

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

March 21, 2022

The Medina County District Library Board of Trustees met in regular session on Monday, March 21, 2022 at Buckeye Library. With a quorum present, President Ryan Carlson called the meeting to order at 6:00 p.m.

Roll call: The following members were present: Ryan Carlson, Brian Harr, William Koran, Mark Krosse, and Kyle White. The following members were absent: Dr. Maria Griffiths and Gail Ostrowski.

President Carlson noted at this time that Ms. Gail Ostrowski had resigned from her position on the Board of Trustees, effective immediately for personal reasons.

Library staff members in attendance: Julianne Bedel, Director; Kelly Conner, Fiscal Officer; Suzie Muniak, Assistant Director; Sue Schuld, Technology Services Manager; Tina Sabol, Community Engagement Manager; Laura Kettering, Buckeye Library Branch Manager; Aleen Olee, SEIU President; and Allison Gaebelein, Deputy Fiscal Officer acting as recording secretary.

Approval of the Agenda: Mr. Harr moved, and Mr. Koran seconded the motion to approve the agenda. The agenda was approved unanimously.

Recognition of Guest and Comments from the Public: Mr. Carlson welcomed all in attendance. There were no comments from the public.

Disposition of Meeting Minutes: Ms. White moved, and Mr. Krosse seconded the motion to approve the February 21, 2022 regular meeting minutes. The minutes were approved unanimously.

Approval of Financial Report: Mr. Koran moved, and Mr. Harr seconded a motion to approve the February 2022 financial report. The financial report was approved unanimously.

Fiscal Officer Kelly Conner highlighted that February 2022 receipts totaled \$4,285,505 with \$3,800,000 of the total representing a portion of the first half of property taxes. Expenses totaled \$863,847. There was an unexpended cash balance of \$16,836,137, less outstanding encumbrances of \$6,403,730. This leaves an ending unencumbered balance of \$10,432,407 in all funds. General fund revenues are up 13.5% over prior year-to-date. General fund expenses are up 15.3% over prior year-to-date.

February 2022 PLF came in at \$415,845. This is \$41,827 higher than prior year and \$57,942 higher than budgeted. Real estate taxes came in at \$2,657,280. This is \$296,110 higher than prior year.

February 2022 investments earned \$6,086 with a principal balance of \$16,999,352 in bank accounts and investments at an average weighted interest rate of .237%. Ms. Conner noted that interest rates are slowly climbing. She has seen interest rates of 1.25 – 1.7% for upcoming investments.

Director's report: Director Julianne Bedel highlighted that circulation for February 2022 was down 3.71% compared to February 2021. Door count was up 46.09% for the same period. Computer usage was up 115.75%. The number of patrons attending programs was up 160.61%. Curbside and pick-up lockers continue to decline as demand for COVID test kits wane.

Ms. Bedel shared that the Director of CLEVNET had resigned. Larry Finnegan, the Director of IT, has been named the Interim Director. The CLEVNET Executive Panel will work with Cleveland Public Library's Human Resources, per the terms of the operating procedures, to recruit, identify, and hire a new Director within a six month timeline. There should not be an impact on MCDL's day-to-day operations.

Mr. Krosse inquired about the number of patrons who use the self-check-out system. Ms. Bedel answered that approximately 75% of patrons utilize the self-service stations.

Communications: There was no formal communication for the trustees.

Personnel Report: Mr. Krosse moved, and Mr. Harr seconded to approve the Personnel Report. The report was approved unanimously.

Ms. Bedel highlighted that February 2022 included three staff transfers, one retirement, and five new hires. There were ten leaves of absence, which is down from 26 last month. The majority of the LOA were due to COVID. Human Resources started implementing ADP's onboarding and applicant tracking modules. These are projected to deploy in May. The Job Description Review Committee initiated their regularly scheduled review of bargaining unit job descriptions as prescribed in the collective bargaining agreement.

The Library had 11 colleagues celebrating their work anniversaries in February 2022. Ms. Bedel gave a special hats-off to Medina Customer Service Clerk Dianna Wertz who is celebrating 35 years with MCDL! We are so thankful to have Dianna. She is a treasure who brings heartfelt enthusiasm and kindness to all every single day she works with us.

Board Committee Reports:

Finance Committee: No meeting

Personnel Committee: No meeting

Policy and By-Laws Committee: No meeting. Mr. Koran was appointed to chair this committee.

Buildings Committee: No meeting

Unfinished Business: None

New Business:

Buckeye Library Branch Presentation by Laura Kettering:

Ms. Kettering focused her presentation on how Buckeye Library's community connections. They have partnered with the local Boy Scout Troop to assist Eagle Scout candidates in completing their final community projects. Currently, there are picnic tables in the children's area and a community flag retirement box that have been constructed by the Eagle Scouts. They have also connected with the Valley City Community Group so that the library has a presence at the annual Christmas in the Valley event. Ms. Kettering has also joined the Northern Medina County Chamber Alliance to better understand how the library can help meet the needs of local businesses.

Donations: Mr. Koran moved, and Mr. Krosse seconded to approve the following donations:

1. Medina Needlework Guild: \$100 in memory of Edie Larson, Shirley Nowak, and Celine Horvath
2. Shelby Warner: A copy of Death by Democracy
3. Friends of MCDL: \$28,400 for *Summer Reading Game*, Signature Events, and *Writers Live*

The Board unanimously accepted the donations with gratitude.

Other: Mr. Krosse inquired about a strategy to reach out to other trustee groups such as village councils and township trustees. President Carlson suggested further discussion on this topic be included in the upcoming Board retreat for strategic planning.

Executive Session: None.

Trustees' Comments:

Mr. Koran highlighted his recent attendance at the OLC Trustee Workshop. He commented that it was very worthwhile. He also complimented Sue Schuld for participation in the new community group Digital Inclusion and Literacy (DIAL) organized by County Commissioner Steve Hambley.

Ms. White enjoyed the presentation by Ms. Kettering. She also congratulated Dianna Wertz on her service.

Mr. Krosse also recently attended the OLC Trustee Workshop. He learned that the Ohio libraries are some of the best in the country. He thanked Ms. Kettering for her presentation, and said he was impressed with the Boys Scouts outreach program. He had recently visited the Brunswick Library and was impressed with the diversity of the patrons. He also congratulated Dianna Wertz on her service.

Mr. Harr thanked Ms. Kettering for her presentation, and also the tour of the Buckeye library. He congratulated Dianna Wertz on her 35 year milestone. He sends his prayers to Dr. Griffiths, Ms. Ostrowski, and their families.

Mr. Carlson also sends his prayers to Dr. Griffiths, Ms. Ostrowski, and their families. He complimented Ms. Sabol on her participation in the Medina Dancing With the Stars competition. He thanked Ms. Kettering and the Buckeye Library staff.

Adjournment: There being no further business, Mr. Harr moved, and Ms. White seconded to adjourn the meeting at 6:35 p.m. Motion Carried.

Ryan Carlson, President

Brian Harr, Secretary

NEXT BOARD MEETING

Monday, April 18, 2022, 6:00 p.m.at Medina Library