

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

July 19, 2021

The Medina County District Library Board of Trustees met in regular session on Monday July 19, 2021, at Medina Library. With a quorum present, President Ryan Carlson called the meeting to order at 6:00 p.m.

Roll call: The following members were present: Ryan Carlson, Dr. Maria Griffiths, Brian Harr, Sharon Jenks, Gail Ostrowski, Mary Schultz, and Kyle White.

Library staff members in attendance: Julianne Bedel, Director; Kelly Conner, Interim Fiscal Officer acting as recording secretary; and Connie Sureck, Brunswick Branch Manager.

Additional individuals were also in attendance.

Approval of the Agenda: Ms. Ostrowski moved, and Dr. Griffiths seconded to approve the agenda. Motion carried unanimously.

Recognition of Guest and Comments from the Public: Mr. Carlson welcomed all in attendance. There were no comments from the public.

Disposition of Meeting Minutes: Dr. Griffiths moved, and Ms. Jenks seconded to approve the June 21 regular meeting minutes. Ms. White abstained, and all others voted in the affirmative. Motion carried. Mr. Harr moved and Ms. Ostrowski seconded the approval of the July 8 special meeting minutes. Motion was unanimously approved. Mr. Harr moved and Ms. Jenks seconded approval of the July 12 special meeting minutes. Dr. Griffiths abstained and all others voted in the affirmative. Motion carried.

Approval of Financial Report: Dr. Griffiths resolved, and Mr. Harr seconded to approve the June 2021 financial report. Interim Fiscal Officer Kelly Conner reported the June 2021 receipts totaled \$491,640 and expenses \$708,293. There was an unexpended cash balance of \$14,410,993, less outstanding encumbrances of \$1,981,596 which left an ending unencumbered balance in all funds of \$12,429,398. General Fund expenses were at about 38% of the budget versus a target of 50%, but the budget is weighted for more expense in the second half of the year. June 2021 investments earned \$4,198 with a principal balance of \$14,627,711 in bank accounts and investments at an average weighted interest rate of .535%. Year-to-date interest totals \$45,515 as compared to prior year interest to date of \$94,484. **Roll call vote:** Mr. Carlson - aye; Dr. Griffiths - aye; Mr. Harr - aye; Ms. Jenks - aye; Ms. Ostrowski - aye; Ms. Schultz - aye; and Ms. White - aye. Resolution carried.

Director's Report: Director Julianne Bedel reported that as compared to June 2020, circulation was up 143% and of that total, eMedia circulation was down 3%. Overall computer usage for the month is up 132% as compared to June 2020. In the six-month rolling snapshot of circulation, eMedia, people count, and computer usage, we see that except for eMedia we continue to have a modest trend upward. For the same period, locker usage and curbside service continue to decline.

However, we will keep these services available for the foreseeable future. New cards and program attendance continue to be on the rise, which is usual for this time of year. So far, 4,230 children and 782 teens are participating in the Summer Reading Game (SRG). We send our sincere thanks to the Friends of the Library who are a primary supporter of the SRG, and to the staff members who work hard to make it a meaningful experience that encourages early literacy, reading as a leisure activity, and combats summer slide in reading skills. We did take delivery of the new bookmobile July 6. However, there were some punch list items that Facilities Manager Jason Brzezinski and Outreach Manager Ann Plazek are working with Farber and Freightliner to resolve.

Communications: There were no formal communications to the trustees.

Approval of Personnel Report: Dr. Griffiths moved, Ms. Ostrowski seconded to approve the Personnel Report. Director Bedel highlighted that the final group of the 2021 rehiring plan started employment. There were eight new staff members and one internal promotion. The 2021 plan that was developed at the end of last year has been implemented. Many thanks to key staff members who worked on the plan: the Human Resources Department, Finance Department, Director's, and Manager's Teams, and all the supervisors who put us in the position to be able to deliver full services back to the community. Going forward, whenever a vacancy occurs, we follow our standard practice of reviewing the position to determine if the vacancy needs to be filled. (Is the job description still accurate, is the workload still consistent, what is the correct timing if the position does need to be filled.) We celebrated one milestone anniversary in June. Courtney Metcalf (Brunswick Customer Service) is celebrating five MCDL years. Also, congratulations to Seville Librarian Roxana Rathbun for being selected as part of the Leadership Medina County LEAD Institute and to Brunswick Manager Connie Sureck for being selected to that same group's Signature Class of 2022. The motion carried unanimously.

Board Committee Reports: There were no reports from the Finance, Personnel, or Buildings Committees.

The Policy and By-Laws Committee had met on June 30th and recommended the following actions:

Resolution #21-11 Adoption of Policy HR-E-25 Workplace Anti-bullying. Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby resolves to adopt policy HR-E25 Workplace Anti-bullying as presented. The resolution carried unanimously.

Resolution #21-12 Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby resolves to approve revision to the following policies: **Pub-02 Library Cards, Pub-02f Loan Periods, Pub-06 Fines and Fees, Pub-07 Property Damage, Pub-08 Exhibits, Pub-13 Interlibrary Loan, Pub-22 Events, and Pub-24 Passport Services.** The resolution carried unanimously.

Resolution #21-13 Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees hereby resolves to approve revision to the following policies: **HR-C-13 Sunday Hours and HR-JD-01 Bargaining Unit Job Descriptions**. The resolution carried unanimously.

Unfinished Business: None.

New Business:

Brunswick Library Presentation: Connie Sureck shared a video by the creative staff at Brunswick Library highlighting services and materials that made that beautiful facility a hub of community learning and activity.

Resolution #21-14: 2022 Tax Budget. Upon a motion made by Ms. Jenks and seconded by Mr. Harr, the Medina County District Library Board of Trustees hereby approves the 2022 Tax Budget as attached for submittal to the Medina County Budget Commission. The resolution carried unanimously.

August meeting: There will be business to conduct, so the regular August 16 meeting will be held as scheduled.

Donations: Ms. Jenks moved, Mr. Harr seconded, to approve with gratitude the following donations:

1. Jeff Hall: \$25
2. Medina Lions Club: \$500 for Medina Donor Wall
3. Akron/Summit County Public Library: 1925 – 1927 Medina High School yearbooks
4. Christy Gabler: 1974 Medina High School yearbook
5. George Sam: grommet machine for VWM Center
6. Roxanna Rathbun: novel

The motion carried unanimously.

Other: None.

Trustees' Comments:

Dr. Griffiths thanked everyone for their work in getting the library back to a full return of all services and to Ms. Conner for the financial report. She extended congratulations to all new staff members and thanks to Connie Sureck for the Brunswick Library presentation. She complimented the branch on their sensory programming and resources for patrons with special needs.

Ms. Schultz thanked the Brunswick staff for their wonderful video presentation. She extended her thanks to Ms. Conner and Ms. Bedel for the timely information to conduct the library's business.

Ms. Ostrowski thanked Ms. Conner for her work. She stated it was wonderful to see Connie Sureck in person and commended the whole Brunswick staff on their work.

Ms. White is excited about the new bookmobile. She extended congratulations to Roxana Rathbun and Connie Sureck on their selection to Leadership Medina County programs.

Mr. Harr echoed all the thanks for previous trustees and remarked that the Brunswick presentation was great.

Ms. Jenks noted that it is nice to see volunteers are back in some areas. She enjoyed the Brunswick Library presentation and echoed the many thanks from the other trustees. She extends thanks to all donors for their generous gifts.

Mr. Carlson noted that his family loves the Brunswick Library and always enjoys wonderful services from the staff. He reiterated the many thanks to all staff for their work this month.

Executive Session: Mr. Harr moved, Dr. Griffiths seconded to move into Executive Session to discuss the employment of a public employee at 6:54 pm. Ms. Bedel was asked to attend. **Roll call vote:** Mr. Carlson – aye; Dr. Griffiths – aye; Mr. Harr – aye; Ms. Jenks – aye; Ms. Ostrowski – aye; Ms. Schultz – aye; Ms. White - aye.

Open session resumed at 8:09 pm with no action taken.

Adjournment: There being no further business, Mr. Harr moved, Dr. Griffiths seconded to adjourn the meeting at 8:10 pm. Motion carried unanimously.

NEXT BOARD MEETING
Monday, August 16, 2021, at 6:00 p.m. at Medina Library

Ryan Carlson – President

Sharon Jenks – Secretary