

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

December 23, 2021

The Medina County District Library Board of Trustees met in regular session on Thursday December 23, 2021, at Medina Library. With a quorum present, President Ryan Carlson called the meeting to order at 8:01a.m.

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

Participating library staff members in attendance: Julianne Bedel, Director; Kelly Conner, Fiscal Director; and Allison Gaebelein, Deputy Fiscal Officer acting as recording secretary.

Approval of the Agenda: Mr. Harr moved, and Dr. Griffiths 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 including incoming trustee William Koran. There were no comments from the public.

Disposition of Meeting Minutes: Dr. Griffiths moved, and Ms. Ostrowski seconded the motion to approve the November 15, 2021, regular meeting minutes. The minutes were approved.

Approval of Financial Report: Ms. Ostrowski moved, and Mr. Harr seconded a motion to approve the November 2021 financial report. The financial report was approved unanimously.

Fiscal Officer Kelly Conner highlighted the Huntington Bank virtual credit card program that was initiated in the beginning of 2020 that resulted in a revenue rebate of \$6,472 for 2021. She noted that she was tasked at the start of 2021 with adding more vendors to this program and is happy to report that the virtual payments increased from \$790,687 in 2020 to \$1,167,905 in 2021. This resulted in an increased rebate percentage and \$2,400 more in rebate monies. Mr. Harr asked whether Huntington Bank prepared a vendor match listing for the library. Fiscal Officer Conner replied that Huntington did prepare a vendor match when the program was initiated, but that the Finance Department itself is currently adding and prioritizing vendors that accept virtual payments.

Director's report: Director Julianne Bedel highlighted that circulation for the month was up .22% compared to Nov. 2020. However, the door count was up 47.67% for the same period. Computer usage was up overall 150.40% but the number of patrons attending programs was down 23.73%. Looking at our past six months of usage, circulation is holding relatively steady, fluctuating between 211,859 this month and 240,813 in June, during the Summer Reading Game. E-media usage remains steady, varying between 59,175 and 65,068. The door count is generally increasing incrementally ranging from 33,077 to 35, 898 for the period. Overall computer usage had five months of modest increases from June to October and a modest

decrease this month with the total range being from 14,724 to 19,839. Pickup locker use continues to be strong and curbside service remains at an unprecedented level. We have gone from 109 curbsides in June to 1,653 in November, due to COVID test kit pick-ups. Looking forward to 2022, we've identified some options for strategic planning processes and will receive proposals in January.

Ms. Ostrowski inquired about the library's policy for changing service levels since it has been reported in the news that Cleveland Public Libraries had closed to in-person services, only utilizing drop off and curbside services due to COVID. Director Bedel responded that there are no plans to alter service levels or close Medina Libraries at this time. Our library is still effectively maintaining daily operations and acting in accordance with local and state health department guidelines. In an emergency situation, such as a high level of sickness in the staff that results in interruption of daily operations, the Director is authorized to close the library and would notify the Board President. If a long-term change in service level is needed, Bedel will prepare a proposal for trustee consideration.

Communications: There was no formal communication for the trustees.

Personnel Report: Dr. Griffiths moved, and Ms. Ostrowski seconded to approve the Personnel Report. The report was approved unanimously.

Director Bedel highlighted that while there were a dozen colleagues celebrating work anniversaries this month, none were milestone years. She thanked the Wellness Committee who participated in our insurance benefit renewal process and the Staff Day Planning Committee who pulled off a great day of continuing education on Nov. 12. Highlights included a keynote on emotional intelligence, and many engaging sessions on topics ranging from setting goals, managing conflict, practicing mindfulness, and creating vision boards. She also thanked the Friends of the Library for supporting Staff Day by funding the staff lunch options.

Board Committee Reports:

Finance Committee: The Finance Committee met on December 2, 2021, and reviewed the 2022 budget and the non-union salary increase. The committee recommended approval of the budget and salary increases as proposed.

Resolution 21-28: 2022 Budget: Upon recommendation of the Finance Committee, the Medina County District Library Board of Trustees hereby adopts the 2022 budget as attached.

Roll call vote: Carlson – Aye; Dr.Griffiths – Aye; Harr – Aye; Ostrowski – Aye.

Motion carried.

Resolution 21-29: 2022 Non-Union Salary Increase: Upon recommendation of the Finance Committee, the Medina County District Library Board of Trustees hereby approves a 3.5% increase in compensation for Page/Professional/Administrative employees effective the first full pay period of 2022. **Roll call vote:** Carlson – Aye; Dr.Griffiths – Aye; Harr – Aye; Ostrowski – Aye. **Motion carried.**

Personnel Committee: The Personnel Committee met on December 2, 2021, to conduct the annual evaluation of the Director as well as an informal check-in with the Fiscal Officer who is still relatively new in the position. The Committee also reviewed a proposed extension of the COVID Sick Bank use for 2022.

Resolution 21-30: HR-B-20 Sick Bank: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby approves the extension of the sick bank for special COVID purposes, as detailed in Resolution 20-50, through December 31, 2022. **Roll call vote:** Carlson – Aye; Dr.Griffiths – Aye; Harr – Aye; Ostrowski – Aye. **Motion carried.**

Policy and By-Laws Committee: No Meeting

Buildings Committee: No Meeting

Unfinished Business: None

New Business:

2022 Board Meeting Schedule: Dr. Griffiths moved, and Mr. Harr seconded a motion that The Medina County District Library Board of Trustees hereby approves the Board Meeting Schedule BRD-01 policy for 2022. **Motion carried.**

2022 Board Officers: Ms. Ostrowski moved, and Dr. Griffiths seconded a motion that The Medina County District Library Board of Trustees approve the following slate officers for 2022: Ryan Carlson – President, and Dr. Maria Griffiths – Vice President. **Motion carried.**

Executive Session: Ms. Ostrowski moved, and Dr. Griffiths seconded to move into executive session at 8:22 a.m. to discuss the employment of a public employee. **Roll call vote:** Carlson – Aye; Dr.Griffiths – Aye; Harr – Aye; Ostrowski – Aye. **Motion carried.**

Regular session resumed at 8:55 a.m. with no action taken.

Resolution 21-31: Appointment of Fiscal Officer: Ms. Ostrowski moved, and Mr. Harr seconded a motion that The Medina County District Library Board of Trustees hereby appoints Kelly A. Conner as Fiscal Officer for one year, effective January 1, 2022, through December 31, 2022, at the annual wage of \$85,000 and a surety bond set in the amount of \$250,000. **Motion carried.**

Resolution 21-32: Appointment of Deputy Fiscal Officer: Mr. Harr moved, and Dr. Griffiths seconded a motion that The Medina County District Library Board of Trustees hereby appoints Allison Gaebelein as Deputy Fiscal Officer for one year, effective January 1, 2022, through December 31, 2022, at an hourly rate of \$22.77 and a surety bond set in the amount of \$250,000. **Motion carried.**

Resolution 21-33: Interfund Transfer: Ms. Ostrowski moved, and Dr. Griffiths seconded a motion that The Medina County District Library Board of Trustees hereby approves the Interfund Transfer from the 2021 budget from 101 General Fund to the 401 Building/Repair Fund. **Motion carried.**

Resolution 21-34: Tax Advance Request: Ms. Ostrowski moved, and Mr. Harr seconded that The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collection from the Medina County Auditor for 2022. **Motion carried.**

Donations: Dr. Griffiths moved, and Mr. Harr seconded to approve the following donations:

1. Theresa Laffey: \$50 in memory of Debbie Prante
2. Doc Loomis: Copy of *The Loomis Family in America*
3. Thomas Mason: Two 70" televisions, mounts, and cables

The Board unanimously accepted the donations with gratitude.

Trustees' Comments:

Dr. Griffiths is thankful for the library leadership's work in 2021 and feels that we are going into the next year on firmer ground. She is also thankful for the employees' continued services to the community and their wonderful creativity. Happy Holidays!

Mr. Harr is also appreciative of the library's leadership. He would like to welcome our new trustee, William Koran. He is thankful to Mary Schultz and Sharon Jenks for their contributions to the Medina County District Library. Happy Holidays!

Ms. Ostrowski echoed the previous sentiments. She commented on how strange last year was, and it has continued into this year. She is appreciative of the library's positive leadership. She sends a warm welcome to the new trustee William Koran. Merry Christmas!

Mr. Carlson is also very thankful for the positive direction of the library's leadership, including Director Julianne Bedel, Fiscal Officer Kelly Kroll, Deputy Fiscal Office Allison Gaebelein, and Facilities Manager Jason Brzezinski. He sends best wishes to Sharon Jenks. Merry Christmas and Happy New Year!

Adjournment: There being no further business, Mr. Harr moved, and Ms. Ostrowski seconded to adjourn the meeting at 9:04 am. Motion Carried.

Ryan Carlson, President

Brian Harr, Secretary

NEXT BOARD MEETING
Monday, January 17, 2022, at 6:00 p.m.