

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

July 21, 2025

The Medina County District Library Board of Trustees met in regular session on Monday, July 21, 2025, at Highland Library. With a quorum present, Vice President Mark Krosse called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Roll call: The following members were present: Mark Krosse, Sarah Vachon, Brian Harr, Ann Marie Flannery and Caleb Parker. William Koran arrived at 6:01.

Library staff members in attendance included: Julianne Bedel, Executive Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Deputy Director; Eric Lucius, Highland Branch Manager; Emily Henry, Human Resources Director; Tina Sabol, Community Engagement Director; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

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

Recognition of Guests and Comments from the Public: President Koran welcomed all in attendance.

Disposition of Meeting Minutes: Ms. Flannery motioned, and Ms. Vachon seconded the motion to approve the June 16, 2025, regular meeting minutes. Motion carried. Mr. Parker abstained.

Approval of Financial Report: Mr. Harr motioned, and Mr. Parker seconded the motion to approve the June 2025 financial report. Motion carried.

Fiscal Officer Allison Gaebelein highlighted that June 2025 receipts totaled \$544,796.51 while expenses totaled \$1,088,283.82. There was an unexpended cash balance of \$17,876,339.76 minus outstanding encumbrances of \$2,951,106.00 leaving an ending unencumbered balance of \$14,925,233.79.

General Fund revenues are up 6.6% over the prior year-to-date, and General Fund expenses are up 7.1% compared to the same year-to-date period.

June 2025 investments earned \$56,219.27. Year-to-date interest totals are \$362,556.45 at an average weighted interest rate of 4.109%.

June 2025 PLF came in at \$460,336.44, which is \$40,977.06 higher than last June and \$44,656.44 higher than budgeted. The year-to-date PLF is currently 9.91% higher than budgeted. This is the last disbursement of the PLF that is calculated on the 1.7% of the State's General Revenue Fund. After the passage of the State's budget on June 30, 2025, the PLF is now a line-item appropriation. Overall, libraries in Ohio will receive an approximate 5% reduction in state funding in FY 26. Libraries received \$504.6 million from the state PLF in FY 25 and are now set to receive \$479.7

million in FY 26. For MCDL, the amount of monthly disbursement from the state PLF will be the same every month. To project this monthly amount through the end of 2025, the Library will end the year slightly above the current budget.

Ms. Gaebelein inquired with the Auditor of State regarding opening a reserve balance fund. She received a vague answer referencing ORC 5705.13 that allows a taxing authority of a political subdivision to establish a reserve balance fund to accumulate currently available resources to stabilize its budget against cyclical changes in revenues and expenditures. However, libraries do not specifically fall under ORC 5705.13. She contacted several other libraries, and none of them currently have established a reserve balance fund. She is still investigating this possibility.

Executive Director's Report: Executive Director Julianne Bedel noted other legislation passed in the Budget Bill that impacts public libraries includes that Library Trustee terms for school district libraries and county district libraries are reduced from seven to four years for trustees appointed AFTER September 2025. Another provision requires the legislative authority of a political subdivision to adopt a cybersecurity program that safeguards the political subdivision's data and makes other changes. Additional details on that provision should come from the Auditor of State and/or State Attorney General. Ms. Bedel and Ms. Gaebelein are both attending an OLC budget process meeting on July 30. Except for appropriations, all legislation adopted in HB 96 goes into effect 90 days after it was signed.

The Ohio House of Representatives held a voting session today to consider overriding several of Governor DeWine's line-item vetoes in HB 96. Initially, the House intended to override three specific vetoes concerning county budget commissions, the school district's 20-mill floor calculation, and the elimination of various tax levies. However, the House only secured enough votes to override the veto related to tax levies, which included the elimination of replacement levies. For any override to be effective, a vote in the Ohio Senate will also be required. At this time, a voting session in the Senate has not been scheduled, but of course, we will follow these items this closely.

A vote to override the library materials veto was not held today. The House does have the option to override any of the remaining 66 vetoes at any point during the current General Assembly, which concludes in December 2026.

Ms. Bedel highlighted that the overall circulation was up 7% from June 2024. Circulation of physical items was down 1% and circulation of digital items was up 19%. Overall computer usage was up 26% and Wi-Fi use was up 7%. Meeting room bookings were up 16%. The number of new library cards issued was down 17%. The number of passport applications was the same as last year. The number of programs offered was up 1%. The door count was up 2% from last June.

While The Summer Reading Game continues through August 23, we are happy to share that as of the end of week seven, 6,734 kids are participating! With six weeks to go, we're at 110% participation compared to last year.

Ms. Bedel shared a brief overview of strategic plan activities for the first half of this year. For this period, activities were primarily focused on Strategic Goal Four, fostering an exceptional work environment. We are on schedule to adopt the ADP performance management module later this year

to update and streamline the staff performance management system. Information gathered in the Salary Study conducted in 2024 has been considered and the new pay ranges have been implemented. Gimlet, suggested by Organizational Architecture as a time tracking tool in the Staffing Level Study, has just been implemented. A portion of the supervisor training schedule has been revised with the first session last month, and the second session taking place this Wednesday. As we enter the last six-months of our three-year strategic plan, we look forward to completing the process and scheduling the community assessment survey in the first half of 2026. It will be reviewed alongside the companion survey which was implemented just prior to the start of the strategic plan in 2023.

At the end of June, Suzie Muniak and Chris Weaver-Pieh attended ALA's Annual Conference and Exhibition in Philadelphia. It was Ms. Muniak's first visit to a national conference, and she enjoyed the keynote addresses from former Librarian of Congress Dr. Carla Hayden and author Dr. Brene Brown. She attended many great sessions and shared that in addition to learning about national trends and topics of interest to our profession, she brought several ideas home that may be practically applied in her current role. Ms. Weaver-Pieh was on hand to accept the Eisner Graphic Novel Growth Grant on behalf of MCDL at ALA. She also found great content in attending a small-group program with the author of the book "Generative AI and Libraries: claiming our place in the center of a shared future" as well as attending the Collection Management in Public Libraries Interest Group Meeting and a panel discussion about e-media pricing and licensing. We are pleased that they were able to attend the event to hear national presenters discuss current issues, and to return home to MCDL with fresh information and renewed enthusiasm for our work.

Communication: Sample notes from the Learning Garden were available to view.

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

Human Resources highlights from June 2025 include welcoming two new staff members. There were no promotions or milestone anniversaries. One employee retired. There was one leave of absence compared to one last month. Mid-year performance check-ins were completed.

On June 25, Emily Henry and Pat Bernauer hosted the Leadership U kickoff and were pleased to have 13 staff members attend to learn more about the program. We have a sizable number of applications and look forward to beginning the 10-month experience in September. In addition to progressing through the activities in Library Leadership Your Way, the cohort will explore topics including leadership styles and high-functioning habits, followership and organizational culture, conflict resolution, library finances, and more. The group will produce a project and will attend the June 2026 Board meeting to present their project and share their experience. We are looking forward to our first re-launched Leadership U effort and want to thank in advance the staff members who are supporting the program by volunteering to facilitate discussions and mentor the participants.

Board Committee Reports:

Personnel Committee: No Meeting. Next scheduled meeting is July 28, 2025, at 5:00 p.m.

Buildings Committee: No meeting.

Policy and By-laws Committee: Mr. Krosse reported that the committee met on July 21. He highlighted the implementation of the Artificial Intelligence Usage policy.

Resolution 25-11: Upon recommendation of the Policy and By-laws Committee, the Board of Trustees hereby adopts the policy changes as presented, effective immediately.

New Policies:

COM-05 Social Media

HR-E-27 Rehire Eligibility and Service Recognition

HR-G-13 Artificial Intelligence Usage

Repealed Policies:

HR-E-24 External Substitutes

PUB-23 Breastfeeding

TECH-07 Social Media

Revised Policies:

COM-01 Logo

HR-B-14 Bereavement Leave

HR-B-17 Parental Leave of Absence

HR-B-20 Sick Bank

HR-B-25 Personal Time

HR-C-24 Worker's Compensation –Salary Continuation

HR-E-08 Probationary Period

BR-E-11 Resignation

HR-E-26 Attendance

PUB-01 Public Information Space

PUB-02f Loan Periods

PUB-10 Print, Copy, Fax & Scan Services

PUB-22 Events

Motion carried.

Finance Committee: No Meeting

Unfinished Business: None

New Business:

Highland Library Presentation: Highland Branch Manager Eric Lucius gave a presentation discussing changes over the last five years. He talked about Highland being a destination library. He spoke about hosting various programming in the community room that draws patrons into the library. He highlighted the study tables, the redesigned story walk and popular back patio.

Resolution 25 – 12: Ms. Vachon motioned, and Mr. Krosse seconded the motion that the MCDL Board of Trustees, in celebration of National Library Card Sign-Up Month, welcomes all community members back to the library and waives the \$0.50 library card replacement fee for September 2025. Motion carried.

Cancellation of August Board Meeting: Ms. Flannery motioned, and Ms. Vachon seconded the motion to cancel the regular August 2025 meeting. Motion carried.

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

1. Steve Hambley: Four copies of his new book *The Pioneer Route & Electric Railways of Northeast Ohio*
2. Madeline Nosal: Fleece for library programming
3. Victoria Mullen: Two copies of her children's book *Gnome More Worries*
4. Anonymous: \$72.98
5. Mark Hange: Betamax video player for VWM FHLC
6. Elizabeth Everly: *Fright Club: Chills and Thrills* by Lynsey Evans
7. George and Elaine Fink: \$100
8. Education Services Center of Medina County: Six copies of *Inkspot, Medina County Literary Review V. 37, 2024-2025*
9. Janice Waite: \$100 in memory of Michael A. Phillipp
10. Maureen Frey: \$250 in memory of Michael A. Phillipp

The donations were accepted with gratitude.

Trustees Comments:

Ms. Flannery thanked Mr. Lucius for his presentation. She appreciated the new AI policy and thanked staff for being forward-thinking.

Mr. Harr thanked Mr. Lucius for his presentation. He thanked Ms. Gaebelein and Ms. Bedel for the budget and legislative updates.

Ms. Vachon was pleased to learn more about Leadership U. She thanked Mr. Lucius for his presentation and congratulated Highland Librarian, Annetherese Biesiada, on her popular and innovative programs.

Mr. Parker thanked Ms. Bedel and Ms. Gaebelein for their leadership. He noted that he always appreciates learning more about the library and the ways we are evolving to stay relevant. He thanked Mr. Lucius for his presentation.

Mr. Krosse appreciated the strategic plan and Leadership U updates. He thanked staff for the new AI policy.

Mr. Koran thanked Mr. Lucius for his presentation. He reminded the Trustees about the Personnel Committee meeting and the special board meeting next Monday, July 28.

Adjournment: There being no further business, Mr. Harr motioned, and Ms. Vachon seconded the motion to adjourn the meeting at 6:39 p.m. Motion carried.

William Koran, President

Sarah Vachon, Secretary

NEXT BOARD MEETING
Monday, September 15, 2025
6:00 p.m.
Medina Library