

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

April 19, 2021

The Medina County District Library Board of Trustees met in regular session on Monday April 19, 2021 via Zoom. With a quorum present, President Ryan Carlson called the meeting to order at 6:00 p.m.

Roll call: The following members teleconferenced (in accordance with the March 15, 2020 opinion from the Ohio Attorney General's Office): Ryan Carlson, Brian Harr, Sharon Jenks, Gail Ostrowski, Mary Schultz and Kyle White. Dr. Maria Griffiths was absent.

Library staff members in attendance via teleconference: Julianne Bedel, Director; Molly Koch, Fiscal Officer, and Kelly Conner acting as recording secretary.

Additional individuals were also in attendance by phone.

Approval of the Agenda: Mr. Harr moved, Ms. Ostrowski seconded 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. Harr noted a minor correction to the March 2021 minutes. Ms. Jenks moved, Ms. Schultz seconded to approve the corrected March 15, 2021 meeting minutes. The minutes with correction were approved unanimously.

Approval of Financial Report: Mr. Harr moved, Ms. Ostrowski seconded to approve the March 2021 financial report. Fiscal Officer Molly Koch reported that March 2021 revenues totaled \$1,208,838; expenses were \$735,950; cash balance totaled \$14,989,313; encumbrances totaled \$2,135,707 leaving an unencumbered balance of \$12,853,606. Ms. Koch noted that 72% of the revenue received this month was from real estate tax advanced payments; 26% from the PLF and 1% from investment income. Ms. Koch highlighted expenses broke down as follows: Salaries and Benefits – 60%; Services – 20%; Library Materials – 15%; and Capital – 5%. March 2021 PLF has a month over month increase of \$41,214 compared to 2020 and is 7% increase year to date. The Financial Report was approved unanimously.

Director's Report: Director Julianne Bedel reported library statistics are unusual simply because the library was closed for approximately half of March 2020. She noted that the March 2021 circulation was an increase of 18,626 over last month, making March the highest month of circulation in the six-month rolling window. Other high statistic marks included door count of 25,136 and computer usage of 11,134. During the first month of re-instituting passport services, 78 applications were completed. Ms. Bedel completed quarterly branch staff visits to all locations and, with Tina Sabol, conducted the bimonthly full-staff Q & A via Zoom.

On April 5, which happened to coincide with National Library week, we expanded public service hours to be 10am – 8pm Monday through Thursday and 10am – 5pm on Fridays and Saturdays at all locations. We are scheduled to return to Sunday hours in the fall at Medina and Brunswick.

In later-breaking news, earlier this month, the CDC revised its guidance regarding transmission of the COVID virus on surface materials, which includes library materials. This guidance further confirmed that surface transmission of the virus is low risk and not a vector of concern, confirming a growing body of research showing that the primary means of transmission of COVID-19 is through respiratory droplets.

After reviewing this updated guidance and related information, we will be discontinuing the four-day quarantine of library materials effective May 3, 2021. Based on this new guidance, Ms. Bedel is confident that we can do so without escalating risk to our staff. For our patrons, this means the drive-up book returns at Medina and Brunswick will be available 24/7 starting May 3, just like the walk-up returns. Other circulation routines – such as returning items into the drops rather than person-to-person at the front desk with remain in place. This new guidance will allow the library to process returns off patron accounts more quickly than since reopening last June.

Ms. Bedel will continue to review CDC, state, and local health department guidelines to determine when it is appropriate to relax or rescind COVID-related practices. For now, in compliance with state and local guidance, we continue to be vigilant with social distancing, mask usage, and periodic cleaning of high-touch surfaces. The changes are happening slowly, but we are content to proceed with caution keeping in mind the health and safety of our staff and patrons. At this time, Ohio is at roughly four times the COVID rate that has been set as the threshold for the ODH to cancel the mask order. We continue to enforce our mask practice, even though some staff and patrons question the need to do so if they have been vaccinated. Again, we will continue to review information as it is updated and roll back practices as soon as practically possible.

The public survey came to an end in early April, with nearly 2,000 responses. We are currently in the process of combing through the open-ended questions and will have an overview for you in May.

Communications: There were no formal communications to the trustees. However, several thank-you notes were received for staff services from the Eliza Northrop Elementary School teachers and staff to our Medina Library. A member comment form complementing the “kind, patient, helpful, and friendly service” from Roxana Rathbun at Seville Library, as well as a first day of spring celebratory cookie basket sent from a patron to Medina Library with many thanks to the staff “who have been so helpful and kind to make sure we got our books, DVDs, magazines, etc., without feeling uncomfortable or at risk.”

Approval of Personnel Report: Ms. Ostrowski moved, Mr. Harr seconded to approve the Personnel Report. Ms. Bedel highlighted that we had eight new hires as part of the staffing plan and seven employees change status. This was our second class of hires who are going through our streamlined and socially distanced onboarding so we've worked the bugs out there. Four people left the staff this month. Nine leaves of absence were in force this month, which is thankfully far fewer than we've had in recent months. There is one milestone anniversary to celebrate this month – congratulations to Buckeye Library Manager Laura Kettering who celebrated five years with MCDL in March. The Personnel Report was approved unanimously.

Board Committee Reports:

Finance Committee: No meeting.

Personnel Committee: Ms. White reported that the committee had met on April 5, 2021, and discussed the expectations, updates, and status of the new Fiscal Officer. General discussion resulted in no board recommendation.

Policy and By-Laws Committee: No meeting.

Building Committee: Ms. Jenks reported that the committee had met on April 6, 2021, and discussed the options available for the disposition of the current Bookmobile. Ms. Bedel shared the latest designs for the new Bookmobile.

Resolution #21-06: Disposition of the Bookmobile: Upon recommendation of the Building Committee, the Board of Trustees approved the public sale of the 2005 Bluebird with a reserve of \$3,000. Resolution carried unanimously.

Unfinished Business: None.

New Business:

Seville Branch Presentation: Katie Graefnitz is the new Seville Branch Manager. She shared that the Seville Branch's biggest challenges are how small the library is, and the fact that the branch has no parking lot. She discussed the things she can do to keep people coming in regardless of these challenges. The plan is to focus heavily on Seville's collection for the next year and make it the "popular" library of MCDL. She wants Seville members to know that every item on our shelves has been curated for them through carefully considering what we order, and by assessing our materials on a regular basis. Ms. Graefnitz also shared a slide show showing new display areas that have been created.

Donations: Ms. Jenks moved, Ms. Ostrowski seconded, to approve with gratitude the following donations:

1. Darrell Waite: \$100 in Memory of Ronald Knight

2. Afternoon Club: \$100 in Memory of Pat Boyle
3. Wholesome Burger: \$31.53
4. Anonymous: \$25
5. John and Sharon Radon: \$20 in Memory of Steve Gunsel
6. Gregory and Bernadette Sanchez: \$80 in Memory of Steve Gunsel
7. Bill and Nancy Fyffe: \$50 in Memory of Steve Gunsel
8. Scott and Suzanna Penny: \$25 in Memory of Steve Gunsel
9. Gloria Cunningham: \$25 in Memory of Steve Gunsel
10. Cheryl Gunsel: \$500 for Donor Wall

The Board accepted the donations unanimously.

Trustees' Comments:

Ms. Ostrowski stated that she is happy to see the increasing trend in members and the extended hours now available. Congratulations to Laura on her work anniversary. She enjoyed Katie's "enticing" displays.

Ms. Schultz thanked Ms. Graefnitz for her presentation. She "loves what you've done with the place."

Mr. Harr thanked Ms. Graefnitz for her presentation. He echoed the comments from Ms. Shultz and Ms. Ostrowski. He is hoping to see the Board get back to in person meetings soon.

Ms. Jenks thanked all for the donations. She thanked Ms. Graefnitz for her presentation. The changes look amazing. She commented that it is nice to see the numbers on the rise.

Ms. White echoes all comments provided by board members. She thanked Ms. Graefnitz for the presentation and thanked all who donated to the library this month.

Mr. Carlson had nothing to add that hadn't already been said by other board members except that he has hope for the future and a return to "normalcy." He is looking forward to the continued expansion of services, hours, and people.

Executive Session None.

Adjournment: There being no further business, Ms. Shultz moved, Ms. Ostrowski seconded to adjourn the meeting at 6:37 p.m. Motion carried unanimously.

NEXT BOARD MEETING
Monday, May 17, 2021 at 6:00 p.m.

Ryan Carlson – President

Sharon Jenks – Secretary