

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

August 17, 2020

The Medina County District Library Board of Trustees met in regular session on Monday August 17, 2020 via Zoom. With a quorum present, President Kyle White called the meeting to order at 6:02 pm.

Roll call: The following members teleconferenced (in accordance with the March 13, 2020 opinion from the Ohio Attorney General's Office): Ryan Carlson, Dr. Griffiths, Sharon Jenks, Mary Ogden, Mary Schultz and Kyle White. Absent: Gail Ostrowski* (arrived later).

Library staff members in attendance via teleconference: Julianne Bedel, Director; Kelly Kroll, Fiscal Officer; Sue Schuld, Technology Services Manager; Julie Carragher, Human Resources Manager; Tina Sabol, Community Engagement Manager, Chris Weaver-Pieh, Collection Resources Manager; and Kelly Conner, Deputy Fiscal Officer and acting as recording secretary.

Approval of the Agenda: Dr. Griffiths moved, Ms. Schultz 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 Guest and Comments from the Public: Ms. White welcomed all in attendance.

Disposition of Meeting Minutes: Mr. Carlson moved, Ms. Jenks seconded to approve the July 20, 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.

Approval of Financial Report: Mr. Carlson moved, Ms. Jenks seconded to approve the July 2020 financial report. Fiscal Officer Kelly Kroll reported that July 2020 revenues totaled \$4,192,847 and expenses were \$960,678. The unexpended cash balance of \$15,281,181 less outstanding encumbrances of \$2,063,297 left an ending unencumbered balance of \$13,217,884 in all funds. Ms. Kroll noted that Real Estate Tax revenue came in above the Budgeted amount while General Fund expenses were at about 41.7% of the budget. July investments earned \$10,171 with a principal balance of \$15,486,851 in bank accounts and investments at an average weighted return of 0.948%. Year to date interest on investments totaled \$104,655. Ms. Kroll noted that interest rates are continuing to drop due to the effects of COVID-19 pandemic on the economy.

August 2020 PLF was higher than prior August's by \$105,895 mostly due to the timing of income tax filing being postponed from April 15th to July 15th this year by the IRS and State of Ohio. Ms. Kroll expects it to drop in the coming months. Mr. Carlson mentioned some of the economic factors that support Ms. Kroll's conclusion. **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 reported library statistics as follows: circulation down ~ 30%; door count down ~ 67%; Anytime Locker usage up 453%; E-media circulation up ~ 24% and computer utilization down ~68% compared to this time last year. We are starting to see some wait times for computer usage in Medina, so branch and IT staff have identified some opportunities to add a few additional computers. We are limited by physical distancing measures and in some cases, wiring infrastructure.

Ms. Bedel reported that staff are reaching out to our school contacts and daycares to offer virtual school book talks or storytimes in place of our normal in-person visits. GED testing will resume in September. Updated REALM project testing results recommended a four day quarantine period for returned materials. This change was implemented within a day of recommendation. In response to changing visitor patterns (guests are not browsing the collection) branches are remodeling the floor displays to push more materials forward facing, and closer to where patrons are when they come in to pick up holds.

Seville Manager Jamie Stilla was recognized as the Notable Woman in July by the Northeast Ohio Working Women's Network. Congratulations and thank you to Cynthia Leatherman at Seville Branch who recently celebrated 24 years with MCDL.

Communications: None.

Approval of Personnel Report: Ms. Schultz moved, Mr. Carlson seconded to approve the Personnel Report. Ms. Bedel reported that July 2020 had one retirement, one resignation, two temporary reduction in hours, 15 people on Leave of Absence and no new hires. There have been questions regarding temporary reduction in hours so clarification information has been sent to the full staff.

Diane Dermody, Manager at the Highland Branch will be retiring this fall. After some careful consideration, Ms. Bedel noted that she feels it is necessary to seek a successor in that position. Even in this changing environment, it is in our best interest to have a manager to anchor that branch, to be a resource for the staff working there, and to take ownership of the operation of services to the surrounding community – especially during this time of rapid change.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: Ms. Jenks reported that the committee had met August 10, 2020 to discuss revisions to several policies. Ms. Jenks noted that the following revisions were needed in order to align library policies with changes agreed to in the collective bargaining agreement, and to include a new policy that applies to all staff.

Resolution #20-28 HR-B-10 Vacation: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby adopts the changes to HR-B-10 as presented to delete the line indicating that Pages do not earn sick time in addition to the wording

change from being “admitted” to a hospital to being “treated” at a hospital to reflect the way modern medical treatment is handled. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Resolution #20-29 HR-B-13 Sick Leave: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby adopts the changes to HR-B-13 as presented with the words “domestic partner” added to the immediate family section, and that the wording in section 6.b. (Termination) be expanded to clarify when the library will pay out one half of accrued sick leave upon retirement in OPERS. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Resolution #20-30 HR-B-14 Bereavement Leave: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby adopts the changes to HR-B-14 as presented with the definition of immediate family and other family expanded. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Resolution #20-31 HR-B-17 Parental Leave of Absence: : Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby adopts the changes HR-B-17 as presented with the deletion of language regarding bumping and a statement adding that while on this leave, the employee does not accumulate vacation or sick leave, or receive paid holidays. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Resolution #20-32 HR-B-30 Illness Leave Due to Construction/Renovation Hazards: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees hereby creates a new policy HR-B-30, Illness Leave Due to Construction/Renovation Hazards. The policy provides a maximum of 24 hours of paid time without debiting the employee’s sick leave balance if an employee has a pre-existing health condition or environmental sensitivity to a construction or renovation project. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Resolution #20-33 HR-B-20 Sick Bank: Upon recommendation of the Personnel Committee, the Medina County District Library Board of Trustees recognizes that the COVID-19 Self Check Staff Verification mandates that staff MUST verify daily that they are not waiting for a COVID-19 test or COVID-19 test results, and that they verify that they have not had close contact with or cared for someone waiting for a COVID-19 test or COVID-19 test results. This is done to ensure the healthiest possible environment throughout the library system.

The Board hereby authorizes that for so long as the COVID-19 Self-Check Staff Verification is in force as determined by the Director, or until the Sick Bank balance falls below 5,000 hours, Sick Bank hours are extended to any staff member who has exhausted their accrued sick time who cannot work a schedule shift due to the required mandate. All employees are eligible for the COVID-19 use; membership in the Sick Bank is not required. Employees must exhaust their own sick leave prior to receiving Sick Bank, but are not required to exhaust their other personal time

off: vacation, personal, or compensatory time. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Policy and By-Laws Committee: Ms. Schultz reported that the committee had met August 13, 2020 to discuss revisions to the following policies. Ms. Schultz explained the role of the Policy Committee, compared to other committees. She feels that committees are to be used for specific functions, even if they recommend changes to policy. The Policy and By-Laws Committee is for discussion of policies that do not fit the purpose of the other committees.

Resolution #20-34 MAN-02 American Library Association Policies: Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees terminates effective immediately the policy MAN-02 American Library Association Policies. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Resolution #20-35 MAN-03 United Way: Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees accepts the revision of MAN-03 as presented to allow for other charitable contributions in addition to United Way and to change the name to FIN-P-07 Staff Contributions. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Resolution #20-36 MAN-08 Records Retention and Retention Schedule: Upon recommendation of the Policy and By-Laws Committee, the Medina County District Library Board of Trustees accepts the revision to MAN-08 as presented to include recordings of Board meetings to the retention schedule. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Building Committee: Dr. Griffiths reported that the committee had met August 10, 2020. Ms. Bedel reviewed the Union Contract Article XXVI Health and Safety Section 2 noting that this will be extended to all staff. This is a new section of the collective bargaining agreement. Ms. Bedel also noted that the Bookmobile is being built and is on schedule to be completed late in the first quarter of 2021. She noted that this bus will be much more useful and flexible than the existing bus and it will allow for social distancing when used as a pop-up library or lobby visit.

Upon recommendation of the Building Committee, the Medina County District Library Board of Trustees approves the requirement of patrons to wear masks with the exemption of children under 10 years old and/or those who have a medical condition that prevents them from wearing a mask. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Unfinished Business: None.

New Business:

Resolution #20-37 Increase in 101 General Funds Revenues and Appropriations: Mr. Carlson moved, Ms. Jenks seconded that the Medina County District Library Board of Trustees hereby

approves an increase in the 101 General Fund in revenue and appropriations for the LSTA Mini-grant as follows:

Revenue:

101-4-2210 Intergovernmental Revenue – Grants \$3,000.00

Expense:

101-5-2210 LSTA Grant Supplies \$3,000.00

The State Library of Ohio is administering a CARES Act mini-grant for public libraries to provide funds to cover costs associated with responding to COVID-19, such as personal protective equipment (PPE) and other items. MCDL applied for the grant and we have been notified that it has been approved. Funds must be spent by June 30, 2021. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Resolution #20-38 Library Card Replacement Fee: Dr. Griffiths moved, Ms. Ogden seconded that the Medina County District Library Board of Trustees, in celebration of National Library Card Month, welcomes all community members back to the library and waives the \$0.50 replacement fee for the month of September 2020. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Donations: None.

Other: Ms. Schulz noted that she had an issue she would like to discuss with the Board. She stated that she feels that the American Library Association (ALA) is no longer a non-partisan organization. She reviewed their mission statement and noted that she thought it was admirable, but stated she feels they have strayed from that. She noted that she discussed her concerns with Ms. Bedel, including her recommendation to remove the Board's policy that the library will follow ALA's policies. This was removed from the Board's policies earlier in the meeting. Ms. Schultz said she is a taxpayer and from a law enforcement family, but is very concerned as she feels that ALA has taken a stance to defund police. She stated that she has followed ALA's Facebook postings, has disagreed with their stance on police funding, and that her comments were removed along with others from their Facebook page.

Ms. Schultz said she felt that ALA is a far-left organization using taxpayer dollars to pay fees to far-left politicians and actors to speak. She noted that she did not feel comfortable with the library spending \$1,400 per year in public funds for institutional dues plus more for individual membership dues since this is a political stance they have taken that does not relate to librarianship. She noted that free access to all is one of the most important aspects of librarianship, yet ALA is censoring comments on their Facebook page. Ms. Jenks noted that if ALA was taking this stance, it would also be difficult for her to agree to use taxpayer dollars in the form of dues to support ALA. Dr. Griffiths and Mr. Carlson noted that they were not aware of ALA's stance and that they needed to research this more. Ms. Bedel noted the advantages the library and staff receive as members of ALA, and she felt that ALA provides professional guidance, education and materials to librarians. She stated she would not recommend cancelling membership at this time.

Ms. Schultz moved that the Medina County District Library Board of Trustees defund ALA until they can become a non-partisan organization. Motion failed due to lack of a second. A few Board members stated at that they were glancing at ALA's webpage while this was under discussion and they did not see information on the stance to defund the police, but that more research was needed. Ms. Schultz stated that she has some screen shots of this that she can provide. Ms. White asked Ms. Bedel if she could have more research done on this topic for the next Board meeting.

Trustee Comments:

Mr. Carlson thanked all the staff and the board members for doing great work during these circumstances. He visited his local branch and noted that it was nice to look around and see smiles – even through the masks.

Ms. Jenks wanted to thank the staff and good job getting the Zoom meetings up and running. Congratulations to Cynthia Leatherman on her 24 year anniversary.

Dr. Griffiths congratulated Jamie Stilla on her Northeast Ohio Working Women's recognition, Cynthia Leatherman on her 24 year anniversary, and Diane Dermody on her upcoming retirement. She has been impressed with the staff's creativity with make and take projects. The pickup lockers were a great foresight for the Medina branch.

Ms. Ogden thanked the staff and loves the innovation she is seeing and hopes that it will continue after things have returned to "normal". Congratulations to Diane Dermody on her upcoming retirement.

Ms. Ostrowski was able to connect to the meeting at this point and apologized for being late. She thanked all for their hard work. She recently visited the Brunswick Branch and met Connie Sureck. She stated it was nice to see people out and about.

Ms. Schultz provided a copy of the Spencer Town Crier which had MCDL on the front page. She was very impressed with the article.

Ms. White thanked the Board and Management for the respect shown to each other's opinions. She had high remarks for Lauren Kuntzman and our genealogy and makerspace resources.

Adjournment: There being no further business, Ms. Ogden moved, Ms. Ostrowski seconded to adjourn the meeting at 7:47 pm. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

NEXT BOARD MEETING
Monday, September 21, 2020 at 6:00 p.m. via ZOOM

Kyle White – President

Sharon Jenks – Secretary