

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

October 16, 2023

The Medina County District Library Board of Trustees met in regular session on Monday, October 16, 2023, at Lodi Library. With a quorum present, President Maria Griffiths called the meeting to order at 6:00 p.m.

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

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Assistant Director; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Jason Brzezinski, Facilities Manager; Dan Holahan, Supervisor of Medina Adult & Teen Services; Autumn Duncan, Lodi Page; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

Approval of the Agenda: Mr. Harr motioned, 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. Resident Vickie Coke was in attendance. There were no comments from the public.

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

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

Fiscal Officer Allison Gaebelein highlighted that September 2023 receipts totaled \$631,188.80 while expenses totaled \$926,094.23. There was an unexpended cash balance of \$20,135,751.04 less outstanding encumbrances of \$5,613,547.80. This leaves an ending unencumbered balance of \$14,522,203.24 in all funds. General Fund revenues are up 4.2% over the prior year-to-date, and General Fund expenses are up 4.7% compared to the same year-to-date period.

September 2023 investments earned \$75,083.81. Year-to-date interest totals are \$468,130.85 at an average weighted interest rate of 4.072%.

September 2023 PLF came in at \$427,524.77. This is \$23,682.12 higher than the prior year. Year-to-date PLF is up 1.29% over last year and 2.58% over budget.

The Finance Department has updated its deposit procedure. The Library will be combining deposits from the branches if their deposit amount is less than \$20 to reduce the number of deposits being made.

We received a request from OPERS to certify unreported public service of a previous employee. Prior to 1991, part-time employees could claim exemption from OPERS, meaning that neither the employee nor the employer contributed to OPERS for that individual. Upon review of the employee's payroll information from 1986 – 1991, there is no OPERS exemption form on file. An OPERS payment in the amount of \$8,857.12 is now due.

Mr. Harr asked if there was an appeals process with OPERS, there is not one. Mr. Koran responded that Ohio public employers should have exemption forms on file for part-time staff who requested an OPERS exemption. Mr. Krosse asked for a review of the part-time employee records and exemption forms from that time period.

Director's Report: Director Julianne Bedel highlighted that circulation for September 2023 was up 1.54% compared to September 2022. E-media circulation was up 11.54%. When compared to 2019, overall circulation is down 5.55% and e-media is up 111.73%. Door count was up 18.95% compared to last year, and down 15.77% compared to 2019. Computer usage was up 25.15% compared to last year, but down 12.36% compared to 2019. Wi-Fi use continues to be strong, up 29.43% over last year.

Keep on Truckin' had approximately 400 patrons attending Buckeye Library! They enjoyed many community service vehicles outside as well as a great selection of indoor events including four mini storytimes, a Create Your Own Vehicle workshop, a new Storywalk, and a Friends of the Library book sale.

Staff and volunteers assembled 1,000 Kindergarten Kits and 500 Caregiver Kits. Special thanks to our volunteers for the help and to Ohio Early Intervention for the donation of 500 board books for the Caregiver Kits.

IT staff are preparing for the Microsoft 365 tenant migration, which is scheduled for the evening of Sunday, October 22. Clevnet staff will be on site to assist users with getting signed in and checking any issues.

Mr. Carlson asked about budgeting for the increased demands of e-media and digital resources. There have been some challenges purchasing e-media because some publishers have put restrictions on when and how many digital titles the library can obtain. Ms. Weaver-Pieh responded that Collection Resources purchases various lending models to ensure we have copies of popular items that patrons have placed on hold. Ms. Bedel noted that over the past several years, and starting in 2020 in particular, digital resources have been a growing proportion of the overall collection budget.

Communications: None

Personnel Report: Mr. Harr motioned, and Mr. Parker seconded the motion to approve the Personnel Report. Motion carried.

Human Resources highlights from September 2023 included welcoming two new employees

in September while four staff members left employment. There were eight leaves of absence. HR staff have begun implementing a learning management module via ADP. Testing and training will be conducted over the next three months with staff roll-out in January 2024. The Wellness Team will be meeting in October to review 2024 benefit options for medical, dental, vision, and life insurance. Staff Development Day planning is ongoing for the November 13 event.

We congratulated 27 staff for work anniversaries this month, including five-year milestones for Medina staff Librarian Chris Horvath, Library Associate Kelly Cerio, and Page Michael Ruf. Congratulations and thank you to all!

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: Mr. Harr reported the committee met on October 9, 2023. Mr. Harr noted that the Personnel Committee has received updated forms for the Director and Fiscal Officer evaluations. The Committee hopes to have the process completed in November.

Resolution 23-30: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby adopts the proposed changes in policy HR-B-14 (Bereavement Leave) effective immediately.

Resolution 23-31: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby adopts the proposed changes in policy HR-C-13 (Sunday Hours) effective immediately.

Resolution 23-32: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby adopts the proposed changes in policy HR-E-20 (Employee Conduct) effective immediately.

Resolution 23-33: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby adopts the Form BRD-00.02 (Criminal Trespass Form) effective immediately.

Policy and By-Laws Committee: No Meeting

Buildings Committee: No Meeting

Unfinished Business: None

New Business:

2024 Tax Levy Rates

Resolution 23-34: Mr. Koran motioned, and Mr. Krosse seconded the motion to accept the

2024 Tax Levy amounts and rates as determined by the Medina County Budget Commission and authorizing the necessary tax levies and certifying them to the Medina County Auditor. Roll call: Dr. Griffiths – Aye; Mr. Koran – Aye; Mr. Parker – Aye; Mr. Carlson – Aye; Mr. Harr – Aye; Mr. Krosse – Aye; Ms. McGarr – Aye.

204 Libraries Transforming Communities Fund Revenue & Appropriation

Resolution 23-35: Mr. Parker motioned, and Mr. Carlson seconded the motion to approve an increase in the 204 ALA LTC Fund in revenue and appropriations for the Libraries Transforming Communities grant as follows:

Revenue:

204.4.2000 ALA LTC Grant	\$20,000.00
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Expense:

204.5.5510 ALA LTC Tech Equip / Computers	\$20,000.00
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Motion carried.

Winter Events with Alcohol

Resolution 23-36: Mr. Krosse motioned, and Mr. Carlson seconded the motion to approve Wine and Canvas events at Medina Library on December 8, 2023, and Brunswick Library on February 2, 2024; and Wine Tasting at Brunswick Library on December 2, 2023. Motion carried.

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

1. Ohio Early Intervention: 500 board books for MCDL Caregiver Kits
2. Robert Shurell: Booklets, Growing Up in Weymouth, Ohio in the 1920's & 30's and Growing Up in Weymouth, Ohio in the 1950's & 60's in memory of Marie Dreibelbis Shurell
3. Darrell & Carolyn Waite: \$100 in memory of Noah Taylor
4. President Pat Morgan of Medina County Genealogical Society: Society Newsletters; Membership Lists; Lineage Society Applications, etc.
5. Herthneck Family: award-winning book shipment in memory of Mary Ellen Hargrove
6. Debora Moore: award-winning book shipment in memory of Mary Ellen Hargrove

The donations were accepted with gratitude.

Trustees Comments:

Mr. Krosse thanked everyone for working on the many community outreach events this fall. He also wanted to recognize Percy the Guinea Pig.

Mr. Carlson congratulated Mr. Holahan on his promotion to the Lodi Branch Manager and wished him the best of luck.

Mr. Koran congratulated everyone celebrating work anniversaries and also Mr. Holahan on his promotion. He was thankful for the donations.

Mr. Parker congratulated Mr. Holahan on his promotion and also Director Bedel on her Leadership Ohio graduation. He thanked the Library for hosting the upcoming Leadership Medina Signature Class visit.

Ms. McGarr thanked the staff and volunteers who participated in the Friends' UNRun. She also congratulated Mr. Holahan on his promotion.

Mr. Harr echoed the previous sentiments. He congratulated Mr. Holahan on his promotion and wished him success.

Dr. Griffiths thanked the staff pursuing continuing education. She thinks it is inspiring to see those improving their ability to serve the public. She wished luck to the new employees. She congratulated Mr. Holahan on his promotion.

Adjournment: There being no further business, Mr. Carlson motioned, and Mr. Harr seconded the motion to adjourn the meeting at 6:36 p.m. Motion Carried.

Dr. Maria Griffiths, President

Caleb Parker, Secretary

NEXT BOARD MEETING
Monday, November 20, 2023
6:00 p.m.
Medina Library