

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

February 15, 2021

The Medina County District Library Board of Trustees met in regular session on Monday February 15, 2021 via Zoom. With a quorum present, President Ryan Carlson called the meeting to order at 6:02 p.m.

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

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

Additional individuals were also in attendance by phone (about 10 attendees during the meeting).

Approval of the Agenda: Mr. Carlson requested a change to the agenda to include the acceptance of Kelly Kroll's resignation as of February 28, 2021. Mr. Harr moved, Dr. Griffiths seconded to approve the amended agenda.

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

Recognition of Guest and Comments from the Public: Mr. Carlson welcomed all in attendance.

Disposition of Meeting Minutes: Ms. Ostrowski moved, Dr. Griffiths seconded to approve the January 18, 2021 meeting minutes as presented.

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

Approval of Financial Report: Ms. Jenks moved, Mr. Harr seconded to approve the January 2021 financial report. Fiscal Officer Kelly Kroll reported that January 2021 revenues totaled \$626,034, expenses were \$673,760, and an ending unencumbered balance of \$9,149,542 in all funds. Ms. Kroll noted that the Library is beginning to receive 2021 real estate tax revenue. Ms. Kroll highlighted that General Fund expenses were at about 5.9% of the budget. January investments earned \$7,223 interest with a principal balance of \$11,581,346 in bank accounts and investments, at an average weighted return of 0.717% which continues to trend downward. February 2021 PLF was higher than prior year's by \$7,605 and is up \$26,963 year to date which is approximately 4% increase over last year.

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

Conclusion of Fiscal Officer Contract: Dr. Griffiths moved, Ms. Ostrowski seconded to approve the conclusion of the Fiscal Officer Kelly Kroll's contract effective February 28, 2021. **Roll call vote:** Dr. Griffiths – Aye; Mr. Harr – Aye; Ms. Jenks – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye; Mr. Carlson – Aye. **Motion carried.**

Director's Report: Director Julianne Bedel referred to the report packet reporting library statistics noting that there has been a steady increase in program attendance. Dr. Griffiths asked about program numbers and attendance prior to the pandemic. Ms. Bedel explained that we are currently running at about 25% of the levels before the pandemic.

Ms. Bedel recognized several staff members with service anniversaries in January and February. Ms. Bedel mentioned a few fun things coming up. The Seed Share program is starting at all locations in March. There will be an emphasis on heirloom, native and pollinator friendly seeds. In addition, The Friends of the Library will be doing their "Unrun" fundraiser on September 18, 2021.

Communications: A certificate of thanks was received from the Census thanking the library for being a community partner.

Approval of Personnel Report: Mr. Harr moved, Dr. Griffiths seconded to approve the Personnel Report. Ms. Bedel highlighted that we had four employees who changed status from part time to full time, no new employees and said farewell to two employees in the month of January. Twenty-one staff remain on leaves of absence. The first wave of the 2021 hiring plan began January 4, when nine positions were posted. The new employees experienced the first socially distanced/virtual/pre-recorded orientation on February 15, 2021.

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

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:

Virginia Wheeler Martin Family History and Learning Center Presentation: Lauren Kuntzman presented a Power Point presentation of the successes of the Virginia Wheeler Martin Family History and Learning Center. Construction was completed and the center opened before the pandemic closure. The presentation showed views of the Makerspace and the Digital Lab. Ms. Kuntzman highlighted the timeline of Medina County history on the glass window of the computer lab. She noted that door counts are up from last year and Makerspace and Digital Lab appointments are trending back up.. Local history research has remained consistent over the year.

With the Virginia Wheeler Martin Family History and Learning Center now fully staffed, the following tasks have been completed: website brochures, instructions for every piece of equipment, and digital archives of historical newspapers. The next steps include expanding the local and family history book collection and cataloging, creating virtual version of annual programming, digitizing more content for use by patrons from home.

Resolution #21-05: Appointment of Fiscal Officer: Ms. Jenks moved, Ms. Ostrowski seconded that the Medina County District Library Board of Trustees hereby appoints Molly Koch as the Fiscal Officer from March 1 through December 31, 2021 at an annual salary of \$82,000 and a surety bond set in the amount of \$250,000.

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

Service Recognition for Maggie Hershberger: Mr. Carlson recognized Lodi Branch Customer Service Clerk Maggie Hershberger for her 34 ½ years of dedicated service to MCDL. Maggie is retiring on February 28, 2021. The Board of Trustees thanked Maggie for her years of dedication to our community.

Service Recognition for Kelly Kroll: Mr. Carlson recognized Business Manager/Fiscal Officer, Kelly Kroll for her almost 9 years of dedicated service to MCDL. Kelly is retiring on February 28, 2021. The Board of Trustees congratulated Kelly on her leadership and years of service and wished her sunshine and warm weather in her retirement.

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

1. Alan and Jill Clark: \$100 in Memory of Noah Taylor
2. Honeybee Quilters: \$50 in Memory of Shirley Nowak
3. Honeybee Quilters: \$50 in Memory of Edith Larsen
4. Anonymous: \$50

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

Trustees' Comments:

Ms. White recognized Maggie Hershberger and Kelly Kroll and wished both the best for their futures. She stated she was grateful for the donations and Lauren Kuntzman's presentation was great. Finally, she welcomed Molly Koch.

Mr. Harr echoed Ms. White's sentiments for Maggie and Kelly. He welcomed Molly and congratulated all staff on their work anniversaries. He stated that he had visited the art displays at the B. Smith Galley and was very impressed.

Ms. Jenks thanked Lauren Kuntzman for her presentation and enjoyed the virtual tour of the area. She is in awe of the digitized newspaper project. She congratulated all staff on their service milestones. She commended Sean Rapacki's Battered Women's Shelter project. She bid farewell to Maggie. She will miss and envies Kelly but wishes her happiness in her retirement.

Ms. Schultz recognized the staff service anniversaries and thanked Ms. Bedel for her first year of service as Director. She also thanked Kelly Kroll and welcomed Molly Koch.

Dr. Griffiths echoed prior Board Member comments and offered congratulations to all staff on their service anniversaries. She stated the Lauren Kuntzman gave a wonderful presentation. Their virtual capabilities offer a great way to deliver the Center's resources to all. She also stated that the instructional guides are really helpful.

Ms. Ostrowski echoed prior Board Members comments. She was impressed with Lauren's presentation. She welcomed Molly Koch and sent best wishes to Kelly Kroll on her retirement.

Mr. Carlson wished Kelly Kroll happy trails and hopes her move south goes well. He stated that he was impressed with the Virginia Wheeler Martin Family History and Learning Center presentation, the guides for equipment use and the remote offerings available. He thanked Ms. Kuntzman for her work. He welcomed Molly Koch and thanked Julianne Bedel for sticking out the last 12 months!

Executive Session None.

Adjournment: There being no further business, Dr. Griffiths moved, Mr. Harr seconded to adjourn the meeting at 6:52 p.m.

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

NEXT BOARD MEETING
Monday, March 15, 2021 at 6:00 p.m.

Ryan Carlson – President

Sharon Jenks – Secretary