staff in the buildings of greatest need, and confining staff (as much as possible) to their own building in bubbles as much as possible. We will monitor this staffing situation going forward into flu season, but we plan to keep staff working within their own bubbles. On December 3, Medina County was included as a purple county in the Ohio Public Health Advisory System. In consultation with the Health Department and through observation of our staff (the increasing number of quarantine situations and sick time usage) we implemented a portion of our leveled service plan and shifted to contact-free services only effective December 4. We stayed at virtual services for two weeks until the county shifted back to red Friday, December 18. Our mantra has been “to remain open, we have to stay healthy” but even with all the precautions we have been taking in the libraries, we are finding that more and more staff are unavailable to work, due to quarantine recommendations, and guidance from their healthcare providers. I do not take these changes in service levels lightly, and staff is working together to send messaging to our patrons as clearly as possible. It is likely that we may experience multiple service changes over the next several months, and we will rely on guidance from the Health Department, observation of how other area libraries are maintaining services, and our level of available staff to determine our service levels. Our primary goal is to maintain the highest level of patron services that our workforce will allow, within public health guidelines.

Throughout the pandemic, as circumstances developed, we have been on a hiring pause. The

intention was to manage the evolving impact of the pandemic on our library. In January, one of the challenges for our management and administration staff will be to kick off a staff rebuilding phase. Over the last nine months as we were not replacing the majority of departing colleagues, we have stretched our existing staff as far as possible because the conditions caused by the pandemic were (and continue to be) very uncertain. However, in January we will take the first steps to begin filling some vacant positions. Also, our colleagues who have been on the SharedWork Ohio plan will return to regular hours January 4. Ms. Bedel noted she has been working with staff to develop a framework for our path forward to resume full-service hours for the public. Our hiring pause and budget cuts have positioned us to be able to begin adding back staff. Extensive work has gone into developing the plan, but the initial steps which are timed between January and July 2021 remain open to change. We may need to make change or reductions depending on change in the PLF revenue, demand for services, and availability of staff to work. However, the staffing plan that is built into 2021 budget projection is our starting point. She expressed her thanks to all the managers for their thoughtful guidance on what is needed in each area, thanks to FO Kelly Kroll for her financial analysis and counsel, to SEIU President Aleen Olee for helping us think about how to approach some of the finer points of the plan, as well as Director's Team for their review and feedback. Even with the uncertainties that still exist, it's exhilarating to take this step on the path of developing a post- COVID MCDL that is not just going back to "how we used to be" but which is making concrete changes that will allow us to build a different library which is positioned to meet the challenges of 2021 and beyond.

Communications: Thank you notes were read from Cornerstone Chapel and Children's Center of Medina County.

Approval of Personnel Report: Dr. Griffiths moved, Mr. Carlson seconded to approve the Personnel Report. Ms. Bedel reported that November had no new hires but had a staggering 31 leaves of absence. The leaves were for various reasons: Caregiver, FFCRA, Medical, Parental, and Personal. Human Resources held the ADP Benefits Open Enrollment and is working on paring down the onboarding process and shifting to virtual. Other training may shift to the local branch to provide better social distancing. Congratulations to: Tonya Smith, Collections Resources Cataloging Clerk, for 28 years; Cathy Hausman, Brunswick Library Associate, for 22 years; Josh Paul, Lodi Page for 22 years; Tina Forhan, Medina Customer Service Supervisor, for 20 years; and Anita Moncol, Collections Resources Cataloging Clerk, for 20 years.

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

Board Committee Reports:

Finance Committee: Mr. Carlson reported the committee met December 3 and reviewed the 2021 budget and discussed estimated financial projections. The committee recommended approval of the budget as proposed.

Resolution #20-49: 2021 Budget: Upon recommendation of the Finance Committee, the Medina County District Library Board of Trustees hereby adopts the 2021 Budget as attached.

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

Personnel Committee: Ms. Jenks reported the committee met November 23 to discuss the evaluation of the Director as well as the Fiscal Officer. The committee agreed that trustees should submit one or two goals along with the form for the Director’s evaluation and she will compile and consolidate them. Ms. Kroll noted that an employment contract is not required by law and she would be fine without having a contract for January and February 2021. The committee also met on December 14 to discuss the revision of the Sick Bank policy and the re-appointment of the Fiscal Officer.

Resolution #20-50: HR-B-20 Sick Bank: Effective January 1, 2021, at the recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves revision to Policy HR-B-20 Sick bank to provide a special use of Sick Bank during 2021 if the Families First Coronavirus Response Act (FFCRA) expires. Sick bank may be used for all six FFCRA qualifying reasons.

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

Resolution #20-51: Re-appointment of Fiscal Officer: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves the re-appointment of Ms. Kelly Kroll as Fiscal Officer effective January 1, 2021, at an annual salary of \$81,939, a bond of \$250,000 and with the same terms and conditions as her expiring contract and the amendment approved at the May 2020 Board meeting.

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

Policy and By-Laws Committee: No meeting

Building Committee: No meeting.

Unfinished Business:

Executive Session: Fiscal Officer Search Update: Ms. Schultz moved, Mr. Carlson seconded to move into Executive session at 6:45pm to consider the appointment of a public employee, with Ms. Bedel, Mr. Harr, and Ms. Kroll requested to attend.

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

Regular session resumed at 7:38 pm with no action taken.

New Business:

2021 Board Meeting Schedule: Ms. Jenks moved, Dr. Griffiths seconded a motion that the Medina County District Library Board of Trustees approve the 2021 Board Schedule as presented.

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

2021 Board Officers: Ms. Schultz moved, Ms. Jenks seconded a motion that the Medina County District Library Board of Trustees approve the following slate of officers for 2021: Ryan Carlson – President, Maria Griffiths – Vice President, and Sharon Jenks - Secretary.

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

Resolution #20-52: Appointment of Deputy Fiscal Officer: Dr. Griffiths moved, Mr. Carlson seconded that the Medina County District Library Board of Trustees hereby appoint Kelly A. Conner as Deputy Fiscal Officer effective January 1, 2021 through December 31, 2021, at an hourly rate of \$23.00, at a surety bond set in the amount of \$250,000.

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

Resolution #20-53: Tax Advance Request: Mr. Carlson moved, Ms. Schultz seconded that the Medina County District Library Board of Trustees hereby authorizes the Business Manager/Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor of 2021.

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

Resolution #20-54: Interfund Transfer: Mr. Carlson moved, Ms. Jenks seconded that the Medina County District Library Board of Trustees hereby approves the increase of \$300,000 in the 101-5-9999 Transfers Out appropriation and a \$400,000 Interfund Transfer in the 2020 Budget from 101 General Fund to the 401 Building/Repair Fund.

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

Resolution #20-55: Appropriation Transfers in 203 CARES Act Federal Grant Fund: Mr. Carlson moved, Dr. Griffiths seconded that the Medina County District Library Board of Trustees hereby approves the following transfers in appropriations in the 203 CARES Act Federal Grant Fund:

From:	To:	Amount:
203-5-2900 Technology Supplies	203-5-2200 Maintenance Supplies	\$ 3,455.74
203-5-2900 Technology Supplies	203-5-3700 Professional Services	1,110.00
203-5-2900 Technology Supplies	203-5-5510 Equipment	260.99
203-5-1120 Wages	203-5-5510 Equipment	<u>3,678.90</u>
Total		\$ 8,505.63

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

Resolution #20-56: Professional/Administrative/Page Salary Structure: Dr. Griffiths moved, Mr. Carlson seconded that the Medina County District Library Board of Trustees hereby approves revision to Policy HR-C-05 Professional/Administrative/Page Salary Structure to meet 2021 minimum wage requirements and increase in wages for Rhonda Magoolaghan and Carol Warheit from \$8.70 to \$8.80 per hour effective 12/21/2020.

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

Service Recognition for Mary Ogden: Ms. Ogden was recognized for her dedication and contributions to the MCDL Board of Trustees. She was given a mounted word cloud describing her character and a paperweight from MCDL.

Donations: Mr. Carlson moved, Dr. Griffiths seconded, to approve with gratitude the following donations:

1. Mom's Club of Medina - East: \$50 for Highland's Children's Department
2. Mom's Club of Medina - East \$50 for Medina's Children's Department
3. Honey Bee Quilters: \$50 in Memory of Rudolph Seifert

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

Trustees' Comments:

Dr. Griffiths thanked Mary Ogden for her well-reasoned thoughts, opinions and great questions through her years of service. She is glad to be looking ahead to vaccine distribution and also congratulated all on their work anniversaries.

Mr. Carlson echoed the statements of Dr. Griffiths regarding Mary Ogden. He noted it has been a pleasure to get to know and work with her on the Board and her presence will be missed.

Ms. Schultz congratulated Mary Ogden on her recent retirement. She also thanked Kyle White for all of her service as President for the last two years.

Ms. Jenks congratulated Mary Ogden. She stated she will be missed. She welcomed Brian Harr and congratulated Ryan Carlson and Maria Griffiths on their new board roles. She thanked Kelly Kroll, Julianne Bedel, and all staff. Thanks was given for the donations and work anniversaries as well as Merry Christmas to all. She thanked Kyle White for everything stating that she was an amazing leader and an inspiration.

Ms. White recognized the work anniversaries and thanked staff and management of the library for a tough year where we were thrown curve balls but learned how to function during challenging times. She is grateful to know Mary Ogden and was appreciative of her steady, solid presence. She thanked the board members for their support this year and congratulated the new officers. Merry Christmas and wished all the best in the New Year.

Ms. Ogden thanked Kyle White and all the board members for moving the Library forward. She congratulated Suzie Muniak for her election to the Family First Council. She is excited about moving forward but will miss the ability to use the library's back door. Thanks for all the great work and she hopes to be seeing everyone soon.

Adjournment: There being no further business, Dr. Griffiths moved, Ms. Ogden seconded to adjourn the meeting at 8:05 pm.

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

NEXT BOARD MEETING
Monday, January 18, 2021 at 6:00 p.m.

Kyle White – President

Sharon Jenks – Secretary