

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

**July 20, 2020**

The Medina County District Library Board of Trustees met in regular session on Monday, July 20, 2020 at Medina Library. With a quorum present, President Kyle White called the meeting to order at 6:00 p.m.

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

Library staff members in attendance: Julianne Bedel, Director; Kelly Kroll, Fiscal Officer; Suzie Muniak, Assistant Director; Kelly Conner, Deputy Fiscal Officer and acting as recording secretary; Aleen Olee, SEIU President; Chris Weaver-Pieh, Collection Resources Manager. Library staff members teleconferencing: Julie Carragher, Human Resources Manager, Tina Sabol, Community Engagement Manager; Sue Schuld, Technology Manager.

**Approval of the Agenda:** Dr. Griffiths moved, Ms. Jenks 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.

**Recognition of Guests and Comments from the Public:** Ms. White welcomed all in attendance. Rick Kirby attended as a guest and Tarik Kershah was present via teleconference.

**Disposition of Meeting Minutes:** Ms. Ogden moved, Mr. Carlson seconded to approve the June 15, 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.

**Executive Session:** Dr. Griffiths moved, Mr. Carlson seconded to move into Executive Session at 6:04 pm for the purpose of discussion with the Library's attorney regarding an imminent court action. Ms. Bedel, Ms. Kroll, and Mr. Kershah were asked to attend. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ms. Schultz – Aye; Ms. White – Aye.

Open session resumed at 6:32 p.m. No action was taken.

**Approval of Financial Report:** Ms. Jenks moved, Dr. Griffiths seconded to approve the June 2020 financial report. Fiscal Officer Kelly Kroll reported that June 2020 receipts totaled about \$301,099 and expenses were about \$523,405. The unexpended cash balance of \$12,049,011 less outstanding encumbrances of \$2,517,919 left an ending unencumbered balance of \$9,531,092 in all funds. Ms. Kroll noted that General Fund expenses were at about 35% of the budget.

June investments earned \$7,791 with a principal of about \$12,248,732 in bank accounts and investments at an average weighted interest rate of 1.15%. Year to date interest on investments totaled \$94,484. Ms. Kroll noted that interest rates are continuing to drop due to the effects of the COVID-19 pandemic on the economy. She has contacted the library's investment broker in an effort to invest the second half real estate tax being received in July. However, the best rate available is .20% on a 2 year CD. It has been determined not to purchase CDs or agencies. She will move the funds to money market accounts until better rates can be obtained.

Remarkably, July's PLF was up 2.17% from July 2019, which is a \$7,528 gain. This is the highest July PLF figure in the last four years. Ms. Kroll noted the July PLF was a surprise to most fiscal officers statewide as all were expecting lower revenues. She also stated that although this is better than expected news, combined together, the April through July 2020 PLF revenues are down \$197,347 from 2019. Overall, the library's PLF revenues year to date are down \$149,891 because January – March 2020 revenues were above 2019's collection. She expects the PLF to be down in the next several months as a result of COVID-19. Ms. Schultz asked Ms. Kroll and Ms. Bedel to have a conversation regarding wage reinstatement due to the positive financial results of the PLF. Ms. Bedel noted that both she and Ms. Kroll felt that it is too soon to make any changes until we have at least a few more months of PLF revenue. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

**Director's Report:** Director Julianne Bedel stated that the libraries have been open since June 15 for limited daily hours. She explained that we are meeting public demand for in-person services, and that use of the virtual chat service is growing. She further stated that the staff is promoting contact-free options offered by the libraries, leading to an anticipated increase in usage. Ms. Bedel reported that system-wide Signature Events will not be cancelled for the remainder of the year. Instead they will be reimaged as virtual opportunities.

Buckeye Branch Manager Laura Kettering has been named to the upcoming Leadership Medina County Signature Class.

Ms. Bedel reported Collection Resources staff is currently working hard to process the backlog of items going out to members, and completing a system-wide inventory project simultaneously. Ms. Bedel noted that the Genealogy Team is working on inventorying a collection of historic Lodi newspapers loaned to MCDL by the Lodi Historical Society.

Ms. Bedel reported that the Facilities and Operations team has been working through the extensive deliveries of pallets of returning items since statewide delivery has been re-instituted. All items received through Priority Dispatch from other libraries are quarantined for four days before handling. Delivery volume has increased since CLEVNET holds on reserved materials are also moving again.

Mr. Carlson moved, Dr. Griffiths seconded the recommended motion to extend the forfeiture of 17.75 vacation hours to Medina Page Robin Rashid to her anniversary date on April 20, 2021. This action does not establish a precedent and is due to the impact of the pandemic which closed the

library from March 17 to June 15, 2020. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

**Communications:** Ms. Bedel read a letter from the Children’s Center thanking the library for collecting pajamas and books for kids in need in the community.

**Approval of Personnel Report:** Dr. Griffiths moved, Mr. Carlson seconded to approve the Personnel Report. Ms. Bedel reported we recalled 162 coworkers in June, seven employees are on a leave of absence, and six employees resigned. She reported that there are no positions posted. Ms. Bedel explained that we are transitioning to a virtual orientation process in order to comply with social distancing practices. She also stated that Pat Bernauer is creating a virtual but meaningful graduation for the Leadership U class. Ms. Bedel gave information regarding other personnel activities including learning about and implementing new Families First Coronavirus Response Act. This includes implementing COVID self-check requirements and establishing how to safely manage when an employee or a member of their household is symptomatic and awaiting COVID test results. She also reported that Lois Huff, a customer service clerk at the Brunswick branch celebrated her 30 year MCDL anniversary. Dr. Griffiths noted the need to be diligent regarding the FDA sanitizer recalls occurring.

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

**Board Committee Reports:**

**Finance Committee:** No meeting.

**Personnel Committee:** No meeting.

**Policy and By-Laws Committee:** No meeting.

**Buildings Committee:** No meeting.

**Unfinished Business:** None.

**New Business:** None.

**Donations:** None.

**Other:**

**Trustee Comments:**

Dr. Griffiths stated that she is looking forward to the virtual events currently being planned to replace the in-person events. She congratulated Laura Kettering and Lois Huff.

Ms. Jenks congratulated Laura Kettering and Lois Huff for their accomplishments. She is very appreciative of all the staff making “lemonade out of lemons” in the given situation.

Ms. Ogden said congratulations to Laura and Lois. She thanked everyone for their effort.

Mr. Carlson appreciates the effort of the staff and he noted that his wife and daughters have recently visited the Brunswick library and staff there did a great job.

Ms. Schultz congratulated Laura Kettering and Lois Huff. She appreciated all the hard work of the staff and thanked everyone.

Ms. White recognized the staff working to implement the Summer Reading Club for their current accomplishments and stated that the genealogy department is a very valuable asset for the library and is greatly appreciated. Congratulation to Lois Huff and Laura Kettering.

**Adjournment:** There being no further business, Mr. Carlson moved, Ms. Ogden seconded to adjourn the meeting at 7:03 p.m. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

**NEXT BOARD MEETING**  
**Monday, August 17, 2020 at 6:00 p.m. at Medina Library**

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**Kyle White – President**

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**Sharon Jenks – Secretary**