

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

February 20, 2023

The Medina County District Library Board of Trustees met in regular session on Monday, February 20, 2023, at Medina Library. With a quorum present, President Griffiths called the meeting to order at 6:00 p.m.

Roll call: The following members were present: Dr. Maria Griffiths, William Koran, Caleb Parker, Brian Harr, Mark Krosse, Jill McGarr.

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Interim Fiscal Officer; Suzie Muniak, Assistant Director; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Aleen Olee, SEIU President; Tammy Nandras, Administrative Assistant acting as recording secretary.

Approval of the Agenda: Dr. Griffiths asked for a motion to approve the amended agenda provided at the meeting. Mr. Harr moved, and Ms. McGarr seconded the motion to approve the agenda as amended. Motion carried.

Recognition of Guests and Comments from the Public: Dr. Griffiths welcomed all in attendance. Residents Melissa Clifford and Marguerite A. Bevier attended the meeting.

Disposition of January 16 Meeting Minutes: Mr. Krosse moved, and Mr. Parker seconded the motion to approve the January 16, 2023, regular meeting minutes. Motion carried.

Disposition of January 23 Special Meeting Minutes: Mr. Parker moved, and Mr. Krosse seconded the motion to approve the January 23, 2023, regular meeting minutes. Motion carried.

Approval of Financial Report: Mr. Harr moved, and Mr. Krosse seconded the motion to approve the January 2023 financial report. Interim Fiscal Officer Allison Gaebelein highlighted January's financial activity.

January 2023 receipts totaled \$764,749. Expenses totaled \$871,190. There was an unexpended cash balance of \$15,127,143, less outstanding encumbrances of \$3,289,164. This leaves an ending unencumbered balance in all funds of \$11,837,979.

January General Fund expenses were at 6.5% of the budget versus a target of 8%. The General Fund expenses increased by 15% compared to 2022. Representing a majority of that increase are Salaries & Benefits and Contract Services.

January 2023 PLF came in at \$380,268, which is \$9,724 higher than prior year, but actually 0.14% under what was budgeted. Real estate taxes started coming in January. Our first tax advance came in at \$221,360, which is almost \$20,000 lower than prior year. January General Fund Revenues increased by 5% compared to 2022.

January 2023 investments earned \$40,147 (as compared to \$2,640 in January 2022) with a principal balance of \$15,331,254 in bank accounts and investments at an average weighted balance of 3.308%.

Dr. Griffiths asked Ms. Gaebelein if there was a procedure used to predict what the PLF will be. Ms. Gaebelein explained that the numbers are estimates based on what collected real estate taxes are projected to be. The estimates may be off, which results in fluctuations less than or more than the projected amounts. Mr. Harr pointed out that one of the investments might need a closer look as the returns were not as expected. Ms. Gaebelein said she would follow up.

The motion to approve the financial reports was passed unanimously.

Director's Report: Director Julianne Bedel highlighted that circulation for Jan. '23 was up 36.57% as compared to Jan '22. E-media circulation up 1%. When compared to 2019, circulation is up 9.79% and E-media is up 89.5%. Door count was up 28.65% compared to last year, and down 27.6% from 2019. Computer use is up 27.7% compared to last year, and is down 17.18% compared to 2019.

In the packet there was a brief summary of the *iCurate* collection analysis. This was a useful tool to give us a "snapshot in time" of the level of inclusion for traditionally underrepresented voices in our print collection at all age levels. Of the 180,882 items analyzed, 14% fell into the "inclusive" category as defined by Ingram Library Services. The analysis indicated that we hold slightly less than average in the categories of Black interest and Middle Eastern interest titles. Collection Resources librarians will take this into consideration as they make selections going forward. The collection is solid (at least average, but not in excess of 2% higher than average) in the areas of Asian interest, LGBTQIA+, mental health, physical abilities/characteristics, and neurodiversity.

Also included in the packet were some simple charts giving a 10-year picture of several key usage statistics: circulation, new cards, computer use, registered borrowers, door count, reference transactions, program attendance, and meeting room bookings. This is to put 2022 in context with both pandemic and pre-pandemic usage, as well as usage trends over time.

Ms. McGarr commented that it was nice to see the program attendance beginning to rebound after the pandemic. Ms. Bedel noted that the large increase in E-cards was a result of the pandemic, but she wasn't seeing a decline now that it's passed.

Communications: None

Personnel Report: Mr. Koran moved, and Mr. Parker seconded the motion to approve the Personnel Report.

HR highlights for January include that three staff members left employment, eight changed status, and we welcomed three new colleagues. There were four leaves of absence (19 last month), with none being due to COVID. Merit-based wage increases for Professional/Administrative/Page staff were implemented in January. There were 24 staff who earned the \$100 incentive for working six or more Sundays in the fall rotation.

Seven staff members had work anniversaries in January. Special thanks and congratulations to Julie Holmes (Medina Library Associate) with 20 years of services; and to Gail Furillo (Medina Page Supervisor) celebrating 25 years of service!

Mr. Koran commented on the high number of applications received for one of the branch's open positions. Ms. Bedel said the conversion to the ADP recruiting module has definitely resulted in increased numbers of quality candidates.

The motion to approve the Personnel Report was passed unanimously.

Board Committee Reports: No meetings this month.

Unfinished Business: None

New Business:

Executive Session: Mr. Harr moved to enter executive session at 6:19 p.m. to consider the employment of a public employee with Julianne Bedel invited to attend. Mr. Parker seconded the motion and a roll call vote was taken with the following results:

Dr. Griffiths-aye, Mr. Koran-aye, Mr. Parker-aye, Mr. Harr-aye, Mr. Krosse-aye, Ms. McGarr-aye.

Regular session resumed at 6:45 p.m.

Donations: Mr. Koran moved, and Ms. McGarr seconded the motion to accept the following donations with gratitude:

1. Susan Jones: Coloring Books and Crayons
2. Susan Blair: Copy of Valley of the Sages: House of the Wild Fox
3. Friends of Woodlawn Cemetery: Copy of Woodlawn Cemetery Veterans
4. Discount Drug Mart: \$500 for 2023 Summer Reading Game
5. The Farrell Family: \$160 in honor of Caleb Middendorf and in Memory of Aiden Middendorf
6. Anonymous: \$100
7. Friends of MCDL: \$30,600 for Signature Events, Author Events, Summer Reading Game, Staff Day

Motion carried.

Trustees Comments:

Mr. Parker expressed gratitude for the large donation made by the Friends of MCDL. He commended the Highland Library staff for their efforts to connect with Highland High School students at the library. He also recognized Julie Holmes and Gail Furillo for their many years of service.

Mr. Krosse congratulated the entire system for another month's worth of exceptional service.

Ms. McGarr echoed Mr. Krosse and Mr. Parker, and she commended Chris Weaver-Pieh for her thoughtful and professional communications with patrons.

Mr. Koran complimented the Community Engagement staff on the new issue of the Library Live calling it professional and informative.

Mr. Harr expressed his thoughts of sympathy and compassion for Kelly Conner and her family.

Dr. Griffiths congratulated all of the new hires and those moving into new positions. She also expressed thoughts of hope and compassion for the Conner family and for the staff.

Adjournment: There being no further business, Mr. Krosse moved, and Mr. Parker seconded the motion to adjourn the meeting at 6:50 p.m. Motion carried.

Maria Griffiths, President

Caleb Parker, Secretary

NEXT BOARD MEETING
Monday, March 20, 2023
6:00 p.m.
Buckeye Library