

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

**December 16, 2024**

The Medina County District Library Board of Trustees met in regular session on Monday, December 16, 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, William Koran, Ryan Carlson, Ann Marie Flannery, Mark Krosse, and Sarah Vachon.

Library staff members in attendance: Julianne Bedel, Executive Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Deputy Director; Tina Sabol, Community Engagement Director; Emily Henry, Human Resources Director; Chris Weaver-Pieh, Collection Resources Director; Eric Lucius, Highland Branch Manager; and Jennifer O’Neill, Deputy Fiscal Officer acting as recording secretary.

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

**Recognition of Guests and Comments from the Public:** President Harr welcomed all in attendance and made the following statement:

Public comments are always welcome at the Medina County District Library Board of Trustee meetings. Persons may address the Board. Board members may ask questions. However, please know that the Board will not take immediate or official action on any subject brought before it without having time for review or to study the facts or matters presented.

In previous Board of Trustees meetings there have been statements about the suitability of specific books in the Library’s collection. The Medina County District Library conducts itself according to Policy CR-01, “Collection Materials and Selection”. The full text of the policy may be found at [www.mcdl.info/policies](http://www.mcdl.info/policies).

Anyone has the right to voice concerns.

There are, and always will be, material in the collection that not all persons will agree with or support. Medina County District Library works to be reflective and responsive to the constituents it serves.

MCDL recognizes its role as a conduit to media for many people for many purposes. Relating to children, it recognizes that the education and the access to any such media is the parents’ responsibility.

**Disposition of Meeting Minutes:** Mr. Carlson motioned, and Mr. Parker seconded the motion to approve the November 18, 2024, regular meeting minutes. Motion carried.

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

Fiscal Officer Allison Gaebelein highlighted that November 2024 receipts totaled \$491,412.03, while expenses totaled \$1,041,914.75. There was an unexpended cash balance of \$17,556,816.00 minus outstanding encumbrances of \$2,461,376.06 leaving an ending unencumbered balance of \$15,095,439.94.

General Fund revenues are down 1.2% over prior year-to-date and have reached 103.93% of the budget as we head into December. The General Fund expenses are up 2.3% compared to the same year-to-date period and are at 85.79% of the budget.

November 2024 PLF came in at \$377,503.69. This is \$13,318.07 lower than November 2023 and \$6,563.69 higher than budgeted. The year-to-date total for PLF is still down 6.49% over last, but 0.48% over budget.

November 2024 investments earned \$85,782.64. The 2024 year-to-date total investment earnings are \$723,884.04 at an average weighted interest rate of 4.495%.

The Huntington Bank virtual credit card program initiated at the beginning of 2020 continues to be utilized resulting in a rebate for 2024 of \$6,482. This is slightly lower than last year's total. We have unenrolled a few of our vendors from the program this year due to being charged a fee to use a credit card as payment. Ms. Gaebelein said that credit card purchases from Amazon have helped make up some of the difference with the credit card rebate.

Mr. Harr asked if credit card payments were being changed to check or ACH payments. Ms. Gaebelein responded we would be moving to more ACH payments in the new year based on updated Auditor of State guidelines.

**Executive Director's Report:** Executive Director Julianne Bedel highlighted that circulation for November 2024 was up 1% over 2023, including e-media circulation which is up 12%. The door count was up 2% compared to last year. Overall computer usage was down 14%, and Wi-Fi use was down 17% over last year. Meeting room bookings were down 12%. The number of passports issued was up 17%. The number of programs offered was down 25%, and the number of patrons attending those programs was down 23%. This was primarily due to a shift in our juvenile programming calendar that resulted in four weeks of storytime in November 2023, but only two weeks of storytime this month. The number of new cards issued was up 28%, with 822 new patrons being registered and exactly half of those are e-cards.

The Children's Team has developed the 2025 Storytime Schedule, which next year will increase from 25 weeks of storytime to 31 weeks. This change was made to allow for longer series that will correspond with the Library Live seasons and are more consistent with what is offered by other libraries in our region. It is really exciting to move beyond the five-week sessions to continue to build relationships with our families and promote early literacy in our communities on a more consistent basis. This schedule change will be evaluated after a year. Thank you to Suzie Muniak, Jennifer Sveda, Kelly Halleen and the Children's Team for their work in this area.

Assorted library staff represented us at 20 community events in November ranging from Medina's Candlelight Walk, the Northern Medina County Chamber Alliance's Second Annual Non-Profit Showcase, and Seville's Downtown Business Association Holiday Preview. Seville's event saw about 300 community members stopping by the branch. To highlight two MCDL events this month, Librarian Mel Vavra visited the Juvenile Detention Center to present a gratitude journaling program, and Lodi's Winter Wonderland had hundreds of community members enjoying music, activities, and a visit from Santa on the first Saturday in December. The Makerspace continues to be booked to capacity, with many projects being seasonal in nature.

President Harr asked if the Library still gives out Covid tests. Ms. Bedel responded that we do, and the tests come from the State of Ohio.

Mr. Krosse inquired if the Library would be offering free tax assistance in February and March. Ms. Muniak responded that tax help would be available at Medina Library, but not at Brunswick Library due to not enough volunteers from AARP.

**Communication:** This month included a thank you note from Alexis Willoughby, Community Relations & Fundraising Manager at Hospice of Western Reserve. She expressed appreciation for the *Warm Up Medina* donation of blankets for their patients.

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

Human Resources highlights from November 2024 include welcoming one previous staff member back to MCDL and four staff leaving employment. There were three leaves of absence compared to four last month.

Performance evaluations were conducted system wide. Open enrollment for health insurance was completed as the last step in this year's benefits renewal process. In December we will begin review of bargaining unit job descriptions. The committee will submit their evaluations to the Labor / Management Committee for review who will, in turn, make its recommendations to the Executive Director no later than nine months prior to the expiration of the current contract.

### **Board Committee Reports:**

**Buildings Committee:** No Meeting

**Policy and By-laws Committee:** No Meeting

**Finance Committee:** Mr. Carlson reported the committee met on Monday, December 9, to discuss the 2025 budget. Ms. Gaebelein highlighted a few items in the budget including the Medina Building roofing project, a facility master plan, and transfer of funds into the Virginia Wheeler Martin Fund. Mr. Harr asked about the 202 VWM fund. Ms. Gaebelein responded that by continuing to fund the 202 VWM Fund from the 101 General Fund, for now, gives us a better picture of actual costs to run the Local History and Makerspace Lab. Funds have been transferred from the General Fund into the VWM Fund since 2023. There was a discussion of alternative ways to fund the 202 Fund such as fundraising, sponsorships, and grants. There was also a discussion on the increased costs of supplies and equipment.

**Resolution 24 - 23: 2025 Budget:** Upon recommendation of the Finance Committee, the Medina County District Library Board of Trustees hereby adopts the 2025 budget as presented. Roll Call Vote: Mr. Koran – Aye; Mr. Parker – Aye; Mr. Carlson – Aye; Mr. Harr – Aye; Mr. Krosse – Aye; Ms. Flannery – Aye; Ms. Vachon – Aye. Motion carried.

**Personnel Committee:** Mr. Krosse reported the committee met on Monday, December 16, to discuss the evaluations of the Executive Director and Fiscal Officer.

**Executive Session:** Mr. Parker motioned and Mr. Krosse seconded the motion to move into executive session to consider the employment of a public employee at 6:36 p.m. Roll Call Vote: Mr. Koran – Aye; Mr. Parker – Aye; Mr. Carlson – Aye; Mr. Harr – Aye; Mr. Krosse – Aye; Ms. Flannery – Aye; Ms. Vachon – Aye. Motion carried.

At 6:39 p.m. Ms. Bedel was asked to attend the session. At 6:47 p.m. Ms. Bedel was excused, and Ms. Gaebelein was asked to attend the session. Regular session resumed at 7:00 p.m.

**Unfinished Business:** None

**New Business:**

**2025 Board Schedule:** Mr. Koran motioned and Ms. Vachon seconded the motion to approve the policy Board Meeting Schedule BRD-01 2025 as presented. Motion carried.

**2025 Board Officers:** Mr. Carlson motioned and Mr. Parker seconded the motion to approve the proposed slate of officers for 2025. President – William Koran, Vice President – Mark Krosse, Secretary – Sarah Vachon. Motion carried.

**Resolution 24 – 24: Appointment of Fiscal Officer:** Upon a motion by Mr. Parker and a second by Mr. Krosse, the Medina County District Library Board of Trustees hereby appoints Allison Gaebelein Fiscal Officer effective January 1, 2025, through December 31, 2025, with a surety bond set in the amount of \$250,000. 2025 compensation will be at 5% increase of her current salary, effective January 12, 2025. Motion carried.

**Resolution 24 – 25: Library Executive Director 2025 Compensation:** Upon a motion by Mr. Krosse and a second by Ms. Flannery, the Medina County District Library Board of Trustees hereby fixes Executive Director Julianne Bedel’s 2025 compensation at 5% increase of her current salary, effective January 12, 2025. Motion carried.

**Resolution 24 – 26: Appointment of Deputy Fiscal Officer:** Upon a motion by Mr. Koran and a second by Mr. Parker, the Medina County District Library Board of Trustees hereby appoints Jennifer O’Neill Deputy Fiscal Officer effective January 1, 2025, through December 31, 2025, with a surety bond set in the amount of \$250,000. 2025 compensation will be at 5% increase of her current salary, effective January 12, 2025. Motion carried.

**Resolution 24 – 27: Interfund Transfer:** Ms. Flannery motioned and Ms. Vachon seconded the

motion that the Medina County District Library Board of Trustees hereby approves the \$250,000 Interfund Transfer from the 2024 budget from 101 General Fund to the 202 Virginia W. Martin Fund. Motion carried.

**Resolution 24 – 28: Interfund Transfer:** Mr. Parker motioned and Mr. Carlson seconded the motion that the Medina County District Library Board of Trustees hereby approves the \$550,000 Interfund Transfer from the 2024 budget from 101 General Fund to the 401 Building/Repair Fund. Motion carried.

**Resolution 24 – 29: Tax Advance Request:** Mr. Krosse motioned and Mr. Parker seconded the motion that the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for 2025.

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

**New Trustee:** Mr. Harr welcomed the incoming 2025 Board Trustee Christopher Jakab.

**Volunteer Recognition for Barbara Steingass:** Mr. Harr recognized The Friends of the Medina County District Library Volunteer for her 14 years of dedicated service. The Board of Trustees expresses deep appreciation for the role she played in building the Friends of MCDL and contributing to the MCDL family. We wish her health and happiness in the next chapter of her life.

**Service Recognition for Ryan Carlson:** Mr. Harr recognized Mr. Carlson for his dedication and contributions to the Boards of Trustees.

**Donations:** Mr. Carlson motioned, and Ms. Vachon seconded the motion to approve the following donations for November. Motion carried.

1. Kim Wuescher: A copy of *Bitter Medicine* by Mae McGraw, a local author
2. Kiwanis Club of Medina: \$72 for books for the summer reading game
3. Healing Hearts: \$150 in appreciation of meeting room usage

The donations were accepted with gratitude.

### **Trustees Comments:**

Ms. Flannery congratulated Ms. Steingass for her years of service. She thanked Mr. Carlson for his contributions to the Board and commented she learned a lot from him.

Mr. Koran thanked Mr. Carlson for the stability and strength he brought to the Board. He thanked Mr. Harr for his leadership this year. He congratulated Ms. Steingass. He thanked Ms. Sabol and Ms. Muniak for hosting and speaking at the Medina Chamber holiday luncheon.

Mr. Krosse sent best wishes to Ms. Steingass. He thanked Mr. Carlson and commented that he learned so much from him.

Mr. Parker gave a shout out to the Makerspace staff and thanked them for their help on a holiday

project. He thanked Mr. Harr for his leadership this year. He thanked Mr. Carlson for his guidance.

Ms. Vachon congratulated Ms. Steingass. She thanked Mr. Carlson for his years of service. She and her kids attended Lodi's Winter Wonderland event and had a wonderful time!

Mr. Harr thanked everyone for a good year. He thanked Ms. Sabol and Ms. Muniak for hosting and speaking at the Medina Chamber holiday luncheon. He thanked Mr. Carlson for his contributions to the Board.

Mr. Carlson thanked his wife and daughters for their support during his term as a trustee. He thanked the staff for all their hard work. He thanked the trustees for his time here and commented he is leaving them in excellent hands. He also noted that even though his time on the board has ended, he will continue to be an advocate in the community for the Library. Libraries provide equal access for everyone regardless of income, background, or circumstance. Libraries are engines of lifelong learning, whether someone is a student, a professional seeking new skills, or a retiree pursuing a passion. Libraries are community hubs that bring people together in safe and welcoming spaces. Public libraries are the guardians of culture and history. They preserve local history, champion diverse voices, and promote lifelong curiosity. Libraries foster independent thinking and continue to be champions of freedom.

**Adjournment:** There being no further business, Mr. Parker motioned, and Mr. Koran seconded the motion to adjourn the meeting at 7:21 p.m. Motion carried.

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William Koran, President

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Sarah Vachon, Secretary

NEXT BOARD MEETING  
Monday, January 20, 2025  
6:00 p.m.  
Medina Library