

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

July 17, 2023

The Medina County District Library Board of Trustees met in regular session on Monday, July 17, 2023, at Highland Library. With a quorum present, President Griffiths called the meeting to order at 6:00 p.m.

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

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Assistant Director; Tina Sabol, Community Engagement Manager; Jenna Elswick, Human Resources Manager; Jason Brzezinski, Facilities Manager; Eric Lucius, Highland Library Manager; Chris Bailey and Cheryl Philipps, Library Associates; Aleen Olee, SEIU President, and Tammy Nandrasy, Administrative Assistant acting as recording secretary.

Approval of the Agenda: Mr. Harr moved, and Mr. Koran seconded the motion to approve the agenda. Motion carried.

Recognition of Guests and Comments from the Public: Dr. Griffiths welcomed all in attendance. Attorney Jim Wilkins was in attendance.

Disposition of Minutes: Mr. Parker moved to approve the June 19, 2023, meeting minutes and Mr. Krosse seconded the motion. Motion carried.

Contract Negotiations Update: Mr. Harr made a motion to enter executive session to consider collective bargaining matters. Mr. Parker seconded the motion and a roll call vote was taken with the following results: Mr. Koran-aye, Mr. Parker-aye, Mr. Harr-aye, Mr. Krosse-aye, Ms. McGarr-aye, Dr. Griffiths-aye. Ms. Bedel, Ms. Gaebelein, Mr. Wilkins and administration members of the bargaining committee were asked to remain. Executive session began at 6:02 p.m.

Regular session resumed at 6:09 p.m. with no action taken.

Approval of Bargaining Unit Contract:

Resolution 23-20: Upon a motion by Mr. Koran and seconded by Ms. McGarr, the Medina County District Library Board of Trustees hereby approves the Agreement with Service Employees International Union, District 1199 WV/KY/OH, the Health Care and Social Service Union, CTW, CLC for the period June 01, 2023 – May 31, 2026.

A roll call vote was taken with the following results: Mr. Koran-aye, Mr. Parker-aye, Mr. Carlson-aye, Mr. Harr-aye, Mr. Krosse-aye, Ms. McGarr-aye, Dr. Griffiths-aye. Motion carried.

Approval of Financial Report: Mr. Koran moved, and Mr. Parker seconded the motion to approve the June 2023 financial report. Fiscal Officer Allison Gaebelein reported June 2023 receipts totaled \$544,583, and expenses totaled \$833,902. There was an unexpended cash balance of \$17,637,698.92 minus outstanding encumbrances of \$5,977,525. This leaves an ending unencumbered balance in all funds of \$11,660,173. General Fund revenues are up just 1.3% over prior year-to-date. General Fund Expenses are up 2.5% compared to the same year-to-date period. General Fund revenues are at 55% of the budget and General Fund expenses are at 59% of the budget versus a target of 50% at the midyear point.

June 2023 PLF came in at \$448,334. This amount is \$37,797 higher than last year, and \$27,132 higher than budgeted. The year-to-date PLF is up just 0.33% over last year and up 2.1% over budget.

June 2023 investments earned \$49,021 as compared to \$10,472 in June 2022. The average weighted interest rate of the Library's bank accounts and investments is 3.585% as compared to an interest rate of less than 1% in June 2022.

The public tag sale of surplus and obsolete items was held in June at the Buckeye Library. We sold \$615 worth of items that were receipted into the General Fund. Motion carried.

Director's Report: Julianne Bedel reported that circulation for June '23 was up 4.31% over June '22. Of that total, e-media circulation is up 12.78%. When compared to 2019, overall circulation is down 4.9% and e-media is up 111.78%. Door count was up 22.17% compared to last year, and down 13.57% from 2019. Computer use is up 30.28% compared to last year and is down 39% compared to June 2019.

Ms. Bedel congratulated Jennifer Sveda on being accepted to Leadership Medina County's 2023 LEAD Institute. Jennifer is the Medina Children's Dept. Supervisor, and we will be proud to have her participate in the program. As of the end of June, more than 1,000 teens have registered for the Summer reading Game. 6,579 children had already registered, which already surpasses our 2022 total participation. Ms. Bedel thanked all the staff who have worked to get the Summer Reading Game off to a great start, and to the parents and caregivers across the county who are encouraging their children to read to build lifelong learners and to help fight the summer reading slide. [Please note the 2023 mid-year strategic plan report was included in the packet.] The bi-annual Ohio state budget has been signed with the PLF retaining it's 1.7 % of the general fund. The last 2023 OLC budget meeting will be in August. Ms. Bedel thanked administrative assistant Tammy Nandrasy for her 10 years of service to the library upon her retirement.

Communications: In the Board's packet was included an email that was received from patron Nicole King regarding the quick and caring actions of Buckeye Associates Emily Smith and Sue Skrobacs when there was an automobile accident (with children in at least one car) in the street in front of the library. Ms.

King expressed her gratitude for the staff's caring actions. Ms. Bedel said she appreciated that Ms. King took the time to reach out. This is an exemplary story of the type of thoughtful actions of MCDL staff that occur across the county every day.

Personnel Report: Mr Parker moved, and Mr. Krosse seconded the motion to approve the Personnel Report. Highlights included that one staff member left employment, two changed statuses, and we welcomed four new colleagues. There were four leaves of absence (seven last month). Mid-year performance check-ins were in progress, and the annual review of policies, procedures, and forms was conducted. In June 11 staff members were congratulated who had work anniversaries. Two milestone anniversaries were celebrated: Rachel Rundel (Medina Library Associate) with 15 years of service, and Ken Valvoda (Highland Page) with 10 years. Congratulations and thank you both! Motion carried.

Board Committee Reports:

The Finance, Personnel, and Buildings Committee did not meet.

2023 Policy Review

The Policy and By-laws Committee Chair Mr. Koran reported that the Committee met for the annual policy review and considered revisions recommended by the policy owners.

Resolution 23-21: Upon a recommendation from the Policy & By-laws Committee, the Board of Trustees of the Medina County District Library hereby immediately adopts the revisions of the following policies as presented:

HR-B-01	Group Health Insurance
HR-B-10	Vacation
HR-B-13	Sick Leave
HR-B-20	Sick Bank
HR-E-15	Drug-Alcohol Free Workplace
HR-E-17	Job Requirements
HR-E-18	Progressive Discipline
HR-G-01	Dress Code and Fragrance
HR-G-04	Performance Plan
HR-JD-02	Prof/Admin/Page Job Descriptions
PUB-10	Print, Copy, Fax and Scan Services
PUB-14	Meeting Rooms
SS-11	Public Behavior
SS-15	Motor Vehicles

Unfinished Business: None

New Business:

Highland Library Presentation: Manager Eric Lucius gave a presentation focusing on the changes in hiring practices over the last decade and a half. The skills in demand for the modern library no longer depend on the more precise and formally educated abilities needed in the past, but are qualities in line with more personal, humanistic, customer service based abilities. The means by which candidates are recruited have developed at the speed of technology and are continuing to change. Attitudes toward fundamental elements such as what is acceptable as workplace physical appearance has also had to relax in order to acquire and retain talent. As workplace attitudes re-adjust post pandemic, Mr. Lucius advised all hiring staff to be aware of the swiftly changing market to provide patrons with the best possible library experience and the best possible work environment for staff.

Emergency Phone Stipend: Ms. Bedel requested an increase in the emergency phone stipend for Technology Department Staff from \$50 to \$75 weekly.

Resolution 23-22: Upon a motion by Ms. McGarr and seconded by Mr. Krosse, the Medina County District Library Board of Trustees hereby approves the proposed change to HR-C-25, Emergency Phone Stipend as presented, effective the pay period beginning July 30, 2023.

Increased Personal Time: Ms. Bedel requested an increase in the number of personal days from four to five to enable employees to take time off on a day that might have personal, cultural, religious or other significance to them.

Resolution 23-23: Upon a motion by Mr. Harr and seconded by Mr. Parker, the Medina County District Library Board of Trustees hereby approves the proposed change to HR-B-25, Personal Time as presented, effective the pay period beginning July 16, 2023. Motion carried.

Boiler Project Bid Package: Having received all pertinent information, the trustees considered the approval of the legal notice and bid package for the upcoming boiler project.

Resolution 23-24: Upon a motion by Mr. Harr and seconded by Mr. Parker, the Medina County District Library Board of Trustees hereby approves:

APPROVING BID PACKAGE FOR THE BOILER REPLACEMENT PROJECT AND OPENING OF BIDS FOLLOWING TIME FIXED IN THE LEGAL NOTICE

The Library Director requests authority to publish the notice for the Boiler Replacement Project and to immediately open and publicly read the sealed bids upon closing of the bid submission deadline.

Background:

1. The Medina County District Library Board of Trustees (the “Board”) is undertaking the Boiler Replacement Project (the “Project”).
2. Scheeser Buckley Mayfield (the “Architect”) prepared design documents for the Project.
3. The Library Director and Fiscal Officer worked with the Architect and legal counsel to prepare the Bidding Package, which includes the design drawings/specifications and legal bidding/contract documents.
4. The Fiscal Officer requests authority to publish the legal notice for the Project, in a newspaper of general circulation in the library territory, with sealed bids to be accepted until twelve o’clock noon on August 15, 2023, and authorize the Fiscal Officer to open and publicly read the bids aloud immediately thereafter, pursuant to Ohio Revised Code Section 3375.41.

NOW, THEREFORE, BE IT RESOLVED by the Medina County District Library Board of Trustees as follows:

1. The Board approves the Bidding Package for the Project.
2. The Board authorizes the placement of the required legal notices for Project in a newspaper of general circulation in the library territory for a period of two weeks, with bids being accepted until twelve o’clock noon on August 15, 2023 or on another date as may be determined by the Library Director, as the Board’s authorized representative, by addendum, or by operation of law.
3. The Board authorizes the Fiscal Officer or her designee to open and publicly read aloud the bids for the Project immediately after the time for submitting such bids has expired at the Medina County District Library’s Main Library. The bids will be tabulated following opening, and a report of the tabulation with the Architect’s recommendation for award of the contract will be provided to the Board at its next regular meeting or at a specially called meeting. Motion carried.

Fall Events with Alcohol: The fall library programs involving alcohol were submitted for the approval of the Board.

Resolution 23-25: Upon a motion by Mr. Krosse and seconded by Ms. McGarr, the Medina County District Library Board of Trustees hereby approves the following Bring Your Own Wine events to be held at Medina Library on September 15 and October 20, 2023, and the Brunswick Library on November 3, 2023. Motion carried.

Free Library Card Replacement in September: The tradition of waiving a library card replacement fee during the National Library Card month of September was asked to be continued in 2023.

Resolution 23-26: Upon a motion by Ms. McGarr and seconded by Mr. Koran, the Medina County District Library Board of Trustees, in celebration of National Library Card Month, welcomes all community members back to the library and waives the \$0.50 library card replacement fee for the month of September 2023. Motion carried.

Cancellation of August Meeting: Upon a motion by Mr. Koran and seconded by Mr. Parker, and with unanimous approval, the trustees agreed to the cancellation of the August 2023 regular meeting.

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

1. Donna Arick: \$1000
2. Angeline Streit: A Copy of In My Heart Forever
3. Huntington Bank: 700 Ice Cream Treats for Summerfest
4. Anonymous: A Copy of Baby K's Big Day
5. The Britt Family: \$125 in Memory of Mary Ellen Hargrove
6. Martha DeLong: \$250 in Memory of Mary Ellen Hargrove

Motion carried

Trustees Comments:

Will Koran thanked Mr. Lucius for his presentation and congratulated Ms. Nandrasy on her retirement.

Jill McGarr congratulated Rachel Rundel and Ken Valvoda on their work anniversaries and thanked Ms. Nandrasy for her service.

Caleb Parker said ditto to all previous comments.

Brian Harr thanked Mr. Lucius and commented that he recognizes the new staffing world. He thanked Ms. Nandrasy for her service to the library.

Mark Krosse thanked Mr. Lucius for his presentation.

Dr. Griffiths thanked both sides of the negotiating team for their commitment to coming to agreement in the contract negotiations. She congratulated those responsible for the success of the SRC and those with work anniversaries, and she thanked Mr. Lucius for his presentation. She recognized Ms. Nandrasy for her contributions and support over her years as the administrative assistant.

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Adjournment: There being no further business, Mr. Parker moved, and Mr. Krosse seconded the motion to adjourn the meeting at 6:45 p.m. Motion carried.

Maria Griffiths, President

Caleb Parker, Secretary

NEXT BOARD MEETING
Monday, September 18, 2023
6:00 p.m.
Medina Library