

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

**April 15, 2024**

The Medina County District Library Board of Trustees met in regular session on Monday, April 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, Caleb Parker, Ryan Carlson, Mark Krosse, and Ann Marie Flannery.

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Assistant Director; Christine Gramm, Medina Branch Manager; Autumn Duncan, Lodi Page; and Jennifer O’Neill, Deputy Fiscal Officer acting as recording secretary.

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

**Recognition of Guest and Comments from the Public:** Mr. Harr welcomed all in attendance, including resident Mariann Evans. There were no comments from the public.

**Disposition of Meeting Minutes:** Ms. Flannery motioned, and Mr. Carlson seconded the motion to approve the March 18, 2024, regular meeting minutes. Mr. Krosse abstained. Motion carried.

**Approval of Financial Report:** Mr. Carlson motioned, and Mr. Krosse seconded the motion to approve the March 2024 financial report. Motion carried.

Fiscal Officer Allison Gaebelein highlighted that March 2024 receipts totaled \$864,461.99, while expenses totaled \$963,283.37. There was an unexpended cash balance of \$17,964,882.69 minus outstanding encumbrances of \$3,138,918.51 leaving an ending unencumbered balance of \$14,825,964.18.

General Fund revenues for the first quarter of 2024 are down 3.2% compared to last year, and General Fund expenses are down 1.9% compared to the first quarter of last year.

March 2024 PLF came in at \$346,063.16. This is \$12,174.78 higher than March 2023 and \$6,985.16 higher than budgeted. The year-to-date total for the PLF is down only 0.52% from the 2024 budget.

March 2024 investments earned \$59,745.17 at an average weighted interest rate of 4.337% as compared to \$45,795.02 in March 2023.

**Director’s Report:** Director Julianne Bedel highlighted that circulation for March 2024 was

up .5% over 2023, including e-media circulation which is up 19%. The door count was up 10% compared to last year. Overall computer usage was down 14% and Wi-Fi use was down 16% over 2023.

Last Monday's amazing eclipse had very little impact on daily operations. Hats off to the staff who provided information, programming, activities, and viewing glasses to the community leading up to the celestial event. Additional thanks to everyone who worked that day and made the unusual circumstances enjoyable to all.

Adventure Passes have rolled out to great demand. They can be booked up to six months in advance. The participating partners are Akron Zoo, Akron Art Museum, and Stan Hywet Hall and Gardens.

Assistant Director Suzie Muniak met with the Ohio Center for Cognitive Health to organize additional staff training on dementia-friendly services. The Library intends to spearhead a Dementia Friendly Community initiative with other partner agencies.

The Public Library Association's national conference was held in Columbus April 3-5. It is the first time this professional event has been held in Ohio. Nine staff members attended the full conference and 18 additional staff members attended for a day. Staff had the chance to hear from national caliber speakers and to hear presentations from public library practitioners from across the country on a wide assortment of topics. Thank you to the Board for their dedication to continuing education for staff throughout MCDL.

**Personnel Report:** Mr. Parker motioned, and Mr. Krosse seconded the motion to approve the March 2024 Personnel Report. Motion carried.

Human Resources highlights from March 2024 included welcoming three new hires and celebrating one promotion. Three staff members left employment, and there were six leaves of absence.

Eighteen staff celebrated work anniversaries this month. Two milestone anniversaries were celebrated. Katy Hixson, Highland Page, celebrated five years, and Linda Sutliff, Brunswick Library Associate, celebrated an amazing 25 years at MCDL! The Library is thankful that both these team members have chosen to stay for such a wonderful tenure of service.

**Board Committee Reports:**

**Buildings Committee:** Mr. Carlson reported the committee met on April 9, 2024. Mr. Carlson introduced the following resolution and moved its passage:

**Resolution No. 24-03**

**APPROVING AND AUTHORIZING EXECUTION OF DESIGN PROFESSIONAL SERVICES AGREEMENT WITH SCHEESER BUCKLEY MAYFIELD, LLC FOR THE HVAC IMPROVEMENTS PROJECT**

The Library Director and Fiscal Officer recommend approving an agreement with Scheeser

Buckley Mayfield, LLC (“SBM”) to serve as the design professional and provide design and related construction administration services for work on the HVAC Improvements Project.

Background:

1. The Medina County District Library Board of Trustees (the “Board”) is undertaking the HVAC Improvements Project (the “Project”) at the Highland Branch Library and Seville Branch Library.
2. Section 153.65 through .71 of the Ohio Revised Code prescribes a qualification-based selection process, which is required to be followed by public entities when professional design services are needed.
3. The Board requires the services of a design professional to provide design services and related construction administration services for work on the Project.
4. On behalf of the Board, the Fiscal Officer publicly advertised and issued a request for qualifications for professional design services. The evaluation committee evaluated the statements of qualifications submitted and ranked SBM to be the most qualified to provide design professional services for the Project.
5. SBM submitted a proposal to the Library Director and Fiscal Officer for the Project not exceeding \$16,200 for basic services plus reimbursable expenses.
6. The Library Director and Fiscal Officer recommend that the Board select SBM as the firm most qualified to perform the design professional work for the Project, and recommend approving an agreement with SBM for design professional services for the Project in an amount not to exceed \$16,200 for basic services plus \$2,000 for reimbursable expenses (collectively the “Contract Sum”).

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

1. The Board selects SBM as the firm most qualified to perform the design professional services for the Project.
2. The Board authorizes the Library Director and Fiscal Officer, working with legal counsel, to negotiate and sign a design agreement with SBM in an amount not to exceed the Contract Sum and any other documents, including purchase orders, consistent with the intent of this resolution.

**Resolution 24 – 03:** Mr. Carlson motioned, and Mr. Krosse seconded the motion to approve and authorize execution of the design professional services agreement with Scheeser Buckley Mayfield, LLC for the HVAC improvement project.

**Roll Call Vote:** Mr. Parker – Aye; Mr. Carlson – Aye; Ms. Flannery – Aye; Mr. Krosse – Aye; Mr. Harr – Aye. Motion carried.

Mr. Carlson introduced the following resolution and moved its passage:

**RESOLUTION NO. 24-04**  
**SELECTING CONSTRUCTION RESOURCES, INC. AS ARCHITECT FOR ROOF**  
**RENOVATION PROJECT AND AUTHORIZING NEGOTIATION OF AN**  
**AGREEMENT FOR SERVICES**

The Library Director and Fiscal Officer recommends that the Medina County District Library Board of Trustees (the “Board”) select Construction Resources, Inc. (the “Architect”) as the most qualified firm to serve as the architect of record and provide assessment services for the Roof Renovation Project. The Library Director and Fiscal Officer also requests authority to negotiate and execute, on behalf of the Board, an agreement with the Architect for these services.

Rationale:

1. The Board requires the services of a design professional to provide an assessment of the flat asphalt roof at Medina Library and later on to develop the design and provide construction administration services to replace the flat asphalt roof with a new EPDM roof (the “Project”).
2. Sections 153.65 through .71 of the Ohio Revised Code prescribes a qualifications-based selection process, which is required to be followed by public entities when professional design services are needed.
3. In accordance with the statutory process, the Superintendent publicly advertised and issued a request for qualifications for professional design services and evaluated the statements of qualifications submitted by professional design firms.
4. Following this evaluation, the District identified and ultimately ranked the Architect to be most qualified to provide the required professional design services and Architect was asked to provide a proposal for its services to develop the scope and budget for the Project.
5. The Architect submitted a proposal to the Library Director and Fiscal Officer for assessment services for the Project not to exceed \$15,000.00.
6. The Library Director and Fiscal Officer recommends that the Board select the Architect as the firm most qualified to perform the assessment services for the Project.
7. The Library Director and Fiscal Officer also recommends approving an agreement with the Architect for the assessment services for the Project in an amount not to exceed \$15,000.00, and requests authority for the Library Director and Fiscal Officer to negotiate an agreement with the Architect for those services and to execute the agreement with the option to request a proposal from the Architect for the remaining basic services, and to add the remaining basic services including developing the design documents and providing construction administration services for the Project via a written amendment, in the Library’s discretion.

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

1. The Board selects the Architect as the firm most qualified to perform the required assessment services for the Project.
2. The Board authorizes the Library Director and Fiscal Officer, working with other

administrators and legal counsel, to negotiate and sign a design services agreement in an amount not to exceed \$15,000.00 and any ancillary documents, including purchase orders, necessary to effectuate the terms of the design services agreement with the Architect.

3. It is anticipated that at the conclusion of the Architect's authorized assessment services, the Library Director will request a price proposal for the remaining basic services which may be added to the agreement by written amendment, at the Library's option and pursuant to Board approval.

**Resolution 24 – 04:** Mr. Krosse motioned, and Mr. Carlson seconded the motion to select Construction Resources, Inc. as architect for the roof renovation project and authorize negotiation of an agreement for services.

**Roll Call Vote:** Mr. Parker – Aye; Mr. Carlson – Aye; Ms. Flannery – Aye; Mr. Krosse – Aye; Mr. Harr – Aye. Motion carried.

### **New Business:**

**Medina Branch Presentation:** Medina Branch Manager Christine Gramm gave a presentation that highlighted the Library's Innovation Team. Current projects include getting the new Book Bike on the road this summer, distributing Adventure Passes, compiling Sensory Kits, organizing the Seed Share programs, and starting the circulation of board games.

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

1. Cindy Orlasky: Beta video player & camcorder
2. Judy Goins: \$25 in memory of Aiden Middendorf

The donations were accepted with gratitude.

### **Trustees Comments:**

Mr. Carlson thanked Ms. Gramm for her presentation. He supported the Innovation Team as a great way to encourage new ideas.

Ms. Flannery thanked Ms. Gramm for her presentation and commented on looking forward to seeing the Book Bike in action. She congratulated Ms. Sutliff on her milestone anniversary.

Mr. Krosse thanked Ms. Gramm for her presentation. He commented on the record number of appointments for the Digital Lab, and noted what a great resource it is for our community.

Mr. Parker congratulated those celebrating work anniversaries. He thanked Ms. Gramm for her presentation. He commented on the wonderful eclipse events that took place at the Library.

Mr. Harr thanked our community guest for attending tonight's meeting. He encouraged the community to take note of the display of pinwheels at Medina Library to bring awareness to the neglected and abused children in Medina County.

**Adjournment:** There being no further business, Mr. Parker motioned, and Ms. Flannery seconded the motion to adjourn the meeting at 6:42 p.m. Motion Carried.

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**Brian Harr, President**

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**William Koran, Secretary**

NEXT BOARD MEETING

Monday, May 20, 2024

6:00 p.m.

Brunswick Library