

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

December 18, 2023

The Medina County District Library Board of Trustees met in regular session on Monday, December 18, 2023, at Medina 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, Brian Harr, Mark Krosse, Ryan Carlson and Jill McGarr.

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Assistant Director; Jason Brezezinski, Facilities Manager; Tina Sabol, Community Engagement Manager; Aleen Olee, Collections Resources Clerk; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary. Incoming Board member Ann Marie Flannery also attended.

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

Recognition of Guests and Comments from the Public: Dr. Griffiths welcomed all in attendance. There were no comments from the public.

Disposition of Meeting Minutes: Mr. Koran motioned, and Mr. Parker seconded the motion to approve the November 20, 2023, regular meeting minutes. Mr. Carlson abstained. Motion carried.

Service Recognition for Dr. Maria Griffiths: Mr. Carlson recognized Dr. Griffiths for her dedication and contributions to the Board of Trustees. Dr. Griffiths expressed how great it has been to work with the Board and staff at MCDL.

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

Fiscal Officer Allison Gaebelein highlighted that November 2023 receipts totaled \$494,769.59, while expenses totaled \$3,910,800.87. The large monthly expense is due to the \$3 million dollar bond payment that was issued in November from the Debt Service Fund. This was the last payment due on the 2003 bond issue. There was an unexpended cash balance of \$16,585,630.22 minus outstanding encumbrances of \$1,870,843.12 leaving an ending unencumbered balance of \$14,714,787.10.

General Fund revenues are up 3.3% over prior year-to-date and have reached 104.5% of the budget as we head into December. The General Fund expenses are up 5.9% compared to the same year-to-date period and are at 85.25% of the budget.

November 2023 PLF came in at \$390,821.76. This is \$20,152.14 higher than November 2022, and \$15,670.76 higher than budgeted. Year-to-date PLF is up 1.5% over last year and 3.18% over budget.

November investments earned \$77,384.07. Year-to-date interest totals are \$616,153.21 at an average weighted interest rate of 3.503%. The interest rate is slightly skewed since the large bond payment was still outstanding at the end of November. The average weighted interest rate is currently at approximately 4.3%.

The Huntington Bank virtual credit card program initiated at the beginning of 2020 continues to be utilized effectively resulting in a rebate for 2023 of \$7,135. 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.

Director's Report: Director Julianne Bedel highlighted that circulation for November 2023 was up 4.82%. When compared to 2019, overall circulation is down 2.81% while e-media circulation is up 137.92%. Door count was up 11.77% compared to last year and down 12.79% compared to 2019. Computer usage was up 6.46% compared to last year but down 33.86% compared to 2019. Wi-Fi use continues to be strong and is up 4.27% over last year.

The CLEVNET app is no longer available due to an issue between SirsiDynix and SOLUS, the company that provides BlueCloud Mobile (the mobile authenticator for the app). Bill Davidson, CEO of SirsiDynix, put out a statement acknowledging the problem, accepting responsibility, and noting that they have been aggressively developing a next-generation mobile app for CLEVNET. Cleveland Public Library will seek legal recourse on the failure of SirsiDynix to continue to provide the functional app. In the interim, the "My Account" and mobile catalog searching features are fully functional through the website. Ms. Bedel regrets the inconvenience for app users, and assured that we will continue to share the workaround on our website and social media.

Communications: Ms. Bedel shared a thank you note from Birthcare for items donated through Warm Up Medina County.

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

Human Resources highlights from November 2023 included one new hire and two promotions. Two staff members left employment. There were ten leaves of absence (seven last month).

The Human Resources Department has begun the review of the completed performance reviews and ratings. Feedback was collected regarding Staff Development Day and will be taken into consideration in planning our 2024 event. A dozen coworkers were congratulated for work anniversaries this month and one milestone was celebrated. Congratulations to Josh Paul, Lodi Page, who celebrated 25 years with us this month. We are lucky to have Josh on the

team and thank him for continuing to be part of our library family.

Board Committee Reports:

Finance Committee: Mr. Carlson reported the committee met on December 4 to discuss the 2024 budget. Ms. Gaebelein highlighted a few items in the budget including roofing and HVAC projects, an increase to the Virginia Wheeler Martin Fund for additional staff, and the annual transfer of funds into the Building and Repair Fund. Mr. Krosse asked how the library accepts large donations. Dr. Griffiths referred to the policy that outlines MCDL's acceptance of donations. Mr. Carlson talked about having a future discussion about the balance of funds at the end of the current levy. The committee recommended approval of the budget as proposed.

Resolution 23 - 42: 2024 Budget: Upon recommendation of the Finance Committee, the Medina Country District Library Board of Trustees hereby adopts the 2024 budget as presented.

Roll Call Vote: Mr. Koran – Aye; Mr. Parker – Aye; Mr. Carlson – Aye; Mr. Harr – Aye; Mr. Krosse – Aye; Ms. McGarr – Aye; Dr. Griffiths – Aye. Motion carried.

Personnel Committee: Mr. Harr reported the committee met on December 18, 2023 to discuss the evaluations of the Director and Fiscal Officer.

Executive Session: Mr. Harr motioned and Mr. Carlson seconded the motion to move into executive session at 6:28 p.m.

Roll Call Vote: Mr. Koran – Aye; Mr. Parker – Aye; Mr. Carlson – Aye; Mr. Harr – Aye; Mr. Krosse – Aye; Ms. McGarr – Aye; Dr. Griffiths – Aye. Motion carried.

At 6:51p.m. Ms. Bedel was asked to attend the session. At 7:00 p.m. Ms. Bedel was excused, and Ms. Gaebelein was asked to attend the session. Regular session resumed at 7:09 p.m.

Policy and By-Laws Committee: No Meeting

Buildings Committee: No Meeting

Unfinished Business: None

New Business:

2024 Board Schedule: Mr. Carlson motioned and Ms. McGarr seconded the motion to approve the policy Board Meeting Schedule BRD-01 for 2024. Motion carried.

2024 Board Officers: Mr. Carlson motioned and Mr. Krosse seconded the motion to approve the proposed slate of officers for 2024. President – Brian Harr, Vice President – Caleb Parker, Secretary – William Koran. Motion carried.

Resolution 23 – 43: Appointment of Fiscal Officer: Upon a motion by Mr. Parker and a second by Mr. Harr, the Medina County District Library Board of Trustees hereby appoints Allison Gaebelein Fiscal Officer effective January 1, 2024, through December 31, 2024, with a 3% increase of her current salary and a surety bond set in the amount of \$250,000. Motion carried.

Resolution 23 – 44: Appointment of Deputy Fiscal Officer: Upon a motion by Mr. Krosse and a second by Ms. McGarr, the Medina County District Library Board of Trustees hereby appoints Jennifer O’Neill Deputy Fiscal Officer effective January 1, 2024, through December 31, 2024, with a 4% increase of her current hourly rate and a surety bond set in the amount of \$250,000. Motion carried.

Resolution 23 – 45: Library Director 2024 Compensation: Upon a motion by Mr. Koran and seconded by Mr. Krosse, the Medina County District Library Board of Trustees hereby fixes the Library Director Julianne Bedel’s 2024 salary at 5% increase of her current salary effective January 1, 2024. Motion carried.

Resolution 23 – 46: Interfund Transfer: Mr. Harr motioned and Mr. Parker seconded the motion that the Medina County District Library Board of Trustees hereby approves the \$350,000 Interfund Transfer from the 2023 budget from the 101 General Fund to the 202 Virginia W. Martin Fund. Motion carried.

Resolution 23 – 47: Interfund Transfer: Mr. Carlson motioned and Mr. Koran seconded the motion that the Medina County District Library Board of Trustees hereby approves the \$500,000 Interfund Transfer from the 2023 budget from the 101 General Fund to the 401 Building and Repair Fund. Motion carried.

Resolution 23 – 48: 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 2024.

Roll Call Vote: Mr. Koran – Aye; Mr. Parker – Aye; Mr. Carlson – Aye; Mr. Harr – Aye; Mr. Krosse – Aye; Ms. McGarr – Aye; Dr. Griffiths – Aye. Motion carried.

New Trustee: Dr. Griffiths welcomed incoming 2024 trustee Ann Marie Flannery.

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

1. Bob Petr: copy of Lamps of Earth, Wind & Water
2. Gail Sliwinski: craft items for Brunswick programs
3. Marcia Soellner: copy of The Boys from Nowhere
4. Medina Sunrise Rotary – Kevin Lauterjung, President: \$1,000 grant for 2024 Caregiver Kits
5. Clinton and Barbara Liezert: \$100 for children’s department purchase in memory of Ruth Gifford.

6. Details Salon Couture: six copies (one copy per branch) of 123 CLE: The Best Counting Book in the Land
7. Mike Gemmer: VHS VCRs for FHLC
8. Erica Rayner-Wodzak: \$50
9. Healing Hearts Club – Marianne Farrell, Treasurer: \$150 in appreciation for library resources and staff
10. Medina Needlework Guild – Laura Reed, President: \$50 for crochet book and Makerspace in memory of Ann Kalister
11. Jerry R. Large: \$400 for Brunswick French Books in memory of Johna Large

The donations were accepted with gratitude.

Trustees Comments:

Mr. Carlson thanked Dr. Griffiths for her knowledge and leadership and welcomed incoming trustee Ms. Flannery. He thanked Ms. Gaebelein for stepping into a new role during a challenging year. He wished everyone a Merry Christmas.

Mr. Harr thanked Ms. Bedel and Ms. Sabol for presenting at the holiday Medina Chamber luncheon. He welcomed incoming trustee Ms. Flannery. Mr. Harr thanked Dr. Griffiths for her passion for the Library. He wished everyone a Merry Christmas and Happy New Year.

Mr. Koran thanked Dr. Griffiths for her leadership during her second term on the board. He thanked Ms. Bedel, Ms. Sabol, Ms. Schuld, and all staff who worked to acquire the Hearing Loop. Mr. Koran welcomed incoming trustee Ms. Flannery. He congratulated Mr. Paul on his milestone anniversary. He thanked all the trustees for their work in the past year. He wished everyone a Merry Christmas.

Mr. Krosse sent a shout-out to the Highland staff for the Monarch butterfly garden and waystation and to the Seville staff for the awesome Business Preview. He thanked Dr. Griffiths and wished everyone a happy holiday.

Ms. McGarr thanked Dr. Griffiths and said “she leaves big shoes to fill.” She welcomed incoming trustee Ms. Flannery. Ms. McGarr thanked Ms. Bedel, Ms. Gaebelein, and the Director’s Team for all their hard work during a challenging year.

Mr. Parker welcomed incoming trustee Ms. Flannery. He thanked Dr. Griffiths for her years of service. He congratulated Mr. Paul on his milestone work anniversary.

Dr. Griffiths welcomed incoming trustee Ms. Flannery. She requested a moment of silence for our former Fiscal Officer Kelly Conner. She thanked Ms. Gaebelein for stepping up and bringing the Finance Department together in a challenging year. She thanked Ms. Bedel and expressed her appreciation for the Director’s Team. She is looking forward to seeing even more diverse library programs that adapt to changes in the community. Dr. Griffiths thanked her colleagues on the Board. It has been her pleasure to serve the Library.

Board of Trustees Meeting

December 18, 2023

Page 6 of 6

Adjournment: There being no further business, Mr. Carlson motioned, and Ms. McGarr seconded the motion to adjourn the meeting at 7:21 p.m. Motion Carried.

Brian Harr, President

William Koran, Secretary

NEXT BOARD MEETING

Monday, January 15, 2024

6:00 p.m.

Medina Library