

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

March 15, 2021

The Medina County District Library Board of Trustees met in regular session on Monday March 15, 2021 via Zoom. With a quorum present, President Ryan Carlson called the meeting to order at 6:00 p.m.

Roll call: The following members teleconferenced (in accordance with the March 15, 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; Molly Koch, 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 board acknowledgement of the passing of a former trustee. Dr. Griffiths moved, Ms. Jenks 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.

Sympathy Statement: Dr. Griffiths read the following: Patricia Boyle was a former library trustee, longtime Medina resident, and business woman. She owned Gramercy Gallery and restored several of the Victorian buildings on the square. Whether in a formal meeting or at lunch, she spoke with elegance and thoughtfulness. Her contributions to both the library and the Medina community will be greatly missed. Sincere condolences to her husband Bill and family.

Disposition of Meeting Minutes: Mr. Harr and Ms. Schultz noted some corrections to the February 2021 minutes. Mr. Harr moved, Ms. Jenks seconded to approve the corrected February 15, 2021 meeting minutes.

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. Ostrowski moved, Ms. Jenks seconded to approve the February 2021 financial report. Fiscal Officer Molly Koch reported that February 2021 revenues totaled \$3,964,305, expenses were \$776,554, and an ending balance of \$14,516,425 in all funds. Ms. Koch noted that the majority of revenue received this month was from real estate tax advanced payments. Ms. Koch highlighted that expenses broke down as follows: Salaries and Benefits – 50%; Services – 20%; Library Materials – 13%; and Capital – 10%. February investments earned \$12,948 interest with a principal balance of \$14,813,880 in bank accounts and investments, at an average weighted return of 0.56% which continues to trend downward. March 2021 PLF was higher than prior year's by \$41,214 and is up \$68,177 year to date which is approximately 7% 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.**

Director’s Report: Director Julianne Bedel reported library statistics as follows: Circulation was down 20%. Door count continues to be substantially low – 60% down. Computer utilization was down 72%. Ms. Bedel noted that she is looking forward to seeing how the usage statistics may be affected next month when the library adjusts to the wider service hours. Starting April 5th, the library hours at all locations will be Monday through Thursday 10am – 8pm, Friday and Saturday 10am – 5pm, with Sunday hours planned to resume in the Fall.

Starting March 15th on the website and social media, the library is rolling out a patron feedback survey so the community can give us direct insight into how they are currently using library facilities, materials, and services. The survey has also been sent via email to all of our subscribers, as well as making a modest number of print surveys available, so we can be sure to capture feedback from community members who may not interact with us digitally. The survey will be available through April 5th.

As always during this time of year, the library still receives various forms and publications from the IRS and the State to assist residents with their tax preparation. The library has current copies of select IRS and State of Ohio tax forms for distribution or copying. City tax forms vary by location, but of course we gather and organize information for patrons through our website. Unfortunately, this year the AARP Tax Preparation Sessions, which were typically held at Medina and Brunswick libraries, are cancelled for the 2021 tax season. AARP was forced to cancel the free service due to lack of available volunteers. The library did not cancel the program, and we look forward to working with our AARP partners and hope to host their program in 2022.

Ms. Bedel informed the board that the library is currently working on plans to distribute free COVID test kits made available through the Governor for distribution to the public. Ms. Bedel spoke with the Health Commissioner and communicated with Wadsworth Library to determine the best way to organize the library’s participation with a coordinated message to the community. Ms. Bedel feels that it will be most effective to work with the Medina County Health Department, rather than directly with the State of Ohio. To date more than 100 public libraries in Ohio are participating or plan to participate in the distribution of tests. We need to finalize a few logistics before moving forward, but it does not seem to be a complicated process and Ms. Bedel anticipates moving forward. The purpose is to assist in getting as many self-test kits into the community as possible while doing so in a contact-free way (utilizing lockers and curbside pick-up). Distributing these free kits does NOT change the stipulation that anyone entering the library must be symptom free. Community members using the self-test kits must have the technology to conduct a telemedicine appointment, and it’s possible that the library could loan wireless hot spots to facilitate the test at home. Other than that, the library’ plays no other role in the testing process.

Ms. Bedel happily reminded all that this week is the first week of re-instating passport services. Applicants are asked to have their photo already taken at another agency in order not to have our staff working with unmasked patrons at this time. Appointments are currently open at the three passport branches and the library is very pleased to be able to resume this service.

Communications: None.

Approval of Personnel Report: Dr. Griffiths moved, Ms. Ostrowski seconded to approve the Personnel Report. Ms. Bedel highlighted that we had four new hires this month, including our new Fiscal Officer. Welcome to all of our new team members! Additionally, we had four employees change status due to transfer or promotion. There were two retirements. Finally, per the hiring plan, (and to fill the positions vacated by promotion and transfer) we posted 12 of the vacant positions for hiring.

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:

Buckeye Branch Presentation: Laura Kettering shared a short presentation on the virtual *Keep on Truckin'* event from 2020. Buckeye and Outreach staff worked together to transition popular activities from the in-person event to an online landing page created by Technology Dept. staff. Vehicle tours, story times, crafts to make at home, a “Where in the World Is the Bookmobile?” slideshow, and booklists of ebooks available from Libby were many of the activities children and families could enjoy. A fun Take & Make bag available for pick up the week before rounded out the Signature Event.

Service Recognition for Lois Huff: Mr. Carlson recognized Buckeye Branch Customer Service Clerk Lois Huff for her 30 years of dedicated service to MCDL. Lois is retiring on March 31, 2021. The Board of Trustees thanked Lois for her years of dedication to our community.

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

1. Helen R. Mach: \$100 in Appreciation of Outreach Services
2. Katherine Heaney: \$1,000 in Memory of John Heaney
3. Ronald and Evelyn Fringeli: \$150 in Memory of Steve Gunsel
4. Bonita Gullo: \$25 in Memory of Steve Gunsel
5. Margaret Ryznar: \$50 in Memory of Steve Gunsel

6. Nancy Fana: \$25 in Memory of Steve Gunsel
7. Craig and Linda Riley: \$50 in Memory of Steve Gunsel

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 thanked Ms. Kettering for the presentation. She wished condolences to the Boyle and Sabol families. She welcomed Molly Koch and Jason Brzezinski.

Mr. Harr echoed Ms. White's sentiments. On March 6, 2021, Mr. Harr stated that he participated in the Library Trustee Workshop offered by the Ohio Library Council and thanked the library for the opportunity to participate.

Ms. Ostrowski welcomed Mr. Brzezinski and thanked Ms. Koch for her financial report. She gave Ms. Kettering kudos on her presentation stating she misses the children's programs. She sent sympathies to the families experiencing recent losses. She congratulated Ms. Huff on her retirement. She will miss her smiling face. Finally, she is thankful for the upcoming expanded hours.

Ms. Jenks thanked Ms. Kettering for her presentation. She enjoyed the presentation very much and is looking forward to exploring the link provided. She congratulated Ms. Huff and sent sympathies to the Boyle and Sabol families. She thanked the library for the self-testing COVID-19 testing. She welcomed Ms. Koch and Mr. Brzezinski and sent thanks for the generous donations.

Dr. Griffiths welcomed Ms. Koch and Mr. Brzezinski and all new hires. She is glad to see expanded hours and services. Dr. Griffiths congratulated Ms. Huff on her upcoming retirement and Ms. Kettering and her staff on her great presentation. She stated that it is nice to see donations coming in again. She expressed her thanks for those donations.

Ms. Schultz thanked Ms. Kettering for her presentation. She complimented the Library Live Newsletter stating that she enjoyed reading about the COVID-19 timeline. Regarding the book recommendations, she questioned what the difference was between a "Literary Thriller" and a "Thriller." Ms. Bedel explained that a "Literary Thriller" usually has a more complex plot, is less violent, and is less graphic.

Mr. Carlson stated that he is very proud of all the adjustments that needed to be made that were made over the past year due to COVID and knowing that we still have a way to go. He stated his appreciation for all the staff and their efforts. He thanked Ms. Kettering for her presentation.

Executive Session None.

Adjournment: There being no further business, Dr. Griffiths moved, Mr. Harr seconded to adjourn the meeting at 6:47 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.**

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

Ryan Carlson – President

Sharon Jenks – Secretary