

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

**March 16, 2020**

The Medina County District Library Board of Trustees met in regular session on Monday, March 16, 2020 at Buckeye Library. With a quorum present, Vice President Ryan Carlson called the meeting to order at 6:11 p.m.

**Roll Call:** The following trustees were noted as present at the Buckeye Library: Mary Ogden and Gail Ostrowski. Other trustees teleconferencing (in accordance with the March 13, 2020 opinion from the Ohio Attorney General's Office) were: Ryan Carlson, Maria Griffiths, Sharon Jenks and Mary Schultz. Absent: Kyle White.

Library staff members in attendance: Julianne Bedel, Director; Kelly Kroll, Fiscal Officer and acting as recording secretary; Julie Carragher, Human Resources Manager; Keith Maynard, Maintenance and Facilities Manager; Chris Weaver-Pieh, Collection Resources Manager; Laura Kettering, Buckeye Manager; Suzie Muniak, Brunswick Manager; Jeff Sureck, Kelly Conner, Deputy Fiscal Officer; and Aleen Olee, SEIU President.

**Approval of the Agenda:** Ms. Ostrowski moved, Ms. Ogden seconded to approve the Agenda with the removal of the Buckeye Branch presentation by Laura Kettering. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

**Recognition of Guests and Comments from the Public:** Mr. Carlson welcomed all in attendance. Howard Elko attended as a guest.

**Disposition of Meeting Minutes:** Ms. Jenks moved, Ms. Ostrowski seconded to approve the February 17, 2020 meeting minutes. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

**Approval of Financial Report:** Dr. Griffiths moved, Ms. Ogden seconded to approve the February 2020 financial report. Fiscal Officer Kelly Kroll reported that February 2020 receipts totaled about \$3,819,442 and expenses were about \$811,456. The unexpended cash balance of \$12,368,798 less outstanding encumbrances of \$2,448,706 left an ending unencumbered balance of \$9,920,092 in all funds. Ms. Kroll noted much of the first half of the 2020 real estate taxes have been received and that comprises most of the higher revenue for the month. She also noted that General Fund expenses were at about 12.6% of the budget.

February investments earned about \$20,820 with a principal of about \$12,528,236 in bank accounts and investments at an average weighted interest rate of 1.777%. Year to date interest on investments totaled \$40,185. She noted two CD's matured in February and she purchased two more, but that rates were continuing to drop.

In the PLF, March was up 6.74% from March 2019, and up 5.32% year-to-date compared to the same time last year. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

**Director’s Report:** Director Julianne Bedel provided a brief summary of highlights occurring in the month of February including statistics and programs.

Ms. Bedel provided an update on how the library administration has been handling the COVID-19 pandemic. She provided a draft resolution for the Board’s consideration as developed by legal counsel to allow administration to continue paying staff for the period of the library closure. Ms. Bedel noted that this resolution authorizes the Fiscal Officer to pay all staff for their current hours scheduled (including sub/temp time and Sunday straight time) through Sunday, April 5, 2020 and onward, unless or until there is further action of the Board.

Ms. Jenks moved, Dr. Giffiths seconded to approve the following **Resolution 20-14:**

WHEREAS, the Library has been carefully monitoring the unprecedented COVID-19 health crisis; and

WHEREAS, the evidence and the advice emanating from public health agencies point to early social distancing as a key strategy for slowing the spread of the virus; and

WHEREAS, the health and safety of our members and our staff are of paramount importance to the Library; and

WHEREAS, the Library Administration has made the difficult but prudent decision to close all Library facilities to the public for an initial period of three weeks.

NOW THEREFORE, the Library Board hereby authorizes the following actions by the Library Administration.

1. To place all Library employees on paid administrative leave (including sub/temp time and Sunday straight time already scheduled) for an initial period through and including April 5, 2020 and continuing thereafter for so long as the Library remains closed to the public, but subject to subsequent Board action to limit such paid administrative leave.
2. While on paid administrative leave, all Library employees will be expected and required to report to work upon reasonable notice from the Library to perform tasks within the scope of their job based on the Library's operational needs as determined by the Library Administration.

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

**Communications:** None.

**Approval of Personnel Report:** Ms. Ostrowski moved, Dr. Griffiths seconded to approve the Personnel Report. Ms. Carragher presented the February report on personnel activity. Ms. Bedel noted that Suzie Muniak, who would soon become the Assistant Director was in attendance, along with Kelly Conner, the new Deputy Fiscal Officer. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

**Board Committee Reports:**

**Finance Committee:** No meeting

**Personnel Committee:** Ms. Jenks reported that the committee had met March 9 to discuss revisions to the following policies. She noted that the Committee was provided with estimated costs for these changes if any apply, but Ms. Carragher could provide those costs. Mr. Carlson noted that he thought that policies changes should go to the Policy and By-Laws Committee and wasn't fully comfortable with the Sunday Hours and Parental Leave proposals. Ms. Bedel stated that she would like clarity on which committee can recommend policy changes to the Board since she felt these were clearly personnel-related issues. Mr. Ryan stated that the Board will provide a clearer directive in the future. Since the Personnel Committee recommended that the following policies be considered by the Board, Ms. Jenks and Ms. Carragher discussed them in more detail.

**Resolution 20-09 HR-B-13 Sick Leave – Change includes Pages to be eligible to accrue paid sick time effective pay period beginning 3/15/2020. Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

**Resolution 20-10 HR-B-17 Parental Leave of Absence – Change allows an employee on an approved parental leave of absence to use sick time up to 12 weeks (60 days) before being required to use other available paid leave time. Dr. Griffiths noted that many employers do not restrict paid leave time as the current policy states. Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

**Resolution 20-11 HR-B-24 Caregiver Leave of Absence – Change allows an employee on an approved caregiver leave of absence to use sick time up to 12 weeks (60 days) before being required to use other available paid leave time. Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

**Resolution 20-12 HR-B-25 Personal Time – Change includes Pages receiving annual paid Personal leave time. The policy states that the time will be awarded the first full pay period in January of each year. Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

**Resolution 20-13 HR-C-13 Sunday Hours – Change indicates that Pages working Sunday hours will be paid for actual hours worked. Compensatory Time is not permitted for Pages who work on Sundays due to possible violations of the federal minimum wage requirement. Roll call vote:** Mr.

Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

Ms. Jenks and Ms. Carragher noted that the Committee postponed any decision on the issue of overtime pay for Sunday hours and would consider this in the future once provided with more detailed information.

**Policy and By-Laws Committee: Resolution 20-15 BRD-07 Board of Trustee By-Laws -** Ms. Schultz noted that the committee met on Monday, March 8 to recommend to the Board a change in Policy BRD-07 Board of Trustees By-Laws that the Fiscal Officer or his/her designee will take minutes of Board and Committee meetings. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

Ms. Schultz also noted the Director or Fiscal Officer should bring all business and resolutions to the Board, and that the Board meeting table seems a little crowded so the committee suggested that Board members, the Director and Fiscal Officer should be at the table unless the Board requested others to join them. Ms. Schultz also noted that the Committee will review BRD-07 in more detail in the future.

**Buildings Committee:** No meeting

**Unfinished Business:**

**New Business:**

**Lodi Beer Tasting Event:** Ms. Ogden moved, Dr. Griffiths seconded to approve a Beer Tasting event in partnership with the Wadsworth Brewing Company for Saturday, June 6, 2020, at 4:00 p.m. to be held at the Lodi Library. Ms. Bedel explained that the prior beer tasting event at Lodi was very successful, that this was an after-hours event so there would be no liquor license required. Ms. Jenks was concerned that employees may assist in serving the poured samples and wondered what the level of liability of this would be. Ms. Kroll noted that per the Board's policy, we would obtain a certificate of insurance from Wadsworth Brewing Company. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

**Appointment of Deputy Fiscal Officer:** Ms. Schultz moved, Ms. Jenkins seconded to appoint Kelly A. Conner as Deputy Fiscal Officer effective March 16, 2020 through December 31, 2020, at an hourly rate of \$23.00, at a surety bond set in the amount of \$250,000.00. Ms. Kroll introduced Ms. Conner to the trustees, reviewed her many years of accounting experience, and noted that this bond amount is the same as the Fiscal Officer's bond. Mr. Carlson welcomed Kelly and stated he was very excited for Kelly to join our team.

**Resolution 20-16** The Medina County District Library Board of Trustees hereby appoints Kelly Connor as Deputy Fiscal Officer effective March 16, 2020 through December 31, 2020, at an hourly

rate of \$23.00, at a bond set in the amount of \$250,000.00. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

**Donations:** Ms. Jenks moved, Ms. Ogden seconded, the approve the following donation with gratitude:

1. Eliza Garfield Auxillary #142: \$250.00 in appreciation for use of our meeting rooms

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

**Other:** None

**Trustee Comments:** Ms. Ostrowski thanked Mr. Carlson for a nice job on handling the teleconference meeting, and also thanks Ms. Bedel and Ms. Kroll for their help.

Mr. Carlson thanked the entire staff for the outstanding job on this historical set of circumstances and the fact that we don't know what the future holds at this time. He thanked Ms. Bedel for her leadership and congratulated Ms. Muniak and Ms. Conner again.

Dr. Griffiths noted that Mr. Carlson had said it all.

Ms. Ogden thanked all for their work, congratulated Ms. Muniak, welcomed Ms. Conner and thanks Ms. Kettering for hosting.

Ms. Schultz thanked Julianne and noted that the library is in good hands, and appreciated the conference call.

Ms. Jenks thanked Mr. Carlson for handling a challenging meeting so eloquently and at the last minute and thanked Julianne for doing a great job. She thanked the donor, welcomed Ms. Conner and thanked Technology and Ms. Ogden for the phone call and said she was very proud to be a part of this library. She also thanked Ms. Ostrowski and Ms. Ogden for attending the meeting in person.

**Executive Session:** none

**Adjournment:** There being no further business, Ms. Ostrowski moved, Ms. Ogden seconded to adjourn the meeting at 7:18 p.m. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

**NEXT BOARD MEETING**  
**Monday, April 20, 2020 at 6:00 p.m. at Medina Library**

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**Ryan Carlson – Vice President**

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**Sharon Jenks – Secretary**