

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

July 15, 2024

The Medina County District Library Board of Trustees met in regular session on Monday, July 15, 2024, at Highland Library. With a quorum present, President Brian Harr called the meeting to order at 6:10 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; Eric Lucius, Highland Branch Manager; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

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

Recognition of Guest and Comments from the Public: Mr. Harr welcomed all in attendance. He expressed condolences to Trustee Koran on the sudden passing of his wife, Kathy, and asked for a moment of silence in her memory.

Disposition of Meeting Minutes: Ms. Flannery motioned, and Mr. Parker seconded the motion to approve the June 17, 2024, regular meeting minutes. Mr. Harr noted that he would like to see some additional details in the policy discussion. Mr. Krosse abstained. Motion failed.

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

Fiscal Officer Allison Gaebelein highlighted that June 2024 receipts totaled \$504,997.97, while expenses totaled \$821,355.83. There was an unexpended cash balance of \$16,959,725.23 minus outstanding encumbrances of \$3,000,746.54 leaving an ending unencumbered balance of \$13,958,981.69.

General Fund revenues are down 1.9% over prior year-to-date, and General Fund expenses are up 1.5% compared to the same year-to-date period.

June 2024 investments earned \$58,418.36 at an average weighted interest rate of 4.658%. The 2024 year-to-date total investment earnings are \$374,245.33.

June 2024 PLF came in at \$419,359.38. This is \$28,975.56 lower than June 2023, but \$1,838.38 higher than budgeted. The year-to-date total for the PLF is down 8.22% from 2023 and down 2.98% from the 2024 budget. The Ohio Department of Taxation has issued the final PLF certification for

estimated taxes for the remainder of the year. The updated PLF estimates are lower than the two previous estimates, but this was expected since the PLF distributions have already missed their mark for most of the year. With the updated information, MCDL is expected to receive approximately \$107,689 less than originally anticipated. Since this is only about a 2.5% change in PLF revenue, it is not necessary at this time to revise the revenue budget.

Ms. Gaebelein reported that an Auditor of State bulletin was issued regarding a new fraud reporting system beginning this year in October. Current staff and Trustees will be required to watch a short video as a new training requirement for all public employees. This video will be incorporated into new employee orientation.

Mr. Koran asked about interest rates on investments. Ms. Gaebelein responded that higher interest rates have helped to offset the lower than estimated PLF. Mr. Krosse asked about upcoming healthcare costs. Ms. Gaebelein responded we will start to look at costs in August.

Director's Report: Director Julianne Bedel highlighted that circulation for June 2024 was down 3% over 2023, including e-media circulation which is up 11%. The door count was down 2% compared to last year. Overall computer usage was down 14%, and Wi-Fi use was down 14% over last year. The number of new cards issued was up 10% and the number of passports issued was up 17%.

Circulation growth is seen in all segments of the digital collection, except music. In the physical formats, there is a moderate decline in circulation across all item types, with the steepest decline in CDs. This usage follows state and national trends. We will be consolidating the adult CD collection at Medina and Brunswick Libraries. These items will continue to be holdable and returnable at all branch locations but will be stored and browsed at the two largest branches.

The Mamava Pod, made possible by a grant from the Medina Hospital Foundation President's Fund, was delivered to the Medina Library. We will be finalizing installation, activating the information in the app, and sharing information with the public shortly.

We are welcoming two Director's Team members this month. With Sue Schuld's retirement, Jeff Sureck has been promoted to our Technology Services Director. Jeff started his IT career as a network systems analyst and then software support engineer at NASA. He joined MCDL in 2002. Emily Henry will also begin her tenure as our Human Resources Director. Emily has HR industry experience as a generalist in both the private and public sector. She holds a master's degree in human resource management and has earned her SHRM-CP certification.

Brunswick Library will be closed the week of July 22 due to work being done on a main waterline for the school district's construction project.

Mr. Harr asked about the Justice Bus. Ms. Bedel responded the bus would be at Lodi Library and available by appointment for patrons that need assistance with family law issues.

Communications: None

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

Human Resources highlights from June 2024 include welcoming three new hires. Four staff members left their employment and there were three leaves of absence.

Fall Sunday scheduling is in progress.

Two first aid programs were added to the ADP Learning Module. A new source of CPR training is needed since the Cleveland Clinic option was dropped with the change in EAP provider.

Eleven staff members celebrated work anniversaries. There were no milestone celebrations.

Many thanks to the HR Department staff, the Fiscal Officer and her staff, and everyone who has helped with the transition between HR directors. Dianne Boyd tackled the Sunday schedule. Eric Lucius and Christine Gramm fulfilled the Library's role of the Labor Management Committee. Thanks to all who have pitched in to ensure that vital work was not lost in transition.

Board Committee Reports:

Policy and By-laws Committee: No Meeting

Finance Committee: No Meeting

Personnel Committee: No Meeting

Buildings Committee: Chairman Ryan Carlson reported the committee met on Monday July 8, 2024, and received the Medina Library roofing study conducted by Construction Resources Inc. The committee reviewed the scope of work needed for the new roof installation at the Medina Library. The professional design services will be completed this year to facilitate the construction commencing in 2025.

Resolution 24 – 10: Interfund Transfer: Upon recommendation of the Buildings Committee, the Board of Trustees hereby approves the \$150,000 Interfund Transfer from 401 Building Improvements to 401 Professional Services. Resolution passed.

Unfinished Business: None

New Business:

Highland Presentation: Highland Branch Manager Eric Lucius gave a presentation on making Highland a destination library. His objective is to keep the Library visible in the community. Staff regularly attend community events such as Trunk-or-Treat and Buzzard Day. One of Highland's goals includes booking the meeting room every day for either a library program or hosting a community group.

Free Library Card Replacement: The tradition of waiving the library card replacement fee during the National Library Card Sign-Up Month of September was asked to be continued in 2024.

Resolution 24 – 11: Mr. Koran motioned, and Mr. Krosse seconded the motion to waive the \$0.50 library card replacement fee for September 2024 in celebration of National Library Card Sign-Up Month. Motion carried.

Fall Programs with Alcohol: The fall Library programs involving alcohol were submitted to the Board for approval.

Resolution 24 – 12: Mr. Krosse motioned, and Mr. Carlson seconded the motion to approve *Wine and Canvas* events September 20, 2024, at Brunswick Library and October 11, 2024, at Medina Library. Motion carried.

Cancellation of August Board Meeting: Mr. Koran motioned, and Ms. Flannery seconded the motion to cancel the regular August 2024 meeting. Motion carried.

Dress Code Policy Update: Director Bedel is recommending the addition of the phrase “MCDL-branded attire, purchased or approved through Administration, is appropriate.”

Resolution 24 - 13: Mr. Carlson motioned, and Mr. Parker seconded the motion to approve a revision to Dress Code & Fragrance Sensitivities policy HR-G-01 as presented, effective immediately. Motion carried.

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

1. Mary Jo Morris Moses: \$20 in memory of Helen Deuring
2. BeeOlogy LLC: \$50 donation
3. MCDL Goodwill Fund: \$75 in memory of Catie Taylor’s mother Raelene Jodway
4. Theresa Ward: \$100 in memory of Catie Taylor’s mother Raelene Jodway

The donations were accepted with gratitude.

Trustees Comments:

Mr. Carlson thanked Mr. Lucius for his presentation. He has appreciated Mr. Lucius’s enthusiasm through the years at Lodi and Highland. He welcomed new staff members.

Ms. Flannery thanked Mr. Lucius for his presentation sharing the differences between branches.

Mr. Koran thanked everyone for their expressions of sympathy and support. He thanked Mr. Lucius for his presentation. He welcomed Mr. Sureck and Ms. Henry to their new positions. He also noted that because of the presentation at Brunswick Library earlier in the year, he was inspired to begin leading a citizenship class there.

Mr. Krosse thanked Mr. Lucius for his presentation. He also loved learning that the teens at Brunswick

are knitting yarn bombs.

Mr. Parker welcomed new staff members to the Director's Team and thanked Mr. Lucius for his presentation.

Ms. Vachon thanked Mr. Lucius for his presentation and for recognizing the needs of the community.

Mr. Harr thanked Mr. Lucius for his presentation and thanked all staff for the work they do every day.

Adjournment: There being no further business, Mr. Krosse motioned, and Ms. Flannery seconded the motion to adjourn the meeting at 7:03 p.m. Motion Carried.

Brian Harr, President

William Koran, Secretary

NEXT BOARD MEETING
Monday, September 16, 2024
6:00 p.m.
Medina Library