

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

November 21, 2022

The Medina County District Library Board of Trustees met in regular session on Monday, November 21, 2022, at Medina Library. With a quorum present, President Ryan Carlson called the meeting to order at 6:01 p.m.

Roll call: The following members were present: Ryan Carlson, Dr. Maria Griffiths, William Koran, Mark Krosse, Caleb Parker, and Kyle White. Trustee Brian Harr was absent.

Library staff members in attendance: Julianne Bedel, Director; Kelly Conner, Fiscal Officer; Suzie Muniak, Assistant Director; Tina Sabol, Community Engagement Manager; Lauren Kuntzman, Family History and Learning Center Manager; Aleen Olee, SEIU President; and Allison Gaebelein, Deputy Fiscal Officer acting as recording secretary.

Approval of the Agenda: Dr. Griffiths motioned, and Mr. Krosse seconded the motion to approve the agenda. The agenda was approved unanimously.

Recognition of Guest and Comments from the Public: Mr. Carlson welcomed all in attendance. There were no comments from the public.

Disposition of Meeting Minutes: Mr. Koran motioned, and Mr. Krosse seconded the motion to approve the October 17, 2022, regular meeting minutes. The minutes were approved unanimously.

Mr. Parker motioned, and Dr. Griffiths seconded the motion to approve the November 14, 2022, special meeting minutes. Ms. White abstained from voting. The minutes were approved.

Approval of Financial Report: Mr. Koran motioned, and Mr. Krosse seconded the motion to approve the October 2022 financial report. The financial report was approved unanimously.

Fiscal Officer Kelly Conner highlighted that October 2022 receipts totaled \$857,331 while expenses totaled \$887,212. There was an unexpended cash balance of \$18,463,019 less outstanding encumbrances of \$4,994,017. This leaves an ending unencumbered balance of \$13,469,002 in all funds. General Fund revenues are up 4.3% over 2021 year-to-date and are at 102.5% of the budget versus a target of 83%. General Fund expenses are up 8.9% compared to prior year-to-date and are at 69% of the budget versus a target of 83%.

October 2022 PLF came in at \$377,123. This is \$22,390 higher than prior year and \$48,317 higher than budgeted. Year-to-date PLF is up 8.3% over last year and 19% over budget.

October 2022 investments earned \$37,682 with a principal balance of \$18,780,458 in bank accounts and investments at an average weighted interest rate of 2.401%. Year-to-date interest totals \$146,612 as compared to prior year-to-date interest of \$74,907.

Director's report: Director Julianne Bedel highlighted that circulation for October 2022 was

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up 4.62% compared to October 2021. Door count was up 11.69% for the same period. Computer usage was up 18.83%. The number of patrons attending programs was up 318.41%. Program attendance appears unusually high because of the way online program views are counted. With paid advertisements being ramped up, the high number is not accurately reflective of patrons attending entire programs. The Library will be separating the paid views from program views in 2023.

Curbside pick-up was down 90%, and locker pick-up was down 58%. The Library distributed 621 COVID-19 test kits in October 2022 as compared to 4,299 in October 2021. The library has distributed 10,903 COVID-19 test kits this year.

Fourth quarter Director visits are almost completed. The full staff Zoom meeting featured staff who grew up using MCDL. The strategic plan draft is completed and was included in the Board packet for consideration. The next full staff Zoom meeting in January 2023 will be devoted to exploring the strategic objectives and focusing on the 2023 phase items.

The Library applied to the Ohio Department of Education for the “Libraries Accelerated Learning” grant in the amount of \$106,827. The proposal offers educational support to pre-school through high school aged students who have lost instructional time due to the community impact of COVID-19. If approved, the grant will begin the first quarter of 2023 and allow us to offer educational resources such as Kindergarten Kits, new AWE ELS+ Learning Stations, and access to Tutor.com Learning Suite. MCDL should have the grant decision by the end of this year.

In the November 8, 2022, general election, nineteen Ohio public libraries had funding issues on the ballot. Eighteen of these issues passed. The unsuccessful initiative failed by only sixteen votes. Congratulations to all libraries that had successful initiatives. It is heartening to see Ohio residents giving such solid support to public libraries.

Communications: None

Personnel Report: Mr. Parker motioned, and Dr. Griffiths seconded the motion to approve the Personnel Report. The report was approved unanimously.

Human Resources highlights from October 2022 included two new hires, three staff changes, and two people leaving our staff. There were twenty-one leaves of absence, with thirteen being due to COVID. Performance evaluations are in progress.

There were eleven colleagues celebrating their work anniversaries in October. Tammy Nandras, Senior Administrative Assistant, celebrated a milestone anniversary of ten years with MCDL. Alison O’Bryant, Highland Library Associate, celebrated a milestone anniversary of five years of service. Thank you, Tammy and Alison!

Board Committee Reports:

Finance Committee: No Meeting

Personnel Committee: Dr. Griffiths reported on the November 14, 2022, meeting.

1. **Professional/Admin/Page Salary Structure**

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Resolution 22-18: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby adopts the changes to policy HR-C-05 Professional/Administrative/Page Salary structure as presented, effective January 1, 2023.

Resolution 22-19: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby adopts 2023 Professional/Administrative/ Page merit wage increases of 0%, 6.75%, 7.0%, or 7.25%, depending on evaluation, effective January 1, 2023.

2. Applicant Recruiting Initiative

Resolution 22-20: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby adopts the Employee Referral Program effective January 1, 2023.

Policy and By-Laws Committee: No Meeting

Buildings Committee: No Meeting

Unfinished Business: None

New Business:

Ms. White asked the Board members to let her know if they were interested in an officer position for next year.

Presentation by Family History and Learning Center Manager Lauren Kuntzman: Ms. Kuntzman focused her presentation on the increasingly popular Virginia Wheeler Martin Center at Medina Library. The average monthly door counts, appointments, and print requests have tripled since 2020. The main goals for Family History Services are to educate patrons on the best methods of research and preserve historical records to make them easily accessible. The staff have been busy indexing the *Medina Gazette* obituaries for the Ohio Obituary Index. They have also been working on national indexing projects including the review of data from the recently released 1950 U.S. Census. Be sure to check out the genealogy blog for weekly updates and articles on Medina County history.

2023 – 2025 Strategic Plan: The four Strategic Goals, created by engagement with the community, the MCDL Board of Trustees, and staff, are: Engage the community; Nurture innovation and adaptability; Enhance communication strategies; and Foster an exceptional work environment.

Resolution 20-21: Mr. Koran motioned, and Dr. Griffiths seconded the motion that the Medina County District Library Board of Trustees hereby adopts the Strategic Plan 2023 – 2025. The motion carried unanimously.

Service Recognition: Mr. Carlson proclaimed a service recognition for Cynthia Leatherman who has been a part of MCDL for twenty-six years. Congratulations to Cynthia on her retirement!

Donations: Mr. Parker motioned, and Dr. Griffiths seconded the motion to approve the following donations:

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1. Anne Sauter Lieb: Copy of *Not Ours to See*
2. Catie Taylor: Copy of *Nest of Bluebirds* in memory of Helen Waite
3. Rainbow Quilters: fabric, ribbon, and craft materials
4. Annette Barzal: science/geology experiment sets
5. Medina Sunrise Rotary Club: \$1,000 Grant for Caregiver Kits

The Board unanimously accepted the donations with gratitude.

Executive Session: None

Trustees Comments:

Mr. Krosse thanked Ms. Kuntzman for a great presentation. He thinks the Family History and Learning Center is amazing.

Ms. White also thanked Ms. Kuntzman. She congratulated Tammy Nandrasz, Alison O'Bryant, and Cynthia Leatherman on their achievements with MCDL. She recognized all the effort put into the strategic plan and the *Library Live* publication.

Mr. Parker thanked Ms. Kuntzman for her presentation. He commented on the wonderful resources the library provides when assisting community members obtaining their GED. He was also very thankful for the invitation to attend the Medina staff Thanksgiving luncheon.

Mr. Koran was also thankful for the chance to visit with staff at the Thanksgiving luncheon. He enjoyed Ms. Kuntzman's presentation. He is excited to implement the strategic plan.

Dr. Griffiths dittoed previous sentiments. She thought the Thanksgiving luncheon was a great chance to meet employees. She is also looking forward to implementing the strategic plan.

Mr. Carlson thanked Ms. Kuntzman for her presentation. He also thanked the entire staff for the thought and care put into the strategic plan.

Adjournment: There being no further business, Mr. Harr motioned, and Mr. Parker seconded the motion to adjourn the meeting at 6:54 p.m. Motion Carried.

Ryan Carlson, President

Brian Harr, Secretary

NEXT BOARD MEETING
Monday, December 12, 2022
6:00 p.m.
Medina Library