

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

April 30, 2020

The Medina County District Library Board of Trustees met in regular session on Thursday, April 30, 2020 at Medina Library. With a quorum present, President Kyle White called the meeting to order at 6:00 p.m.

Roll Call: The following trustees were noted as present at the Medina Library: Maria Griffiths, Mary Ogden, Gail Ostrowski, Mary Schultz and Kyle White. Other trustees teleconferencing (in accordance with the March 13, 2020 opinion from the Ohio Attorney General's Office) were: Ryan Carlson and Sharon Jenks.

Library staff members in attendance: Julianne Bedel, Director; Kelly Kroll, Fiscal Officer and acting as recording secretary; Suzie Muniak, Assistant Director; Julie Carragher, Human Resources Manager; ~~Tina Sabol, Community Engagement Manager;~~ Tina Sabol, Community Engagement Manager; Sue Schuld, Technology Manager; Chris Weaver-Pieh, Collection Resources Manager; Kelly Conner, Deputy Fiscal Officer; and Aleen Olee, SEIU President, Mary Baker, Cheryl Phillips,

Approval of the Agenda: Dr. Griffiths moved, Ms. Ogden seconded to approve the Agenda. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Recognition of Guests and Comments from the Public: Ms. White welcomed all in attendance. Rick Kirby and Cindy Jones attended as guests. Mary Baker read a letter from Aleen Olee, Executive Board Member, SEIU. Ms. White thanked her for the letter.

Disposition of Meeting Minutes: Dr. Griffiths moved, Ms. Schultz seconded to approve the revised March 16, 2020 meeting minutes as presented. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Abstain.

Approval of Financial Report: Ms. Ostrowski moved, Mr. Carlson seconded to approve the March 2020 financial report. Fiscal Officer Kelly Kroll reported that March 2020 receipts totaled about \$1,198,904 and expenses were about \$853,682. The unexpended cash balance of \$12,714,020 less outstanding encumbrances of \$2,618,633 left an ending unencumbered balance of \$10,095,388 in all funds. Ms. Kroll noted that General Fund expenses were at about 19.6% of the budget.

March investments earned about \$14,796 with a principal of about \$12,837,116 in bank accounts and investments at an average weighted interest rate of 1.491%. Year to date interest on investments totaled \$54,980. Ms. Kroll noted one CD matured in March and she purchased three more to try to lock in rates before they started to fall. She noted that interest rates are on a fast downward spiral and will continue to drop due to the effects of the COVID-19 pandemic on the economy. Mr. Carlson noted that he was aware of some investment opportunities and Ms. Kroll noted she would be willing to explore them but that the library is limited to either banks with which

the library has depository agreements where collateral is pledged, or CD's with a principal up to FDIC limits.

April's PLF was down 6.18% from April 2019, and up 2.94% year-to-date compared to the same time last year. Ms. Kroll stated that the April 2020 PLF reflects about one-half of the month of March of businesses throughout Ohio being closed down as a result of COVID-19, and she expects the PLF to continue to decline over next several months or more. She reviewed long-term financial projections reductions with the PLF between reduced 20% to 30% through the end of 2020 along with other revenue and expenditure reductions. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Attorney Jim Wilkins joined the teleconference at 6:15 p.m.

Director's Report: Director Julianne Bedel provided a brief summary of highlights occurring in the month of March including statistics and programs. She noted that Sunday, March 15th was the first day of closure for the library due to the COVID-19 pandemic. She stated that we have designed a levelled service plan for re-opening, that we are waiting on OLC guidance and clarification for libraries. She noted one of the biggest concerns is how to handle returned materials and how long they will need to be quarantined prior to handling them. Dr. Griffiths noted that we should not use SARS data for this as the coronavirus acts very differently and she felt that it was too soon to do curbside pickup at this time. Ms. Bedel thanked her for her input.

Communications: None.

Approval of Personnel Report: Ms. Ogden moved, Dr. Griffiths seconded to approve the Personnel Report. Ms. Bedel presented the March report on personnel activity welcomed new employees, commented on transfers and noted Connie Sureck's promotion to Brunswick Manager in May. She also noted that all hiring activities on open positions were on hold at this time. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Board Committee Reports:

Finance Committee: Mr. Carlson noted there had been no meeting but that the committee will meet after we have the May 2020 PLF revenue.

Personnel Committee: No meeting.

Policy and By-Laws Committee: -No meeting.

Buildings Committee: No meeting.

Unfinished Business: None.

New Business:

Ms. Bedel noted that there is a dispute over payment between IAP and Johnson-Laux and that we are withholding payment to IAP on the advice of Bricker & Eckler in the hopes that the issue will be resolved between the parties. Ms. Ogden asked about EnviroCom and Ms. Kroll noted that Bricker & Eckler asked her to notify them that we will be reducing their final payment by the amount of liquidated damages for the delays in the project. She plans to send the letter and a check for the final payment next week.

Dr. Griffiths asked if we are using our 3-D printers to help the medical community? Ms. Bedel noted that we have been using them to make halo headpieces to donate to an area hospital.

Executive Session -- Negotiations Update: Dr. Griffiths moved, Ms. Ostrowski seconded to move into Executive Session for the purpose of Collective Bargaining matters at 6:42 p.m. Ms. Bedel, Ms. Kroll, Ms. Muniak, Ms. Carragher and Mr. Wilkins were asked to attend. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Open session resumed at 7:14 p.m.

Ms. Jenks moved, Ms. Ogden seconded to approve the Memorandum of Understanding with SEIU District 1199 as follows:

**MEMORANDUM OF UNDERSTANDING
Resolution #20-17**

This Memorandum of Understanding is entered into this ___ day of May, 2020 by and between the Medina County District Library (the “Library”) and Service Employees International Union, District 1199, WV/KY/OH, the Health Care and Social Service Union, CTW, CLC, Medina County District Library Chapter (hereinafter collectively referred to as the “Union”).

WHEREAS, the Library and the Union are parties to a collective bargaining agreement that is in effect through May 31, 2020 (the “Agreement”); and

WHEREAS, the Library and the Union reasonably anticipate that the COVID-19 pandemic will result in a significant reduction in revenue to the Library; and

WHEREAS, the Library and the Union have had on-going discussions relating to the Library’s response to the COVID-19 pandemic and the Ohio Department of Health’s Stay-Home Order.

WHEREAS, the Library seeks to support its valued workforce in a fiscally responsible manner; and

WHEREAS, modifications to state and federal unemployment compensation programs during the COVID-19 pandemic make it prudent and feasible to consider taking steps to make such programs accessible to selected Library employees who may benefit from those programs; and

WHEREAS, the Library's current collective bargaining agreement with SEIU District 1199 provides for the Library to first seek volunteers from among bargaining unit employees for a voluntary layoff or a voluntary reduction in hours before any involuntary layoff is implemented.

NOW THEREFORE, the Library and the Union enter into this Memorandum of Understanding to memorialize their agreement.

1. The Library and SEIU have met and conferred regarding the necessity of mandatory layoffs and possible alternatives to layoffs as a result of Library facilities continuing to be closed to the public.

2. The Library will extend to all bargaining unit employees the opportunity to volunteer for a layoff commencing on May 10, 2020 and extending through at least June 6, 2020. Bargaining unit employees desiring to volunteer must submit a signed election form to the Library not later than May 5, 2020.

3. The Library may recall an employee from voluntary layoff if the Library determines the services of such employee become necessary.

4. While on voluntary layoff, employees will continue to be covered under the Library's group health insurance, dental, vision, life AD&D, and voluntary life AD&D plans as if they were actively working, through the end of June, 2020 unless the Library's carrier should prohibit such coverage, which is regarded as extremely unlikely. Once the foregoing coverage ends, employees will be permitted to continue coverage at their own expense in accordance with applicable laws.

5. The Library agrees to defer collection of the employee's share of group health insurance, dental, vision and voluntary life AD&D premiums while on voluntary layoff until the employee is restored to work following the voluntary layoff, subject to each employee's written acknowledgement of such repayment obligation. Upon return to work, the employee's share of premiums will be recouped through payroll deduction by spreading the amount owed by each employee into equal deductions from each paycheck to the end of calendar year 2020.

6. After June 6, 2020, an employee who has volunteered for layoff may request to be returned to active employment and the Library will return such employee to active employment as soon as practicable if the Library has work available in the employee's job classification and subject to the seniority and recall procedures in the collective bargaining agreement.

7. The parties agree that the voluntary layoff shall not extend beyond the earlier of the date when the employee loses the benefit of health insurance coverage as set forth in paragraph 4, above, or when the employee ceases to be eligible for the Federal Pandemic Unemployment Compensation (FPUC) program, which provides \$600 in additional unemployment benefits for each week of unemployment.

8. The Library may implement further, mandatory layoffs beyond the voluntary layoffs referenced herein if and when such further layoffs are deemed prudent from an operational and fiscal perspective without further advance notice to employees or the Union. Mandatory layoffs shall be conducted in accordance with the collective bargaining agreement. It is understood that further notice of such layoffs would not be required, though the Library would give as much notice as possible to

the Union. Employees who are mandatorily laid off will continue to be covered under the Library's group health insurance, dental, vision, life AD&D, and voluntary life AD&D plans as if they were actively working until the end of the month in which the mandatory layoff occurs. Once the foregoing coverage ends, such employees will be permitted to continue coverage at their own expense in accordance with applicable laws

9. If the Library opens any facility for limited services during the pandemic, the Library will identify job classifications and locations, if applicable, that it needs to fill. Employees in that job classification and location, if applicable, will be recalled from most senior to least provided that the recalled employee is immediately qualified to perform the available work, regardless of whether the employee has opted for a voluntary layoff or been mandatorily laid off.

10. The Library and Union agree that they need to continue to meet and confer regarding issues that are likely to arise once the Library resumes operations and employees begin to return to work.

11. This Memorandum of Understanding is entered into on a non-precedent basis based on the unique circumstances of the COVID-19 pandemic.

IN WITNESS WHEREOF, the parties have signed below, acknowledging that they have agreed to the foregoing terms.

MEDINA COUNTY DISTRICT LIBRARY

SEIU DISTRICT 1199

By: _____

By: _____

Ms. Bedel noted that this agreement has been discussed with SEIU District 1199 representatives and a vote will be taken tomorrow by the membership. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Executive Session -- Other: Ms. Ostrowski moved, Ms. Ogden seconded to move into Executive Session for the purpose of considering the employment of public employees at 7:17 p.m. Ms. Bedel, Ms. Kroll and Mr. Wilkins were asked to attend. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Open session resumed at 8:56 p.m.

Dr. Griffiths moved, Ms. Ogden seconded to approve the following resolution:

RESOLUTION 20-18

WHEREAS, the Library has been carefully monitoring the unprecedented COVID-19 pandemic; and

WHEREAS, the Library has been closed pursuant to the Ohio Department of Health Stay Home Order since March 17, 2020; and

WHEREAS, the COVID-19 pandemic is projected to have a significant, negative impact on the Library's revenues for the remainder of the current fiscal year and beyond; and

WHEREAS, the Library seeks to support its valued workforce in a fiscally responsible manner; and

WHEREAS, modifications to state and federal unemployment compensation programs during the COVID-19 pandemic make it prudent and feasible to consider taking steps to make such programs accessible to selected Library employees who may benefit from those programs; and

WHEREAS, the Library's current collective bargaining agreement with SEIU District 1199 provides for the Library to first seek volunteers from among bargaining unit employees for a voluntary layoff or a voluntary reduction in hours before any involuntary layoff is implemented.

NOW THEREFORE, the Library Board hereby authorizes the following actions by the Library Administration:

1. To extend to all bargaining unit employees the opportunity to volunteer for a layoff commencing on May 10, 2020 and extending through at least June 6, 2020.
2. To exercise its discretion to identify those non-bargaining employees to whom the Library will extend the opportunity to volunteer for a layoff commencing on May 10, 2020 and extending through at least June 6, 2020, based on a determination of whether the services of each such employee are needed by the Library.
3. To exercise its discretion to deny a voluntary layoff to an employee who has volunteered for layoff if the Library Administration determines the employee's services are needed.
4. To exercise its discretion to recall an employee from voluntary layoff if the Library Administration determines the services of such employee become necessary.
5. To provide that while on voluntary layoff, employees will continue to be covered under the Library's group health insurance, dental, vision and voluntary life AD&D plan while on voluntary layoff as if they were actively working, through the end of June, 2020 unless the Library's carrier should prohibit such coverage, which is regarded as extremely unlikely.
6. To provide that the Library's collection of the employee's share of group health insurance premiums while on voluntary layoff shall be deferred until the employee is restored to work following the voluntary layoff, subject to each employee's acknowledgement of such repayment obligation. The Library agrees to defer collection of the employee's share of group health insurance, dental, vision and voluntary life AD&D premiums while on voluntary layoff until the employee is restored to work following the voluntary layoff,

subject to each employee's written acknowledgement of such repayment obligation. Upon return to work, the employee's share of premiums will be recouped through payroll deduction by spreading the amount owed by each employee into equal deductions from each paycheck to the end of calendar year 2020.

7. To provide that after June 6, 2020, an employee who has volunteered for layoff may request to be returned to active employment and the Library will return such employee to active employment as soon as practicable if the Library has work available in the employee's job classification and subject to any recall procedures that might apply to bargaining unit employees under the collective bargaining agreement.
8. To ensure that the voluntary layoff shall not extend beyond the earlier of the date when the employee loses the benefit of health insurance coverage as set forth in paragraph 5, above, or when the employee ceases to be eligible for the Federal Pandemic Unemployment Compensation (FPUC) program, which provides \$600 in additional unemployment benefits for each week of unemployment.
9. To exercise its discretion to implement further layoffs beyond the voluntary layoffs referenced in this resolution if and when such further layoffs are deemed prudent from an operational and fiscal perspective.

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

Mr. Carlson moved, Ms. Schultz seconded to approve the following resolution to terminate the existing paid administrative leave:

RESOLUTION 20-19

The Board resolves, effective with the pay period beginning April 26, 2020, to immediately stop paying employees for non-standard hours.

The Board further resolves that consistent with the directives of the State Auditor, the Library Administration is authorized to take steps as soon as practicable on or after May 8, 2020, to not pay employees other than for services rendered. Such steps may include but are not limited to utilization of mandatory layoffs and/or Shared Work Ohio in order to ensure that the Library is only paying employees for services provided.

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

Donations: None

Other: None

Trustee Comments:

Ms. Ostrowski said kudos to all staff working through this pandemic, including the work of Ms. Kroll and Ms. Bedel. She said she empathizes with Ms. Bedel for having to handle this crises.

Ms. Jenks agreed and congratulated staff for the recertification of GED testing and the successful passport audit. She thanked Jim Wilkins for attending the meeting and Ms. Ogden for facilitating the teleconference.

Mr. Carlson stated that part of what makes our system so special are the people working here and our patrons who appreciate the library.

Dr. Griffiths reiterated to staff that the role of the trustees is to preserve the library. She said times will be tough and the decisions the Board made were not make lightly, and that safety of staff is extremely important.

Ms. Ogden thanked everyone who is expanding our services virtually and how we are working to integrate the library more into the community.

Ms. Schultz talked about an article in the Gazette where a patron is donating money she collected to the library. She noted that the flu pandemic in 1918 was well documented and that the library where she works, Bellevue, has withstood that, the flood of 1913, the blizzard of 1913, and it survived without a pandemic policy in place. She stated that with COVID-19, her library now has a pandemic policy in place. She said her library plans to start curbside service in mid-May and that it will be exciting to get back up and running.

Ms. White apologized to the Board that she was not able to attend the last meeting. She wanted to acknowledge that Mr. Carlson was a rock star at the meeting and did a fantastic job on such short notice. She congratulated Suzie Muniak and Connie Sureck for their hard work and deserved promotions. She acknowledged that this is an unprecedented event in our lives, that staff are facing layoffs and she may be also, and stated that she knows we will get through this because we are a team and will do our level best that we can to carry on.

Adjournment: There being no further business, Ms. Ostrowski moved, Dr. Griffiths seconded to adjourn the meeting at 9:07 p.m. **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, May 18, 2020 at 6:00 p.m. at Medina Library

Kyle White – President

Sharon Jenks – Secretary