

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

**May 20, 2024**

The Medina County District Library Board of Trustees met in regular session on Monday, May 20, 2024, at Brunswick Library. With a quorum present, President Brian Harr called the meeting to order at 6:00 p.m.

**Roll call:** The following members were present: Brian Harr, Caleb Parker, William Koran, and Sarah Vachon.

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Assistant Director; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Connie Sureck, Brunswick Branch Manager; Jenna Garrity, Brunswick Library Associate; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

**Approval of the Agenda:** Mr. Parker motioned, and Mr. Koran seconded the motion to approve the agenda. Motion carried.

**Recognition of Guest and Comments from the Public:** Mr. Harr welcomed all in attendance. He welcomed new trustee Sarah Vachon to her first meeting. There were no comments from the public.

**Disposition of Meeting Minutes:** Mr. Koran motioned, and Mr. Parker seconded the motion to approve the April 15, 2024, regular meeting minutes. Motion carried.

**Approval of Financial Report:** Mr. Parker motioned, and Mr. Koran seconded the motion to approve the April 2024 financial report. Motion carried.

Fiscal Officer Allison Gaebelein highlighted that April 2024 receipts totaled \$768,619.67, while expenses totaled \$971,314.66. There was an unexpended cash balance of \$17,762,187.70 minus outstanding encumbrances of \$2,760,037.95 leaving an ending unencumbered balance of \$15,002,149.75.

General Fund revenues are down 1.4% over prior year-to-date, and General Fund expenses are up 3.2% compared to the same year-to-date period.

April 2024 investments earned \$62,837.58 at an average weighted interest rate of 4.456% as compared to \$46,064.43 in April 2023. The 2024 year-to-date total investment earnings are \$227,477.52.

April 2024 PLF came in at \$261,863.38. This is \$44,787.47 lower than April 2023 and \$26,536.16 lower than budgeted. The year-to-date total for the PLF is down 7.65% from 2023 and down 2.33% from the 2024 budget. The Office of Budget and Management has indicated that the shortfall in

state tax receipts is due to higher than expected personal income tax refunds and lower than expected Commercial Activities Tax revenue.

Mr. Parker asked if the budget needs to be amended based on the reduced revenue from the PLF so far this year. Ms. Gaebelein responded that it was not necessary at this time and that the Ohio Department of Taxation will issue an update this summer. Ms. Bedel noted the first step would be to reduce expenses.

**Director's Report:** Director Julianne Bedel highlighted that circulation for April 2024 was up 5.75% over 2023, including e-media circulation which is up 16.5%. The door count was up 18% compared to last year. Overall computer usage was down 3% and Wi-Fi use was down 4% over last year.

On April 23, the Medina County Sheriff's Office held their annual Awards and Commendations ceremony. MCDL, represented by Outreach Manager Ann Plazek, received a STAR award. The Library was one of four community entities to receive this award, in recognition of the Project Read program at the Medina County Jail. The Library was honored to be included in this year's program and thankful for the opportunity to serve the community in an innovative way.

Jennifer Sveda, Medina Children's Supervisor, recently graduated from Leadership Medina County LEAD Institute. Congratulations to her on that accomplishment!

The State Library of Ohio and OhioNet have announced the cohort of library leaders selected to participate in Library Leadership Ohio 2024. Selected participants were carefully chosen based on outstanding leadership potential, collaborative spirit, and deep commitment to the profession. Chris Horvath, Medina Adult & Teen Services Supervisor, has been named to that esteemed group.

The American Library Association's annual PR Xchange Awards Competition recognizes the very best public relations materials produced by libraries in the past year. Entries were evaluated on content, originality, and design by a team of experts in public relations, graphic design, communications, and marketing. The team then selects the winner(s) in each category. MCDL won an award in the print Reading Programs category. This category was awarded to three libraries nationally – Hastings Public Library, the King County Library System, and Medina County District Library. The awards committee co-chair Mark Polger notes, "Our panel of 25 judges was very impressed with the depth and breadth of all the work submitted. With 334 entries, the competition was extremely tight." The Library's entry detailed the 2023 juvenile Summer Reading Game designed by Stephanie Sanford, Community Engagement Library Associate. Hats off to Ms. Sanford for her outstanding designs and to everyone in the Community Engagement Department who worked to produce high quality promotional materials to engage the community.

The Library will be receiving a generous grant from the President's Fund of the Medina Hospital Foundation to purchase a nursing pod for the Medina Library. The free-standing nursing pod does not require any building renovation. It will accommodate patrons and library staff who prefer a quiet, secure space to breastfeed. Because of the Medina Library's location on the public square, the nursing pod will be a welcome resource for the many family events and festivals which routinely

attract thousands of attendees. The pod can be located and managed through the Mamava app, allowing community members visiting the square who are already Mamava users elsewhere to be alerted to its location and availability. The Fiscal Officer is coordinating details of the financial transaction, which will determine our timeline for implementation.

**Personnel Report:** Mr. Parker motioned, and Mr. Koran seconded the motion to approve the April Personnel Report. Motion carried.

Human Resources highlights from April 2024 include welcoming two new hires and celebrating one promotion. Four staff members left employment and there were three leaves of absence.

Captain Cavanaugh of the Lafayette Fire Department conducted situational awareness / active threat walkthroughs at several branches. The remaining branches are scheduled for May. As staff continue to work on Strategic Plan goals, they were assigned refresher Dementia Inclusion training in the ADP Learning module.

Nine staff celebrated work anniversaries with two reaching milestones. Christina Baronak, Brunswick Library Associate, has been with us for five years and Angie Haprian, Medina Library Associate, celebrated ten years with MCDL. Thank you and congratulations to both!

**Board Committee Reports:** There were no committee meetings this month, but the Policy and By-laws Committee is scheduled to meet June 4 for the annual policy review.

**Unfinished Business:** None

**New Business:**

**Brunswick Branch Presentation:** Brunswick Branch Manager Connie Sureck and Library Associate Jenna Garrity highlighted the World Languages Services and Citizenship Corner. There are various materials available in 15 different languages. They hold ESOL classes and discussion groups at the branch. Mr. Koran asked about citizenship classes and Ms. Garrity responded she hopes to have them available in the future.

**Summer Programs with Alcohol: Resolution 24 – 5:** Mr. Koran motioned, and Mr. Parker seconded the motion to approve *Wine and Canvas* events June 28, 2024, and August 30, 2024, at Medina Library and June 14, 2024, at Brunswick Library. Motion carried.

**Service Recognition for Mary Baker:** Mr. Harr recognized Brunswick Reference Department Library Associate Mary Baker for her 31 years of dedicated service. The Board of Trustees expresses deep appreciation for Mary Baker and her role in the Library's family. They wish her health and happiness in the next chapter of her life.

**Sick Bank Policy Update: Resolution 24 – 6:** Mr. Parker motioned, and Mr. Koran seconded the motion to approve a revision to Sick Bank policy HR-B-20 as presented, effective immediately. Motion carried.

**Donations:** Mr. Koran motioned, and Mr. Parker seconded the motion to approve the following donations for April. Motion carried.

1. Elizabeth Alexander: 50 puppets
2. Renee Agatep: 3 copies of "Ohio Radio"
3. Cece Reilly: Melissa & Doug Market Stand toy for Brunswick Library
4. Antoinette Biery: One copy of Counting Community Collections
5. Trevor Garrud: \$44
6. April Bienia: Wooden children's puzzles
7. Medina County Noon Kiwanis & Medina County Trauma Informed Care Collaborative: Books on resilience and trauma informed care
8. Ann Plazek: \$50 in memory of Helen Deuring
9. Theresa Laffey: \$25 in memory of Helen Deuring
10. Brianne Middleton: \$100 in thanks for the Brunswick Children's Department

The donations were accepted with gratitude.

**Executive Session:** Mr. Koran motioned, and Mr. Parker seconded the motion to move into executive session to consider collective bargaining matters at 6:33 p.m.

**Roll Call Vote:** Mr. Koran – Aye; Mr. Parker – Aye; Ms. Vachon – Aye; Mr. Harr – Aye. Motion carried.

Ms. Bedel and Ms. Gaebelein were asked to attend the session. Regular session resumed at 6:39 p.m.

### **MEMORANDUM OF UNDERSTANDING – Resolution 24-07**

Mr. Koran motioned, and Mr. Parker seconded to adopt the Memorandum of Understand as presented contingent upon ratification by Service Employees International Union, District 1199.

This Memorandum of Understanding is entered into this 20th day of May, 2024 by and between the Medina County District Library (the "Library") and Service Employees International Union, District 1199, WV/KY/OH, the Health Care and Social Service Union, CTW, CLC, Medina County District Library Chapter (hereinafter collectively referred to as the "Union").

WHEREAS, the Library and the Union are parties to a collective bargaining agreement covering the period from June 1, 2023 through May 31, 2026 (the "CBA"); and

WHEREAS, in Article XX, Section 2.B.1, the parties agreed to provide an additional increase of \$.25 per hour for certain employees based on their length of service with the Library; and

WHEREAS, Section 2.B.1 as agreed upon by the parties' measures length of service based on the contractual definition of seniority rather than as the length of time from an employee's most recent date of seniority with the Library; and

WHEREAS, using the contractual definition of "seniority" to determine which employees are eligible for the additional \$.25 per hour increase would result in such an increase for four employees, but

determining eligibility based on an employee's most recent date of hire with the Library would result in an increase for sixteen employees; and

WHEREAS, the parties agree that determining eligibility based on an employee's most recent date of seniority with the Library better expresses the parties' true intent for this additional pay increase.

NOW THEREFORE, subject to ratification of this Memorandum of Understanding by the Union and the Library's Board of Trustees, the Library and the Union agree to modify Article XX, Section 2.B.1 as follows: 1. The \$.25 per hour pay increase will be given to any employee who as of June 2, 2024 has more than fifteen (15) years of service with the Library as measured from the employee's most recent date of seniority (i.e. the date from which the employee has been continuously employed in one or more bargaining unit positions), with such increase not being subject to the maximum rate of pay set forth in the Union Pay Scale in Appendix B of the CBA.

**Roll Call Vote:** Mr. Koran – Aye; Mr. Parker – Aye; Ms. Vachon – Aye; Mr. Harr – Aye. Motion carried.

**Trustees Comments:**

Mr. Parker congratulated the winners of the ALA PR Xchange awards. He congratulated Ms. Sveda on graduating from LEAD Institute and Mr. Horvath for being selected to Library Leadership Ohio. He thanked Ms. Sureck and Ms. Garrity for their presentation. He thanked Ms. Baker for her years of service. He welcomed Ms. Vachon to the Board.

Mr. Koran echoed the sentiments of Mr. Parker.

Ms. Vachon expressed that she is happy to begin her service on the Board and is looking forward to making an impact. She appreciated the background information regarding international languages and citizenship that is available at the Library.

Mr. Harr thanked Ms. Sureck and Ms. Garrity for their presentation. He noted Community Engagement could win the PR Xchange award again next year for their awesome Library Live newsletter.

**Adjournment:** There being no further business, Mr. Parker motioned, and Ms. Vachon seconded the motion to adjourn the meeting at 6:43 p.m. Motion Carried.

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**Brian Harr, President**

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**William Koran, Secretary**

NEXT BOARD MEETING  
Monday, June 17, 2024  
6:00 p.m.  
Medina Library