

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

June 19, 2023

The Medina County District Library Board of Trustees met in regular session on Monday, June 19, 2023, at Medina 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, Ryan Carlson, Brian Harr, and Jill McGarr.

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Interim Fiscal Officer; Suzie Muniak, Assistant Director; Jenna Elswick, Human Resources Manager; Ann Plazek, Outreach Services Manager; Theresa Scherry, Payroll/Accounting Clerk; Lisa Riennerth, Linda Sutliff, Mary Baker, Lori Morton, Amy Noel Lucas, Nicolette James and Cheryl Philipps, Library Associates; Natalie Keller, Liane Pagan and Rebecca Hobbs, Library Associate Flexes; Chris Bailey, Library Associate Float; Scott Sukel, Jeremy Hilton and Emily Rozsahegyi, Delivery Drivers; Karen Venus, Facilities Maintenance Technician; and Tammy Nandrasy, Administrative Assistant acting as recording secretary.

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

Recognition of Guests and Comments from the Public: Dr. Griffiths welcomed all in attendance. Guests in attendance were Abram Gaebelein, Asa Gaebelein, Aaron Gaebelein, Anna Gaebelein, Angela Kopec, Jim Wilkins, Esq., Mike Wood and Kay Alexander.

Disposition of Minutes:

Mr. Carlson moved to approve the May 15, 2023, regular meeting minutes and Ms. McGarr seconded the motion. Motion carried.

Mr. Koran moved to approve the May 31, 2023, special meeting minutes and Ms. McGarr seconded the motion. Motion carried.

Contract Negotiations Update: Mr. Carlson made a motion to enter executive session to consider collective bargaining matters. Mr. Koran seconded the motion and 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. 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 6:34 p.m. with no action taken.

Approval of Financial Report: Mr. Parker moved, and Mr. Krosse seconded the motion to approve the May 2023 financial report. Interim Fiscal Officer Allison Gaebelein reported May 2023 receipts totaled \$530,088.50. Expenses totaled \$863,437.29. There was an unexpended cash balance of \$17,927,107.23 minus outstanding encumbrances of \$5,212,865.51. This leaves an ending unencumbered balance in all funds of \$12,714,241.72.

May PLF came in at \$445,061.68. This is \$90,860.38 less than May of last year, and \$14,955.32 less than budgeted. Even though May's PLF was less than predicted, our year-to-date PLF totals are still slightly above budget. The Ohio Department of Taxation will reveal their projection for the PLF for the remainder of the year in July.

May 2023 investments earned \$55,596.55 as compared to \$7,018 in May 2022. The Library has an unexpended cash balance of \$18,082,423.31 in bank accounts and investments at an average weighted interest rate of 3.509%. Motion carried.

Director's Report: Julianne Bedel reported that circulation for May '23 was up 6.51% over May '22. E-media circulation is up 10.28%. When compared to 2019, overall circulation is down 3.03% and e-media is up 110.18%. Door count was up 26.06% compared to last year, and down 17.19% from 2019. Computer use is up 27.14% compared to last year and is down 37.58% compared to May 2019.

Monica Heath, with help from several staff members associated with each project, had two successful ALA grants this month. We've been awarded \$500 Great Stories Club grant for books to be used with teens at the Medina County Juvenile Detention Center. The second is a \$20,000 Libraries Transforming Communities: Accessible Small and Rural Communities grant to be used for a project which increases our accessibility. A community listening session is scheduled for this Wednesday to get feedback from residents in the community regarding the proposed installation of Hearing Loop technology at Medina Library.

After library staff made many visits to most every school in the district and the PR blitz hit all of our public communication and social media channels, the Summer Reading Game is off to a very strong start. Children's Team is reporting that more than 5,000 children have registered to play as we head into week four of the program. (Last year's grand total of participants was 6,407.)

Mr. Carlson asked about circulation numbers and how the percentage of e-media compares to print media. Ms. Bedel explained that the e-media usage continues to grow at a higher rate, but publishers are creating obstacles by charging high rates for streamed materials. She noted that being a member of Clevnet helps alleviate some of those challenges. Mr. Parker suggested that the MCDL circulation numbers are comparable with other libraries where electronic media and sufficient broad band service are accessible. Mr. Krosse asked who represented the Creative Team and whether there were plans to increase MCDL's presence on Instagram. Tina Sabol said she leads the team, which includes a representative from each branch and she is hoping for increased usage on all social media platforms where MCDL information is shared.

Communications: Ms. Bedel shared a thank-you note from Children's Network of Medina County for hosting a pinwheel garden during Child Abuse Prevention Month.

Personnel Report: Mr. Carlson moved, and Mr. Parker seconded the motion to approve the Personnel Report. Highlights in the HR report include that three staff members left employment, one changed status, and we welcomed seven new colleagues. There were seven leaves of absence (five last month). Annual fire extinguisher training is planned for July. Keeping strategic plan focus in mind, Staff Day planning had begun, which will be held Monday, November 13, with a keynote speaker from the Ohio Council for Cognitive Health, who will present on Dementia Friendly Libraries. Four milestone anniversaries were celebrated: Christine Gramm (Medina Manager) with 30 years of service; Beth Shepherd (Medina Library Associate) with 20 years; Dave Popeck (IT Virtual Services Coordinator) with 10 years; and Emily Rozsahegyi (Delivery Driver) with five years. Congratulations and thank you to all! Motion carried.

Board Committee Reports:

A. Finance Committee: No Meeting

B. Personnel Committee:

1. Appointment of Fiscal Officer - Mr. Harr reported the Committee had met to complete the process in the search for a new Fiscal Officer. The final candidates were then interviewed by the full Board and members of Administration. Allison Gaebelein was selected to transition from interim to permanent status to become MCDL's Fiscal Officer.

Resolution 23-16: Upon a motion by Mr. Harr and seconded by Mr. Koran, the Medina County District Library Board of Trustees hereby appoints Allison Gaebelein Fiscal Officer effective immediately at an annual salary of \$82,000 (\$42.05 hourly, regularly scheduled 37.5 hours weekly) with a surety bond in the amount of \$250,000. Motion carried.

C. Policy and By-Laws Committee: No Meeting

D. Buildings Committee: No Meeting

Unfinished Business: None

New Business:

Outreach Services Presentation: Manager Ann Plazek used a PowerPoint presentation to introduce her staff to the trustees. She touched on some of the tasks involved in their work including the Bookmobile, lobby stops, programs and other duties. Ms. Plazek talked about the Professional Resource Center and its recent reorganization which makes it easier to access all of the items housed there. The Outreach Department is working to expand services to senior citizens and members of the community living with dementia.

Mr. Carlson asked if the new Bookmobile has met expectations. Ms. Plazek named many of the new features that have increased efficiency and convenience with the only drawback being noisy shelving units while the vehicle is in motion.

2024 Tax Budget: Ms. Gaebelein submitted the 2024 Tax Budget for approval.

Resolution 23-17: Upon a motion by Mr. Koran and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby approves the 2024 Tax Budget as attached for submittal to the Medina County Budget Commission. Motion carried.

Transfer Funds in 401 Building & Repair Fund for Professional Services: Ms. Gaebelein submitted a request to transfer funds in the 401 Buildings and Repair Fund for the boiler project.

Resolution 23-18: Upon a motion by Mr. Carlson and seconded by Ms. McGarr, the Medina County District Library Board of Trustees hereby approves the following transfer of funds in the 401 Building and Repair Fund:

To:	401.5.3700 Professional Services	\$15,000.00
From:	401.5.5400 Building Improvements	\$15,000.00

Motion carried.

Transfer Funds in 101 General Fund for Legal Services: Ms. Gaebelein submitted a request to transfer funds in the 101 General Fund for attorney fees in contract negotiations.

Resolution 23-19: Upon a motion by Mr. Koran and seconded by Mr. Carlson, the Medina County District Library Board of Trustees hereby approves the following transfer of funds in the 101 General Fund:

To:	101.5.3760 Legal Services	\$15,000.00
From:	101.5.8900 Contingency	\$15,000.00

Motion carried.

Donations: Mr. Carlson moved, and Mr. Krosse seconded the motion to accept the following donations with gratitude:

1. Kiwanis of Medina: \$144 for Summer Reading Books
2. Honeybee Quilters: \$50 in Memory of Dora B. Barnes
3. Joan M. Tomazic: \$75 in Memory of Beverly Schlueter
4. Warren-Trumbull Co. Public Library: 4 Tickets to Greater Cleveland Aquarium
5. Troy P. Zehnder: A copy each of My Name is Sadie and Sadie Goes to the Par
6. Friends of MCDL: A copy of Nancy Drew the Hidden Staircase in honor of Pieri Levandofsky and a Copy of 50 Things to Know about Volunteers in honor of Starlyn Zorb

7. Janet Lovell: Embroidery and Serger Thread for Makerspace

8. American Legion Post 523: \$500 for Lodi Library

9. Northrop Elementary PTO: \$400

In Memory of Mary Ellen Hargrove:

10. Bailey Radley: \$250

11. Cynthia Lester: \$50

12. Whitney Mazzenga: \$25

13. Marina Carter: \$50

14. Nancy Debelius: \$24

15. Christopher Adams: \$40

16. Melody Ross: \$50

17. John Lohn: \$100

18. Audra Commes: \$100

19. Stephanie Kourcklas: \$100

20. Nancy Wilson: \$50

21. Karen Ostergren: \$50

22. Jennifer Schwab: \$25

23. Bill and Marcia Young: \$200

24. Catherine Gearhart: \$50

25. Susan Vleck: \$50

26. Sheryl Henslee: \$25

27. Margaret Jane Koontz: \$40

28. Anonymous: \$100

29. Tracy Varghese and Emily's Law
School Friends: \$350

30. Deborah Quaider: \$75

31. Mary Bessick: \$50

32. Debra Holmstrom: \$50

33. Meghan Martin: \$100

34. Melanie Calhoun: \$50

35. Christine C. Wilder: \$100

36. Anne E. Olson: \$50

37. Joy Harvey: \$100

38. Linda Cornell: \$25

Motion carried.

Trustees Comments:

Caleb Parker thanked Ms. Plazek for her presentation, expressed gratitude for the donations and congratulated Ms. Gaebelein for her appointment.

Mark Krosse was happy to see the focus on Outreach services and particularly for memory care. He thanked Ms. Plazek for highlighting them.

Will Koran congratulated Ms. Plazek and Outreach for the work they do. He congratulated Ms. Gaebelein and expressed gratitude for the donations.

Ryan Carlson was also thankful for the donations. He thanked Ms. Plazek for her presentation and congratulated those staff reaching anniversaries at MCDL. He welcomed Ms. Gaebelein to her new position and thanked Ms. Sabol and her department for the new Library Live newsletter saying that his children will be excited to look it over.

Brian Harr echoed the other trustees' sentiments and thanked Outreach for staffing the Bookmobile at the Juneteenth celebration on Medina's square.

Jill McGarr thanked all library staff who had visited the local schools in preparation of the SRC. She was very pleased with the new arrangement of fiction materials at Medina Library and she thanked Ms. Plazek and the Outreach Department for all they do.

Dr. Griffiths said ditto to all of the thoughts shared by the trustees and thanked everyone who came to the meeting for attending.

Adjournment: There being no further business, Mr. Carlson moved, and Ms. McGarr seconded the motion to adjourn the meeting at 7:18 p.m. Motion carried.

Maria Griffiths, President

Caleb Parker, Secretary

NEXT BOARD MEETING
Monday, July 17, 2023
6:00 p.m.
Highland Library