

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

June 21, 2021

The Medina County District Library Board of Trustees met in regular session on Monday June 21, 2021 via a hybrid session of partial in-person and partial Zoom. With a quorum present, President Ryan Carlson called the meeting to order at 6:03 p.m.

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

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

Additional individuals were also in attendance via Zoom.

Approval of the Agenda: Dr. Griffiths moved, Ms. Jenks 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: Ms. Jenks noted a minor correction to the May 2021 minutes. Mr. Harr moved, Dr. Griffiths seconded to approve the corrected May 17, 2021 meeting minutes. The minutes with correction were approved unanimously.

Approval of Financial Report: Ms. Ostrowski moved, Dr. Griffiths seconded to approve the May 2021 financial report. Fiscal Officer Molly Koch reported that May 2021 revenues totaled \$383,458; expenses were \$816,514; cash balance totaled \$14,627,647. Ms. Koch noted that the encumbrances have been reduced as we are trying to consolidate where possible and reduce overall outstanding purchase orders if unnecessary. Therefore May's unencumbered balance totaled \$13,066,730. Ms. Koch reported that 0% of the revenue received this month was from real estate tax advanced payments; 96% from the PLF; 3% from other which was primarily passport processing and 1% from investment income. Ms. Koch highlighted expenses broke down as follows: Salaries and Benefits – 55%; Contract Services – 13%; Library Materials and Supplies – 12%; Other – 19%; and Capital – 0%. Salaries and Benefits were down from the prior month with the Other category up significantly due to an interest payment on our bond. May 2021 PLF was up 45% from last May and up 24% year to date. Ms. Koch expects this trend to continue. The Financial Report was approved unanimously.

Ms. Koch opened the floor to discuss the purchase of new AED units. Dr. Griffiths questioned how many of the staff were trained in the use of the units. Ms. Bedel responded she did not know the actual number of trained staff but that training was ongoing with new hires. She will be adding training to the upcoming Staff Development Day.

Resolution #21-09: Purchase of AED units: Ms. Ostrowski moved, Dr. Griffiths seconded, that the Medina County District Library Board of Trustees approve the purchase of nine AED units (cases, batteries, pads, rescue kits) from AEDventure for \$14,661.00, Purchase Order # 21188. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Mr. Harr – Aye; Ms. Jenks – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

Director’s Report: Director Julianne Bedel shared that Feeding Medina County reported that 984.5 pounds of mac and cheese valued at \$1,673.65 was donated by Library patrons and staff during the month of April. This includes mac and cheese from JELC Preschool in Seville – so we send a big thank you to Diane Grubbs and those families for supporting our mac and cheese drive. FMC Director Katy Fuerst sends her thanks to MCDL and noted that those donations actually got them through several weeks of weekend “Weekender Bags” for kiddos. We look forward to continuing that participation in the future. Our Leadership U class, which was suspended last year, is resuming and four staff members will be working over the next several months to complete their class project and learning units. In May we distributed 22 BinaxNOW COVID-19 self-test kits in the branches. This brings us to approximately 89 kits year to date. We entered into a partnership with the Health Department to offer monthly walk-in vaccination clinics at three branches for June, July, and August. They will be 11am – 2pm on the first Friday of the month at Highland, third Friday at Buckeye, and fourth Friday at Lodi. We are shifting gears to add in-person programming as quickly as possible, and had really good attendance at the first storytimes we presented. Summer Reading Club kicked off for children of all ages on June 1st and will run through the end of August.

Communications: There were no formal communications to the trustees.

Approval of Personnel Report: Dr. Griffiths moved, Ms. Jenks seconded to approve the Personnel Report. Ms. Bedel highlighted that we had three milestone (multiple of 5’s) anniversaries this month, Chris Weaver-Pieh (Collection Resources Manager) is celebrating 10 years. Nancy Dalton (Brunswick Associate) and Sarah Tome (Medina Customer Service) both 5 years. While it’s not a milestone year, Christine Gramm (Medina Library Manager) celebrated 28 years this month. Congratulations and thanks to all! Finally, Bridget Sutter (Brunswick Teen Librarian) was selected to participate in the 2021 Library Leadership Ohio Program and Laura Kettering (Buckeye Library Manager) graduated from Leadership Medina County. The personnel report was passed unanimously.

Board Committee Reports:

Finance Committee: No meeting.

Personnel Committee: No meeting.

Policy and By-Laws Committee: No meeting.

Building Committee: No meeting.

Unfinished Business: None.

New Business:

Outreach Branch Presentation: Ann Plazek shared exterior and interior pictures of the new bookmobile scheduled to arrive at MCDL in July. The new exterior graphics had recently been installed by the vendor. Ms. Plazek explained how the vendor will road test the new vehicle as well as provide a water test prior to delivery. She shared the schedule of the various stops the bookmobile will be making. These include senior community stops, family & neighborhood stops, and senior care facility lobby stops. The bookmobile is scheduled to be at the Medina County Fair from August 2 -7. The staff is excited to get the new vehicle on the road soon.

Resolution #21-10: Change to Non-Bargaining Unit Staff Compensation: Ms. Jenks moved, Dr. Griffiths seconded, that the Medina County District Library Board of Trustees resolves to reinstate the 2020 Professional/Admin/Page Salary Structure percentage increases effective July 4, 2021.

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

Service Recognition for Linda Easton: Mr. Carlson recognized Customer Service Clerk Linda Easton for her 33 years of dedicated service. Linda will retire June 30, 2021. The Board of Trustees thanked Linda for the 33 years of dedicated service that she has given to the Library and the community we serve.

Service Recognition for Kathy Osborn: Mr. Carlson recognized Delivery/Maintenance staff member Kathy Osborn for her almost 21 years of dedicated service. Kathy retired May 31, 2021. The Board of Trustees thank Kathy for the decades of care that she has given to our library staff and the MCDL community.

Donations: Ms. Schultz moved, Dr. Griffiths seconded, to approve with gratitude the following donations:

1. Beth Rado: \$50
2. Pettiti's Garden Center: \$35

The Board accepted the donations unanimously with gratitude.

Other: None.

Trustees' Comments:

Dr. Griffiths issued congratulations to everyone on their anniversaries and to those who are retiring. Thank you for your service. Congratulations to Ms. Sutter and Ms. Kettering for their leadership accomplishments. Thank you to Ms. Plazek for a great update on the bookmobile. Dr. Griffiths also noted that having the vaccination sites and test kits is a real testament to the library's service to the community.

Mr. Harr wished congratulations to Ms. Easton and Ms. Osborn and wished them well. He noted that he had the opportunity to see Ms. Bedel's filming of the Medina Minute and thought it was very well done and representative of the library.

Ms. Jenks congratulated Ms. Bedel on a fantastic job on the Medina Minute. She thanked her for doing it and felt that it helps bring the library further out into the community. Thanks for the hybrid version of today's meeting. She welcomed Ms. Elswick and issued thanks for the donations. Finally she congratulated Ms. Graham for her 28 years of service.

Ms. Ostrowski issued congratulations to those celebrating their milestone anniversaries and the 28 years for Ms. Graham. She thanked Ms. Plazek for the Outreach presentation. The Bookmobile looks beautiful and is a great way to get the library out into the community very visibly. Congratulations to Ms. Easton and Ms. Osborne on their impressive years of service. Enjoy your retirements.

Ms. Schultz welcomed Ms. Elswick. She is very excited about the bookmobile and is looking forward to seeing it in her neighborhood. She also thanked Ms. Conner for the extra hours being worked to help Ms. Koch and the Finance Department during this busy time.

Mr. Carlson commented he really enjoyed seeing the bookmobile graphics and thanked Ms. Plazek for her presentation. Mr. Carlson stated that he will be reviewing the rules as it relates to the State's changes but he believed the Board will be back in person next month. He will see if there is a hybrid option, so please stay tuned. He expressed gratitude for the years of service for those retiring as well as for the donations.

Executive Session: Ms. Schultz moved, Ms. Ostrowski seconded to move into Executive Session to discuss the compensation of an employee at 6:48 pm. Ms. Bedel, and Ms. Koch were asked to attend. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Mr. Harr – Aye; Ms. Jenks – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye.

Roll call after return: Mr. Carlson – Present; Dr. Griffiths – Present; Mr. Harr – Present; Ms. Jenks – Present; Ms. Ostrowski – Present; Ms. Schultz – Present.

Open session resumed at 7:54 pm with no action taken.

Adjournment: There being no further business, Mr. Harr moved, Ms. Ostrowski seconded to adjourn the meeting at 7:58 p.m. Motion carried unanimously.

**NEXT BOARD MEETING
Monday, July 19, 2021 at 6:00 p.m.**

Ryan Carlson – President

Sharon Jenks – Secretary