

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

January 15, 2024

The Medina County District Library Board of Trustees met in regular session on Monday, January 15, 2024, at Medina 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, William Koran, Caleb Parker, Mark Krosse, Jill McGarr, Ryan Carlson, and Ann Marie Flannery.

Library staff members in attendance included Julianne Bedel, Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Assistant Director; Jackie May, Administrative Assistant; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

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

Recognition of Guests and Comments from the Public: Mr. Harr welcomed all in attendance.

Disposition of Meeting Minutes: Mr. Parker motioned, and Ms. McGarr seconded the motion to approve the December 18, 2023, regular meeting minutes. Motion carried.

Approval of Financial Report: Mr. Carlson motioned, and Ms. McGarr seconded the motion to approve the December 2023 financial report. Motion carried.

Fiscal Officer Allison Gaebelein highlighted that December 2023 receipts totaled \$1,339,992.53, while expenses totaled \$1,766,545.18. This includes the \$850,000 interfund transfers that were approved last month. There was an unexpended cash balance of \$16,159,077.57 minus outstanding encumbrances of \$1,454,554.40 leaving an ending unencumbered balance of \$14,704,523.17 in all funds.

General Fund revenues are up 3.3% over prior year-to-date. The General Fund expenses are up 5.5% compared to the same year-to-date period.

December 2023 PLF came in at \$410,610.28. This is \$8,579.62 higher than December 2022 and \$11,200.28 higher than budgeted. Year-to-date PLF for 2023 is \$4,744,848.79 which is 1.55% over last year and 3.15% over budget.

December 2023 investments earned \$53,565.64. Year-to-date interest totals \$669,718.85 at an average weighted interest rate of 4.267%. This is compared to 2022 year-to-date interest total of \$226,080.72.

Charles E. Harris & Associates, Inc. has been awarded the contract by the Ohio Auditor of State to audit the Medina County Library for the fiscal period of January 1, 2022, through December 31, 2027. We will soon be receiving information from them regarding the timeline of the audit this year.

Director's Report: Director Julianne Bedel highlighted that circulation for December 2023 was up 6% over 2022 including e-media circulation that is up 22%. Door count was up 18% compared to last year. Overall computer usage was up 3.5% compared to last year. Wi-Fi use was up 2% over last year.

The new boiler installation in the Medina building is waiting for burner parts. S.A. Comunale has given an update that components are scheduled to be shipped on February 9, 2024. The installation timeline will be adapted around this delay and inclement weather. The current Medina boilers are in good working order. Counsel at Bricker Graydon started the Request for Qualifications for the scheduled HVAC project at Highland and Seville and the roofing project at Medina.

Upcoming spring Ohio Library Council activities include the New Trustee Workshop. This is generally held on a Saturday in March and has an in-person and virtual option. Legislative Day is scheduled for Wednesday, April 24, 2024, at the Sheraton on Capital Square in Columbus. The Northeast Trustee Dinner will be held Thursday, May 2, 2024, at the Embassy Suites at Cleveland Rockside. Registration for these events will open a bit later in the year.

The OLC Board of Directors met last Friday. Ms. Bedel reported that she has been assigned to the Personnel Committee. She will also be the board liaison to the Children's Services Division and the Intellectual Freedom Committee.

Mr. Harr asked about meeting legislators during Legislative day. Ms. Bedel responded that appointments are usually necessary to meet with the legislators. This past year, Representative Sharon Ray met with Ms. Bedel for a tour of the Medina Library and Representative Melanie Miller attended a story time at Brunswick.

Ms. McGarr asked if we will continue to give out Covid tests. Ms. Bedel responded that the State Health Department gives free tests to the Library. We will continue to have them as long as they are available. A couple of branches briefly ran out of tests during the holidays.

Communications: None

Personnel Report: Mr. Carlson motioned, and Mr. Koran seconded the motion to approve the December Personnel Report. Motion carried.

Human Resources highlights from December 2023 included welcoming one new hire and celebrating two promotions. Two staff members left employment. There were 12 leaves of absence compared to ten last month.

The annual performance evaluations were completed. The ADP learning management module is being rolled out as scheduled. This will streamline onboarding and continuing education management documentation. It includes some additional functions, such as automatic reminders, that have not been available in our manual tracking system.

Six staff celebrated work anniversaries in December with one milestone being Medina Page Barrie Whittington. She celebrated five years of service, and we thank her for being a wonderful part of our team!

Board Committee Reports:

Finance Committee: No Meeting

Personnel Committee: No Meeting

Policy and By-Laws Committee: No Meeting

Buildings Committee: No Meeting

Unfinished Business: None

New Business:

Public Services Presentation: Suzie Muniak gave a presentation on Caring with Kits: Early Literacy and Accessibility. Each Caregiver Kit contains a book, pamphlets, bib and egg shaker toy. Pamphlets include information from the Medina County Health Department, Akron Children's Hospital, Dolly Parton Imagination Library, and other community resources. 500 kits were distributed in Fall 2023. Kits were funded by the Library's supply budget, a donation by Sunrise Rotary, and a donation of 503 books by Ohio Early Intervention. The Library also has Kindergarten Kits that focus on kindergarten readiness, fine motor skills, and literacy. Ms. Muniak thanked the many groups who made these kits possible including our Children's Team, the United Way, Family First Council, Sunrise Rotary, and the Health Department.

Mr. Harr asked what would be needed to expand this program. Ms. Muniak responded that additional funding and donations from local organizations would make it possible to purchase more books, bibs and toys in order to distribute these resources through partner agencies. The Library could also use more volunteers to stuff bags. Mr. Krosse asked if sponsorship advertising could be included in the kits. Ms. Bedel responded that this is also an option.

2024 Board Committee Appointments:

Finance: Mr. Carlson (chair), Mr. Krosse, Ms. Flannery

Personnel: Mr. Krosse (chair), Ms. McGarr, Mr. Parker

Policy & By-laws: Mr. Parker (chair), Mr. Koran, Ms. McGarr

Buildings: Mr. Koran (chair), Mr. Carlson, Ms. Flannery

Resolution 24-1: Mr. Carlson motioned, and Mr. Krosse seconded the motion to approve *Wine and Canvas* events April 12, 2024, at Medina Library and May 3, 2024, at Brunswick Library. Motion carried.

Board Proclamation for Bond Retirement: Mr. Harr read the proclamation that MCDL retired the tax bond of 2003. The Board of Trustees of MCDL expressed gratitude to the taxpayers and residents of Medina County.

Donations: Mr. Carlson motioned, and Ms. McGarr seconded the motion to approve the following donations for December. Motion carried.

1. Laura Hagan: board games and puzzles
2. Medina McDonalds, John Vuletic, Manager: coffee packets for staff development day
3. Wayne Savings Community Bank: \$250 for Lodi Winter Wonderland's horse drawn wagon
4. Shannon Just: \$100
5. Robert Wilder: \$100 in memory of John Paul Kelly
6. Carole Kowell: train table and trains
7. Nancy Weitendorf: \$100
8. Kiwanis Club of Medina, Brian Harr, Treasurer: \$144 for summer reading books
9. Janice Clark: \$50 in memory of Jim Clark who loved working with the library

The donations were accepted with gratitude.

Trustees Comments:

Mr. Carlson thanked Ms. Muniak for her presentation on the Caregiver and Kindergarten kits. He added that the kits are great programs that lead to an increased literacy rate in our community.

Ms. Flannery thanked Ms. Muniak for a great presentation and added that the kits are a very special service offered by the Library. She offered to connect with volunteers to help stuff bags.

Mr. Koran thanked Ms. Muniak for her presentation and those who worked on these important kits.

Mr. Krosse expressed kudos to the Facilities team on completing their many projects in 2023.

Ms. McGarr thanked Ms. Muniak for her presentation. She also thanked the Facilities team for completing so many projects. She thanked the Collection Resources team for “crushing it” and gave a shout-out to the volunteers at Buckeye. Ms. McGarr congratulated Ms. Whittington on her work anniversary.

Mr. Parker congratulated those celebrating work anniversaries. He thanked Ms. Muniak for her presentation. He is looking forward to a productive 2024.

Mr. Harr thanked Ms. Muniak for her presentation and expressed that this service lines up with the mission of many Medina County organizations.

Adjournment: There being no further business, Mr. Parker motioned, and Ms. McGarr seconded the motion to adjourn the meeting at 6:41 p.m. Motion Carried.

Brian Harr, President

William Koran, Secretary

NEXT BOARD MEETING
Monday, February 19, 2024
6:00 p.m.
Medina Library