

**MEDINA COUNTY DISTRICT LIBRARY**  
**Board of Trustees**  
**Policy and By-laws Committee Meeting**  
**June 30, 2021, at 6:00 pm - Virtual**

The Medina County District Library Board of Trustees Policy and By-laws Committee met virtually on June 30, 2021.

Committee chair Dr. Maria Griffiths called the meeting to order at 6:00 p.m. Roll call was taken with the following trustees present: Dr. Maria Griffiths, Ms. Sharon Jenks, and Ms. Gail Ostrowski. Director Julianne Bedel and Fiscal Officer Molly Koch (acting as recording secretary) were also in attendance.

**Approve Agenda:** A motion was made by Dr. Griffiths and seconded by Ms. Ostrowski to approve the agenda. The motion was approved unanimously.

**New Business:** The purpose of the meeting was to conduct the annual policy review. Ms. Bedel presented a new policy HR-E-25 Workplace Anti-bullying recommendation. Dr. Griffiths moved and Ms. Ostrowski seconded a motion that the committee recommends to the Board of Trustees the adoption of Policy HR-E-25 as presented. The motion was approved unanimously.

Ms. Bedel presented suggested revisions to the following policies: Pub-02 Library Cards; Pub-02f Loan Periods; Pub-06 Fines and Fees; Pub-07 Property Damage; Pub-08 Exhibits; Pub-13 Interlibrary Loan; Pub-22 Events; and Pub-24 Passport Services. Dr. Griffiths moved and Ms. Ostrowski seconded a motion that the committee recommends to the Board of Trustees the revisions to these policies as presented. The motion was approved unanimously.

Ms. Bedel presented revisions to HR-C-13 Sunday Hours. These revisions would extend a Sunday hour premium and incentive to non-bargaining unit staff, identical to that in the current SEIU Contract. Dr. Griffiths moved and Ms. Jenks seconded a motion that the committee recommends to the Board of Trustees the revision as presented. The motion was approved unanimously.

Ms. Bedel presented revisions to HR-JD-01 Bargaining Unit Job Descriptions which just updates the new job title Delivery Driver, Union Grade 3D to be consistent with the current SEIU Contract. Dr. Griffiths moved and Ms. Ostrowski seconded a motion that the committee recommends to the Board of Trustees the revision as presented. The motion was approved unanimously.

Finally, Ms. Bedel presented revision to HR-C-13.1 Sunday Hours to be consistent with current SEIU Contract. Dr. Griffiths moved and Ms. Ostrowski seconded a motion that the committee recommends to the Board of Trustees the revision as presented. The motion was approved unanimously.

**Adjourn:** There being no further business to come before the committee, a motion was made by Ms. Jenks, seconded by Ms. Ostrowski to adjourn the meeting at 6:43 p.m. The motion was approved unanimously.

**POST-MEETING NOTE FROM JULIANNE:** Please be advised that HR-C-13.1 is not actually a policy. It's one of our staff procedures – and the copy clearly marks it as such - so it was my oversight to treat it as a policy. For this reason you will not see HR-C-13.1 on your July 19 agenda for action. Sorry about that!