

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

February 17, 2020

The Medina County District Library Board of Trustees met in regular session on Monday, February 17, 2020 at Medina Library. With a quorum present, President Kyle White called the meeting to order at 6:00 p.m.

Roll Call was taken with the following members noted as present: Kyle White, Ryan Carlson, Sharon Jenks, Mary Ogden, Maria Griffiths, and Gail Ostrowski.

Library staff members in attendance: Christine Gramm, Interim Director; Julianne Bedel, Director; Kelly Kroll, Fiscal Officer; Julie Carragher, Human Resources Manager; Tina Sabol, Community Engagement Manager; Sue Schuld, Technology Manager; Keith Maynard, Maintenance and Facilities Manager; Chris Weaver-Pieh, Collection Resources Manager; Annetherese Biesiada, Highland Librarian; Greg Biebelhausen and Troy Hall, Maintenance and Delivery; Aleen Olee, SEIU President, and Tammy Nandrasy, Senior Administrative Assistant acting as recording secretary. Lt. Dean Lesak provided security.

Approval of the Agenda: A motion to approve the agenda was made by Ms. Jenks and seconded by Dr. Griffiths. The agenda was approved unanimously.

Recognition of Guests and Comments from the Public: Ms. White welcomed all in attendance. Jennifer Stencel attended as a guest.

Disposition of Meeting Minutes:

A motion to approve the January 20, 2020 meeting minutes was made by Mr. Carlson and seconded by Ms. Ogden. The minutes were approved unanimously.

A motion to approve the January 22, 2020 special meeting minutes was made by Mr. Carlson and seconded by Dr. Griffiths. The minutes were approved unanimously.

A motion to approve the February 4, 2020 special meeting minutes was made by Mr. Carlson and seconded by Ms. Ogden. The minutes were approved unanimously.

Financial Report: Mr. Carlson moved to approve the monthly financial reports and Dr. Griffiths seconded the motion. Fiscal Officer Kelly Kroll reported that January 2020 receipts totaled about \$622,435 and expenses were about \$874,574. The unexpended balance of \$9,360,813 minus outstanding encumbrances of \$2,785,574 left an ending balance of \$6,575,239 in all funds. Ms. Kroll noted that the first half of the 2020 real estate taxes will be coming in the first couple months of the year and passport fees were showing a significant increase.

January investments earned about \$19,364 with a principal of about \$9,449,006 in bank accounts and investments at an average interest rate of 1.828%.

Board of Trustees Meeting

Page Two

February 17, 2020

In the PLF, February was up 4.75% from February 2019, and up 4.76% year-to-date compared to the same time last year.

Ms. Kroll stated that there had been several promising responses to the Deputy Fiscal Officer and Payroll Coordinator position postings, and interviews were set to begin.

The Financial Report was approved unanimously.

Director's Report: Interim Director Christine Gramm gave a summary of highlights occurring in the month of January including statistics and programs. She reported that the new Bookmobile had been ordered, the conversion to fine-free status was going smoothly, and the Virginia Wheeler Martin Center was being enthusiastically received by members. She added that Medina Library received re-certification as a GED testing site following the second floor renovations.

Communications:

- A grateful member sent a card of thanks to Brunswick's Noreen Stone for making sure her lost car keys were returned to her.
- A card signed by Buckeye Middle School students thanked the Buckeye Library staff for all they do.
- The Morning Rotary Club of Medina sent a letter of appreciation particularly praising Medina's Children's Department services.

Personnel Report: Ms. Jenks moved to approve the Personnel Report and Dr. Griffiths seconded the motion. Ms. Carragher presented the January report on personnel activity and the report was approved unanimously.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee:

1. Medina Carpet Installation Issue: Ms. Jenks reported that the committee had met on Monday, February 10 to discuss concerns from some staff members arising from adverse reactions to products used during Medina's second floor carpet installation. Employees who left due to reactions used sick time and the request being made was to restore that time to their banks of sick hours.

Ms. Jenks explained that Ms. Carragher had worked with Labor Attorney Jim Wilkins to compose an agreement that would cover particular terms specified. Since the agreement was not complete at the time of the committee meeting, the members were unable to vote to recommend it to the board as a committee. The agreement had since been completed and Ms. Jenks made a motion to approve the resolution. Dr. Griffiths seconded the motion and it was approved unanimously.

Resolution 20-08: The Medina County District Library Board of Trustees hereby authorizes the following actions by the Library Administration, effective February 17, 2020:

1. To enter into a Settlement Agreement that fully, finally, and amicably resolves the grievance filed by SEIU District 1199 over the installation of carpet at the Main Library, including the restoration of sick leave to the sick leave balances of each bargaining unit employee who was identified as having used sick leave during the period the carpet was being installed.
2. To similarly restore sick leave to the sick leave balances of each of the following non-bargaining unit employees who were identified as having used sick leave during the period the carpet was being installed:

Name	Amount of Sick Leave Used
Abraham, Peggy	5 hours
Ania, Samantha	2.5 hours

3. The Library Administration is authorized to take such further steps as are necessary and reasonable to effectuate the purposes of this Resolution.

Policy and By-Laws Committee: No meeting

Buildings Committee: No meeting

Unfinished Business:

New Business:

A. Donations: Upon a motion by Ms. Jenks and seconded by Dr. Griffiths, the following donations were approved unanimously:

1. Karen Brucker: \$50 in honor of Bill Konas
2. Friends of MCDL: \$27,000 for SRC, Signature Events, Writers Live
3. Kiwanis Club of Medina: \$96 for books
4. Linda Hennis: \$50 in Memory of Denise Pierman

B. Other: Ms. White took the opportunity to express gratitude to Ms. Gramm for her outstanding service as interim director which was evident in the seamless transition from the former director's retirement to filling the position permanently. She welcomed Julianne Bedel as the incoming director and said she was looking forward to working together to move MCDL forward.

Trustee Comments:

Ms. Ostrowski wished to thank the branch managers she had visited as part of her trustee orientation. She was very impressed by the dedication of staff and the individual personalities of each location. She added that she will finish her tours when she visits Buckeye Library and Outreach in March.

Ms. Jenks thanked Ms. Gramm for stepping up as interim director and welcomed Ms. Bedel to her new position. She complimented the Community Engagement Dept. on the new *Library Live* newsletter.

Ms. White: thanked Ms. Gramm and welcomed Ms. Bedel.

Mr. Carlson echoed Ms. White's comments and added a thank you to Tina Sabol for the new issue of *Library Live*. He said he appreciated the online version, but his children look forward to circling interesting programs in the printed issue.

Ms. Ogden also thanked Ms. Gramm and congratulated Ms. Bedel.

Dr. Griffiths thanked Ms. Gramm and welcomed Ms. Bedel. She said she was very happy to find that foreign language books are available at MCDL.

Executive Session: none

Adjournment: Upon a motion made by Mr. Carlson and seconded by Ms. Ogden, the meeting was adjourned at 6:24 p.m.

NEXT BOARD MEETING
Monday, March 16, 2020 at 6:00 p.m. at Buckeye Library

Kyle White –President

Sharon Jenks– Secretary