

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

**January 18, 2021**

The Medina County District Library Board of Trustees met in regular session on Monday January 18, 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 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 at different times during the meeting).

**Approval of the Agenda:** Mr. Carlson requested to move the Appointment of a Public Employee to the end of the agenda to coincide with the executive session. Ms. Ostrowski moved, Ms. White 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:** Dr. Griffiths moved, Ms. Jenks seconded to approve the December 21, 2020 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:** Mr. Harr moved, Ms. White seconded to approve the December 2020 financial report. Fiscal Officer Kelly Kroll highlighted that MCDL ended the year with a significant increase in carryover in the General Fund compared to last year (\$6.8 million in 2020 versus nearly \$5 million). Ms. Kroll noted that General Fund expenses ended the year at about 74% of the budget. Year to date interest on investments for all Funds totaled \$155,653 compared to last year's figure of \$275,199. Interest was down ~ 43% compared to last year even though we had higher bank balances in the current year. Ms. Kroll noted that the PLF was up slightly over 2019 for the year. January 2021 PLF was higher than prior January's by \$19,358. The Ohio Department of Taxation's new updated projection for the 2021 PLF shows an increase of over \$477,000 over the original projection.

**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 no significant change in the trends.

Ms. Bedel had a few additional thoughts to share: In 2019 several libraries in our area became aware of possible theft by individuals obtaining fraudulent library cards. While our policies and consistent practices by staff prevented us from being a serious target for these individuals, we are aware that they did visit a number of our branches over the course of several months. CLEVNET libraries, including MCDL, worked with the investigating law enforcement, and in December Rocky River PD let us know that seven individuals were indicted on RICO, Telecommunications Fraud, Theft, and Misuse of Credit Cards charges by the Cuyahoga County Grand Jury for their roles in what was apparently a multi-county library video game theft ring. We are certainly thankful to the law enforcement who worked with our CLEVNET partners to identify and foil this behavior.

Ms. Bedel also shared that in past years MCDL has conducted a “food for fines” drive in the spring. However, since participation in that project has been steadily declining for several years, and we have not charged overdue fines for a year now, Assistant Director Suzie Muniak had a conversation with Katy Fuerst, the new director of Feeding Medina County. MCDL will instead be going forward this spring with a mac & cheese drive and Feeding Medina County has suggested we wait until April for that. This drive will be a little more streamlined than the old “Food for Fines” drive and will be very helpful in supporting the weekend backpack program. MCDL is pleased to be able to continue working with Feeding Medina County in this way.

**Communications:** A thank you note was read from Mary Ogden, former Board Trustee of the Library, stating her thanks for the gifts and comments. She cited it was her pleasure and honor to serve on the MCDL Board.

**Approval of Personnel Report:** Dr. Griffiths moved, Ms. Ostrowski seconded to approve the Personnel Report. Ms. Bedel highlighted that while we had zero separations for the month of December, 25 leaves of absence occurred. Ms. Bedel extended her thanks to all the staff who are working through these challenges to remain flexible and supportive so that we can continue to serve the community.

In the next several months HR will be taking action as we begin to move forward filling and reconfiguring some of the positions which have remained vacant due to the community impact of COVID-19. Ms. Bedel stated that she was pleased that we are able to consolidate several part-time vacancies and bring some existing staff up to full time. This, plus other planned changes will allow us to reinstate passport services (we are currently working through the agency and agent recertification processes) and modify our public service hours in April. Plans are still being finalized but Ms. Bedel anticipates going to 10am – 8pm Monday through Thursday; and 10am – 5pm Friday and Saturday at all locations starting April 5. Sunday service is planned to resume in the fall.

Finally, Ms. Bedel wanted to thank and congratulate Buckeye Customer Service Clerk Aleen Olee, who celebrated 15 years with MCDL in December.

**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.

**New Business:**

**2021 Board Committees:** Mr. Carlson announced the selection of the 2021 Board Committees:

Finance – Mary Schultz - Chair, Brian Harr, Gail Ostrowski

Personnel – Kyle White – Chair, Brian Harr, Mary Schultz

Policy and By-Laws – Dr. Maria Griffiths – Chair, Gail Ostrowski, Sharon Jenks

Building – Sharon Jenks – Chair, Kyle White, Dr. Maria Griffiths

**Resolution #21-01: Removal of Policy BRD-02 Trustee Terms:** Dr. Griffiths moved, Ms. Jenks seconded that the Medina County District Library Board of Trustees hereby rescinds Policy BRD-02, Trustee Terms, as it is a duplication of information included in the Board Member documentation.

**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.**

**Resolution #21-02: Appropriation Items in 203 CARES Act Federal Grant Fund:** Ms.

Ostrowski moved, Ms. Shultz seconded that the Medina County District Library Board of Trustees hereby approves the following transfers in the 2020 Appropriations in the 203 CARES Act Federal Grant Fund from 2020 to re-allocate the cost of items paid out of the 101 General Fund to the 203 Cares Act Fund:

<b>From:</b>	<b>To:</b>	<b>Amount:</b>
203-5-1120 Wages	203-5-2210 Maintenance Supplies	\$10,887.48
203-5-1120 Wages	203-5-5510 Equipment	<u>\$26,302.00</u>
Total		\$37,189.48

**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.**

**Donations:** Dr. Griffiths moved, Mr. Harr seconded, to approve with gratitude the following donations:

1. Shannon Just: \$100
2. Helen Mach: \$30 in Gratitude for Home Delivery
3. Janice Clark: \$50
4. Anonymous: \$100 for Grief Kits

**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:**

Mr. Harr thanked everyone for welcoming him. He stated that he is glad to be part of the Board. He also thanked everyone for the thorough orientation.

Ms. White welcomed to everyone to 2021. She noted that Ryan was doing a great job. She thanked those who gave the thoughtful donations and is looking forward to the mac & cheese drive.

Ms. Jenks welcomed Brian Harr and congratulated Aleen Olee on her work anniversary. She also thanked Kelly Kroll and Julianne Bedel on the work done on the 2021 Budget.

Ms. Schultz wished everyone a Happy New Year and a better year in 2021.

Dr. Griffiths welcomed Brian Harr and stated that she was looking forward to working with him. She is impressed with the staff who continue to adapt events keeping people safe. It is reshaping the library.

Ms. Ostrowski welcomed Brian Harr and described a quick string of things that happened in 2020 - hiring a new director, a worldwide pandemic, and hiring a new fiscal officer - during her first year on the board. She hopes his first year will be calmer than hers was. She also wished Kelly Kroll well in her retirement.

Mr. Carlson welcomed Molly Koch and congratulated everyone on awesome work, and the flexibility of the staff who filled in during this past year. He was also thankful for the donations the library received this month.

**Unfinished Business: None**

**Executive Session: Appointment of a Public Employee:** Mr. Harr moved, Ms. Ostrowski seconded to move into Executive session at 6:30 p.m. to consider the appointment of a public employee, with Ms. Bedel and Ms. Kroll requested to attend.

**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.**

Regular session resumed at 6:37 p.m. with the following action:

**Resolution #21-03: Appointment of a Public Employee:** Dr. Griffiths moved, Ms. Ostrowski seconded that the Medina County District Library Board of Trustees hereby resolves to approve the attached contract for Molly Koch as MCDL Assistant Fiscal Officer effective February 17, 2021 and Fiscal Officer effective March 1, 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.**

**Resolution #21-04: Fiscal Officer Outside Employment:** Ms. Shultz moved, Mr. Harr seconded that per the terms of the employment contract, the Medina County District Board of Trustees hereby grants express permission for Molly Koch to engage in part-time employment with Beacon Hill Community School, provided such activities are performed outside her MCDL working time.

**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.**

**Adjournment:** There being no further business, Mr. Harr moved, Dr. Griffiths seconded to adjourn the meeting at 6:41 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, February 15, 2021 at 6:00 p.m.**

---

**Ryan Carlson – President**

---

**Sharon Jenks – Secretary**