

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

May 18, 2020

The Medina County District Library Board of Trustees met in regular session on Monday, May 18, 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, 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 Mary Ogden. Absent: Ms. 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; Sue Schuld, Technology Manager; Chris Weaver-Pieh, Collection Resources Manager; Kelly Conner, Deputy Fiscal Officer; Aleen Olee, SEIU President, Kathy Petras, Gregg Biebelhausen, Abbie Wilson, Debbie Honigman, Lisa Rienenrth, Rachel Rundle, Mary Baker, Cheryl Phillips, Catie Taylor, Kelly Halleen.

Approval of the Agenda: Dr. Griffiths moved, Ms. Ostrowski seconded to approve the revised Agenda. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – 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 attended as a guest.

Disposition of Meeting Minutes: Ms. Schultz moved, Dr. Griffiths seconded to approve the revised April 30, 2020 meeting minutes as presented. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Approval of Financial Report: Ms. Ostrowski moved, Ms. Schultz seconded to approve the April 2020 financial report. Fiscal Officer Kelly Kroll reported that April 2020 receipts totaled about \$418,302 and expenses were about \$897,409. The unexpended cash balance of \$12,244,914 less outstanding encumbrances of \$2,397,982 left an ending unencumbered balance of \$9,848,932 in all funds. Ms. Kroll noted that General Fund expenses were at about 26.8% of the budget.

April investments earned about \$11,113 with a principal of about \$12,363,549 in bank accounts and investments at an average weighted interest rate of 1.302%. Year to date interest on investments totaled \$66,037. Ms. Kroll 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. She noted that the library's portfolio has many non-callable CD's through the end of 2020, 2021 and 2022 that she purchased at between 2% and 3% interest, so those CD's will bring in much more interest than the

current market rate. This will slow the loss of interest revenues for the library somewhat which will be helpful to the library's financial position.

May's PLF was down 35.24% from May 2019, which is a \$137,248 loss. Combined together, the April and May 2020 PLF revenues are down \$151,608 and she expects the PLF to continue to be down significantly for the next several months as a result of COVID-19. She reminded the Board that the three largest taxes collected that go into the PLF are the state sales, income and corporate taxes, all of which will be impacted by the economy. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Director's Report: Director Julianne Bedel provided a brief summary of highlights occurring in the month of April including statistics. She noted that the bookdrops were just opened Friday through Sunday. Materials will not be touched by staff until Thursday of this week, which allows for more than three days of quarantine. She noted that the following weekend, bookdrops will be open again for the weekend. Key dates include limited staff being recalled to help with those items returned and will shelve them the week of 5/31. The week of 6/7, 50% of staff will return and her targeted reopening to the public is 6/15. She noted that curbside pickup of materials will be a part of the plan, and the week of 6/21, 100% of staff could be recalled if conditions permit. She noted that we could see spikes of the virus in the community with more businesses reopening.

Ms. Jenks joined the meeting via teleconference at this time of the meeting (6:13 p.m.)

Communications: Ms. Bedel read a thank you letter from a presenter at the Highland Library. The presenter noted that the Highland Library staff were wonderfully creative and she enjoyed doing the program for the library.

Approval of Personnel Report: Ms. Ogden moved, Dr. Griffiths seconded to approve the Personnel Report. Ms. Bedel presented the April personnel report and noted that the Human Resources department has been hard at work processing the layoffs and return to service. All vacant positions are still on hold and will not be filled 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 a meeting last week and said that the committee worked to marry the finances with the process to reopen. He noted that Ms. Bedel and Ms. Kroll came up with a program together and what the library should be able to do. He asked Ms. Kroll and Ms. Bedel to review the items discussed at the meeting with the Board. Ms. Kroll reviewed the following spreadsheets with the Board:

PLF projections through the end of 2020 – Ms. Kroll estimated an approximately 25% reduction of the PLF, or about \$966,824 less than what was received in 2019, through the end of this year.

General Fund projections through the end of 2020 – Ms. Kroll the library's projected cash flow during the end of 2020. She noted that besides the 25% reduction of the PLF, she stated that as a recommendation of the County Auditor, she is projecting a 1.5% reduction or \$90,000 in the library's tax levy revenues this year for the second half real estate tax collection, and 3% reduction for 2021 due to delinquencies. She also is projecting fines/fees to be down 44% or \$92,500 due to the library being closed and passport/photo revenues not being collected. She noted that she did not think many people will be requesting passports to travel abroad through the end of this year. Ms. Kroll is also projecting a loss of 15% in investment income through the end of this year, which is about \$14,725, along with \$29,340 in miscellaneous revenue. The total projected loss is \$1,153,500 through the end of 2020. She noted that she and Ms. Bedel, along with input from Director's Team and other managers, came up with cuts of approximately \$1,354,700 in total for projects, library materials, and other expenses that will not be done this year. Ms. Kroll noted that this allows for a \$200,000 'cushion' in case the library experiences more cuts in revenue than this initial projection.

Ms. Kroll also reviewed the General Fund long range projections with taking the cash balance projected at the end of this year and cuts to revenues and expenses from original projections pre-COVID-19 to the next few years. She noted that the Board has required the Fiscal Officer to have at least \$3 million carryover at the end of each year in order to cover any needed additional operational expenses as well as for any emergency items. Ms. Kroll stated that the library typically spends about \$840,000 per month, so this is a little more than 3 months' carryover, which she feels comfortable with since our tax revenues are not received until February and March in the new year. She noted that with the current reductions in both revenue and expenditures and through the next few years, the library should be stable financially until 2025 per these projections. The current levy expires at the end of 2027, and she explained that the carryover at the beginning of a tax levy needs to be higher at the onset since revenues are relatively flat through the duration of the levy, while expenses continue to climb each year. This will reduce the library's carryover each year, but she noted that with careful monitoring of the budget as each year progresses, any shortfall below the \$3 million carryover can be remedied with more adjustments to future budgets.

Ms. Bedel reviewed the re-opening plan with bringing staff who are currently on layoff back to work in three stages through the third week of June. Ms. Kroll reviewed the costs of the staffing plan with the Board and noted that these were included in her projections.

Ms. Bedel also noted that she is recommending that as part of the personnel costs savings to the library, non-union, non-Page staff should have their wages returned to 2019 levels. She noted that Pages were excluded since a reduction in their hourly rate would place many of them below Ohio's current minimum wage. Ms. Bedel noted that although this is difficult, it is needed in order

to reach the savings needed and to make things more equitable among library staff. Ms. Kroll noted that this would save the library approximately \$10,700 per month.

Resolution #20-20 - Mr. Carlson moved, Ms. Ostrowski seconded the following resolution: The Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to return wages of the non-Union, non-Page Administrative and Professional staff to 2019 wage rates, effective June 7, 2020. This does not include any employees who did not receive an increase to their base pay effective with the pay period beginning December 22, 2019. For those employees who have received a promotion and increase in wages since the 2020 wages increases were awarded, their current wage would be reduced by the percentage merit increase they originally received. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Ms. Kroll noted that since she has an employment contract with the Board, returning her salary to the 2019 level would mean that her contract will need to be amended.

Resolution #20-21 - Mr. Jenks moved, Dr. Griffiths seconded the following resolution: The Medina County District Library Board of Trustees hereby amends Section 3. Compensation in the existing employment contract with the Business Manager/Fiscal Officer as approved December 16, 2019 to:

The Board, in consideration of the services to be rendered by Kelly Kroll, hereby agrees to pay Business Manager/Fiscal Officer a salary at an annual amount of \$81,946.80, payable at an hourly rate of \$42.024 for hours worked or compensated between and including the dates in Section 1. Term of Contract effective with the pay period beginning June 7, 2020 until further action of the Board. All other provisions of the existing employment contract with the Business Manager/Fiscal Officer remain intact. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Personnel Committee: No meeting.

Policy and By-Laws Committee: No meeting.

Buildings Committee: No meeting.

Unfinished Business: None.

New Business:

Resolution #20-22 -- Correction of Resolution #20-17 and #20-19 - Ms. Kroll noted that the timeline in two resolutions passed by the Board at the April 30th Board meeting need to be corrected. She stated that the resolutions include the library paying for the employees' share of health and other insurances through the month of June 2020, but should have said the month of July 2020. She noted that staff would already have deductions taken for their insurances in May for the

month of June, and administration believes that it was the Board's intent to cover an additional month for staff who would be on layoff so that they would not have to be concerned about health and other insurance coverage for July. Ms. Bedel stated that the resolutions provided that the library would recoup the employees' shares through the rest of the year, so there would not be a reason for this wording in the resolution if the Board were only covering the employees' shares through the month of June.

Dr. Griffiths moved, Ms. Ostrowski seconded that the Medina County District Library Board of Trustees hereby approves corrections to Resolution #20-17 Memorandum of Understanding with SEUI District 1199, and Resolution #20-19 authorizing a layoff as approved at the April 2020 Board meeting to allow for the library to continue coverage of the library's group health insurance, dental, vision and voluntary life AD&D for employees while on layoff as if they were actively working, through the end of July, 2020, unless the library's carrier should prohibit such coverage, which is regarded as extremely unlikely. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Other - Ms. White noted that she had talked with the library's labor attorney and requested that if individual Board members consulted him for counsel or assistance, that he include all Board members in his response in order to help with Board communications.

Executive Session: Dr. Griffiths moved, Ms. Ostrowski seconded to move into Executive Session for the purpose of Collective Bargaining Matters at 6:56 p.m. Ms. Bedel, Ms. Kroll, Ms. Muniak and Ms. Carragher 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 7:26 p.m. No action was taken.

Executive Session: Dr. Griffiths moved, Ms. Ostrowski seconded to move into Executive Session for the purpose of discipline of a public employee at 7:30 p.m. Ms. Bedel was 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.

Ms. Bedel was asked to leave the Executive Session and Ms. Kroll was asked to attend at 7:45 p.m.. Open session resumed at 7:54 p.m.. No action was taken.

Donations: Ms. Bedel reported that we received a donation of \$138.87 from Wholesome Burger/Five Guys. Ms. Jenks moved, Dr. Griffiths seconded to approve the donation. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. Schultz – Aye; Ms. White – Aye.

Other: None

Trustee Comments:

Ms. Schultz had no comment.

Dr. Griffiths stated that she is impressed that we have been able to continue some of our services to the public while still closed. She noted that these are difficult and unpleasant decisions the Board has to make, and she thanked the staff for their hard work to ensure MCDL's services when possible.

Ms. Ostrowski noted that she echoes what Dr. Griffiths stated, and that it is impressive how everyone has stepped up professionally. She noted that administration is being realistic and not pessimistic.

Ms. Ogden thanked staff for all their hard work during this difficult time.

Mr. Carlson noted that everyone is pitching in and thanked the staff for the willingness to take the voluntary layoff to help the library's financial position.

Ms. Jenks thanked the staff for continuing to provide services to the community and gave kudos to the Brunswick branch. She also thanked the maintenance staff for working on installing shields to protect staff and was very impressed with the work being done.

Ms. White thanked everyone who attended tonight, and trustees both on the phone and in person. She noted that these decisions are very difficult and that the Board is doing their absolute best they can. She thanked Gail Ebey for her great viewership of storytimes and also to Wholesome Burger/Five Guys for their donation. She noted that the Board will continue to make the best possible decisions for the library.

Adjournment: There being no further business, Ms. Ogden moved, Ms. Jenks seconded to adjourn the meeting at 7:56 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, June 15, 2020 at 6:00 p.m. at Medina Library

Kyle White – President

Sharon Jenks – Secretary

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

May 27, 2020

The Medina County District Library Board of Trustees met in Special session on Wednesday, May 27, 2020 at Medina Library. With a quorum present, President Kyle White called the meeting to order at 5:30 p.m.

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

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; Rachel Rundle, Mary Baker, and Cheryl Phillips.

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

Recognition of Guests and Comments from the Public: Ms. White welcomed all in attendance. There were no guests.

Executive Session: Ms. Ostrowski moved, Dr. Griffiths seconded to move into Executive Session for the purpose of reviewing negotiations or bargaining sessions with public employees concerning their compensation and other terms and conditions of the employment at 5:32 p.m. Ms. Bedel, Ms. Kroll, Ms. Muniak and Ms. Carragher were asked to attend. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. White – Aye.

Open session resumed at 5:59 p.m.

Resolution #20-23 – Dr. Griffiths moved, Ms. Ostrowski seconded that the Medina County District Library Board of Trustees hereby approves the Collective Bargaining Agreement with Service Employees International Union, District 1199 WV/KY/OH for the period June 01, 2020 – May 31, 2023. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. White – Aye.

Trustee Comments:

Ms. White thanked everyone and both negotiations teams for their hard work.

Adjournment: There being no further business, Ms. Ostrowski moved, Dr. Griffiths seconded to adjourn the meeting at 6:02 p.m. **Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Ms. Jenks – Aye; Ms. Ogden – Aye; Ms. Ostrowski – Aye; Ms. White – Aye.

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NEXT BOARD MEETING
Monday, June 15, 2020 at 6:00 p.m. at Medina Library

Kyle White – President

Sharon Jenks – Secretary