

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

July 18, 2022

The Medina County District Library Board of Trustees met in regular session on Monday, July 18, 2022, at Brunswick 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, William Koran, Mark Krosse, and Caleb Parker. Trustee Kyle White arrived at approximately 6:05 after the presentation of the financial report.

Library staff members in attendance: Julianne Bedel, Director; Kelly Conner, Fiscal Officer; Suzie Muniak, Assistant Director; Tina Sabol, Community Engagement Manager; Connie Sureck, Brunswick Branch Manager; Aleen Olee, SEIU President; and Allison Gaebelein, Deputy Fiscal Officer acting as recording secretary.

Approval of the Agenda: Dr. Griffiths motioned, and Mr. Harr seconded the motion to approve the agenda. The agenda was approved 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: Mr. Koran motioned, and Mr. Parker seconded the motion to approve the June 20, 2022, regular meeting minutes. The minutes were approved.

Approval of Financial Report: Dr. Griffiths motioned, and Mr. Harr seconded the motion to approve the June 2022 financial report. The financial report was approved unanimously.

Fiscal Officer Kelly Conner highlighted that June 2022 receipts totaled \$592,286 while expenses totaled \$841,795. There was an unexpended cash balance of \$16,099,069 less outstanding encumbrances of \$5,365,984. This leaves an ending unencumbered balance of \$10,733,084 in all funds. General Fund revenues are up 9.8% over prior year-to-date and are at 59.9% of the budget versus a target of 50%. General Fund expenses are up 16.9% compared to prior year-to-date and are at 42% of the budget versus a target of 50%.

June 2022 PLF came in at \$410,538. This is \$61,621 lower than the prior year but \$41,392 higher than budgeted. Year-to-date PLF is up 11% over last year and 25% over budget.

June 2022 investments earned \$10,472 with a principal balance of \$16,301,145 in bank accounts and investments at an average weighted interest rate of 0.938%.

Effective June 5, 2022, each bargaining unit eligible employee received an increase in their rate of pay equal to 3%. For those employees whose rate of pay is at the maximum, a lump sum payment was issued as per the contract.

Director's report: Director Julianne Bedel highlighted that circulation for June 2022 was up 4.64% compared to June 2021. Door count was up 30.12% for the same period. Computer usage was up 32.99%. The number of patrons attending programs was down 3.53%. Looking at the past six months across all categories, usage is holding steady. Dr. Griffiths inquired about the decrease in program attendance. Assistant Director Suzie Muniak replied that the Medina County Library was the only "live" Summer Reading program last year. We had more patrons participating that were outside of Medina County. She thinks patrons have simply returned to their local libraries.

Curbside and pick-up locker demand remains low but steady. The Library continues to distribute COVID-19 test kits when the state provides them. Due to low community interest, the Medina County Health Department has discontinued vaccination clinics at library branches.

Summer Reading Club kicked off June 1 and runs through August 13. During the month of June, juvenile participation was at 71.5% of the total 2019 pre-pandemic registration, while teen participation was at 69.2%. A special thanks goes out to the Friends of the Library and all other sponsors who support the Summer Reading Club. A thank you is also extended to all the Library staff putting creative efforts into this year's program. We truly encompassed an *Ocean of Possibilities*.

Mr. Krosse asked about the Library's social media presence and goals. Ms. Sabol responded that the goal of our social media accounts is to direct patrons to the Library's website. The Library is able to track the number of website clicks.

Mr. Krosse also inquired about iCurate. Ms. Bedel responded that Ingram Library Services will perform a collection audit. This will evaluate our current collection versus what a typical library collection looks like. They will provide the Library with data analysis of each of our collections, such as print, juvenile, teen, and adult collections.

Communications: None

Personnel Report: Mr. Harr motioned, and Mr. Krosse seconded the motion to approve the Personnel Report. The report was approved unanimously.

Human Resources highlights from June 2022 included four new hires. Six people left our staff this month. There were twenty-one leaves of absence, with fifteen being due to COVID.

Bargaining unit job description updates were submitted to Labor / Management for review. Sick Bank procedures were updated to expand eligibility. The Sick Bank now allows mid-year membership enrollment and lower entrance contributions.

There were twelve colleagues celebrating their work anniversaries in June. Stephanie Sanford, Community Engagement associate, celebrated a milestone anniversary of ten years with MCDL. Noreen Stone, Brunswick Adult/Teen Supervisor, celebrated a milestone anniversary

of twenty years of service. Thank you Stephanie and Noreen!

Mr. Harr asked about the Library's success in filling open job positions. Ms. Bedel responded that the Library has been successful at finally filling both the Maintenance positions. The Library is also having success with the new ADP hiring and recruiting module that was implemented earlier this year. More applications are coming in via ADP.

Board Committee Reports:

Finance Committee: No Meeting

Personnel Committee: No Meeting

Policy and By-Laws Committee: Annual Policy Review

1. **New Policies: Resolution # 22-06:** Upon recommendation of the Policy and By-laws Committee, the Board of Trustees of the Medina County District Library hereby adopts policy **HR-E-26 Attendance**. The resolution carried unanimously.
2. **Removed Policies: Resolution # 22-07:** Upon recommendation of the Policy and By-laws Committee, the Board of Trustees of the Medina County District Library hereby retires policies **HR-B-06 Supplemental Insurance** and **HR-E-25 Workplace Anti-bullying**. The resolution carried unanimously.
3. **Revised Policies: Resolution # 22-08:** Upon recommendation of the Policy and By-laws Committee, the Board of Trustees of the Medina County District Library revises the policies as presented:
 - CR-01** **Collection Materials and Selection** – Revise policy to include the Virginia Wheeler Martin Family History & Learning Center.
 - FIN-05** **Mileage Reimbursement** – Revise policy to state that reimbursement is available only if a Library vehicle is unavailable.
 - FIN-13** **Motor Vehicles** – Renumber the policy as SS-15 to update responsible administrator from Fiscal Officer to Facilities Manager. Remove references to CDL.
 - FIN-P-05** **Standard Hours** – Revise policy to remove redundant language.
 - HR-B-09** **Holidays** – Revise policy to add time frame for doctor's excuses. Refer to CBA to use verbiage regarding holiday and leaves that apply to all staff.
 - HR-B-10** **Vacation** – Revise policy to include pages in the Professional / Administrative vacation accrual. Accruals to begin pay period starting July 18, 2022.
 - HR-B-13** **Sick Leave** – Revise policy to use same eligibility period as FMLA, which is a rolling 12 month period. Include definition of domestic partner.
 - HR-B-17** **Parental Leave of Absence** – Revise policy to use same eligibility period as FMLA, which is a rolling 12-month period.
 - HR-B-20** **Sick Bank** – Revise policy to correct the types of leaves eligible for sick bank use. Personal leaves are not eligible for sick bank hours.
 - HR-B-24** **Caregiver Leave of Absence** – Revise policy to use the same eligibility guidelines as FMLA, which is a rolling 12-month period.

- HR-B-29 Wellness Program and Gift Cards** – Revise policy to no longer supply gift cards as incentives. Rename the policy “Wellness Program.”
- HR-C-13 Sunday Hours** – Revise policy to include text that accounts for exempt managerial staff. Revise the Special Events Pay per CBA.
- HR-E-06 Employment of Relatives** – Revise policy to include domestic partner as it has been defined as immediate family.
- HR-E-08 Probationary Period** – Revise policy to account for transfer qualifying period per CBA, which applies to any current staff changing positions.
- HR-E-09 Relationship with Supervisor** – Revise policy to include an issue / conflict resolution procedure and expectations. Rename the policy “Issue Resolution.”
- HR-E-13 Dismissals and Suspensions** – Revise policy to state that a bargaining unit employee has a right to the grievance procedure.
- HR-E-20 Employee Conduct** – Revise policy to include content from HR-E-25 Anti-bullying.
- HR-G-01 Dress Code and Fragrance** – Revise policy to include examples of appropriate business casual attire.
- PUB – 02 Library Cards** – Revise policy to shift 12-year-olds from the *3 for Me* cards to the *T3EN* cards to reflect appropriate age levels for which teen programming is directed. Remove from policy the automatic conversion of *T3EN* card to adult card since the cardholder of an adult profile must sign for an adult card.
- PUB-02d Borrowing privileges** – Revise policy to add “overdues” as reason an account may be blocked.
- PUB-02f Loan Periods** – Revise policy to include Reminiscence Kits and to state that there will be no renewals on video games less than two years old.
- PUB – 03 Confidentiality of Member Records** – Revise policy to add driver’s license number to telephone verification option. Rename the policy “Confidentiality of Patron Records.”
- PUB – 06 Fines and Fees** – Revise policy to include an updated replacement fee schedule. Revise policy so that collection activity suspends at filing of bankruptcy, not upon discharge.
- PUB – 10 Print, Copy, Fax, and Scan Services** – Revise policy to state that a page includes a double-sided sheet.
- PUB – 14 Meeting Rooms** - Revise policy to include job fair as an accepted use if free to attendees.
- PUB – 22 Events** – Revise policy to clarify financial activity.
- PUB – 24 Passport Services** – Revise policy to include National Passport Center and USPS websites for fee information.
- SS – 06 Incidence Reports** – Revise policy to include “sensitive nature” with non-threatening incident reporting.
- SS – 10 Smoke Free Environment** – Revise policy to state that smoke-free zones are 25 feet of doorways.
- SS – 11 Public Behavior** – Revise policy to include language covering weapons.
- SS – 12 Footwear** – Revise policy to include delivery staff.

The resolution carried unanimously.

Buildings Committee: Lodi Branch / Parks District Partnership

Resolution # 22-09: Upon recommendation of the Buildings Committee, the Board of Trustees of the Medina County Library District hereby adopts the Trail License Agreement with the Medina County Parks District as presented. The recommendation carried unanimously.

Unfinished Business: None

New Business:

Presentation by Brunswick Branch Manager Connie Sureck: Ms. Sureck focused her presentation on summer fun in Brunswick. She shared a slideshow presentation with pictures and videos of recent events at the library this summer. On the first day of the Summer Reading Club, there were over 400 patrons in Brunswick Library! She showed programming events such as hatching chickens and magic shows. One constant theme at all events is bubbles. There are always bubbles at Brunswick Library!

August Meeting: Dr. Griffiths motioned, and Mr. Koran seconded the motion to remove the regular August meeting from the schedule. Meetings of the Board will resume on September 19, 2022, at the Medina Library.

Resolution # 22-10: Library Card Replacement Fee: Mr. Koran motioned, and Mr. Parker seconded the motion to waive the \$0.50 replacement library card fee for the month of September in recognition of National Library Card Month. The motion carried unanimously.

Donations: Dr. Griffiths motioned, and Mr. Krosse seconded the motion to approve the following donations:

1. Copy of *Yet*: Lauren Muha
2. \$20 Bob Evans Gift Card for Buckeye: Anonymous
3. Copy of *Did You Know?* : Sara Reilley

In Memory of Cinda Meyer:

4. Janet Grigsby: \$100
5. Vernon & Patricia Conrad: \$100
6. James & Mary Lou Eshelman: \$100
7. Patricia Frase: \$25
8. Jean Holland: \$25
9. Kay Flowers: \$100
10. Jim & Pamela Mullin: \$25
11. Robert & Laura Meyer: \$1,000

The Board unanimously accepted the donations with gratitude.

Executive Session: None

Trustees Comments:

Mr. Parker thanked Connie for her presentation and congratulated her on the Summer Reading Challenge success. He thanked Noreen Stone and Stephanie Sanford for their years of service.

Mr. Harr had recently visited the Medina Branch and thanked the employee that helped him update an old Kindle. He also attended the successful Bee Fest program.

Dr. Griffiths thanked Connie for her presentation. She also congratulated Noreen Stone and Stephanie Sanford on their milestone anniversaries. She was appreciative of the Freedom to Read grant.

Mr. Koran congratulated the libraries on their Summer Reading Challenge success. He commented that the Brunswick Library is very inviting. He was also thankful for the generous donations.

Mr. Krosse was impressed by the Brunswick Library's programming events. He recognized the staff for their amazing work!

Ms. White was also impressed with the Brunswick Library's programming events. She congratulated the employees celebrating anniversaries and was thankful for the donations.

Mr. Carlson thanked Tina Sabol for the presentation at the chamber meeting. He thanked all staff for the work they put into the Library's programming events. He thanked Ms. Sabol and the Community Engagement staff for the great service they provided. He thanked Ms. Bedel and the whole library staff for the work that is being done on the strategic plan. He was grateful for the donations.

Adjournment: There being no further business, Mr. Harr motioned, and Mr. Parker seconded the motion to adjourn the meeting at 6:52 p.m. Motion Carried.

Ryan Carlson, President

Brian Harr, Secretary

NEXT BOARD MEETING
Monday, September 19, 2022
6:00 p.m.
Medina Library