

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

**February 21, 2022**

The Medina County District Library Board of Trustees met in regular session on Monday, February 21, 2022 at Medina 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, Dr. Maria Griffiths, Brian Harr, William Koran, Mark Krosse, Gail Ostrowski, and Kyle White.

Library staff members in attendance: Julianne Bedel, Director; Kelly Conner, Fiscal Officer; Suzie Muniak, Assistant Director; Christine Gramm, Medina Branch Manager; Aleen Olee, SEIU President; and Allison Gaebelein, Deputy Fiscal Officer acting as recording secretary.

**Approval of the Agenda:** Mr. Harr moved, and Dr. Griffiths 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:** Mr. Koran moved, and Dr. Griffiths seconded the motion to approve the January 17, 2022 regular meeting minutes. **The minutes were approved unanimously.**

**Approval of Financial Report:** Dr. Griffiths moved, and Mr. Harr seconded a motion to approve the January 2022 financial report.

Fiscal Officer Kelly Conner reported January 2022 receipts totaled \$720,384, and expenses totaled \$760,754. The unexpended cash balance of \$13,414,479 minus outstanding encumbrances of \$6,739,660 left and ending balance of \$6,674,819 in all funds. General Fund expenses were about 6% of the budget versus a target of 8%. January expenses increased by 11% compared to 2021. The majority of this increase was due to increases in salaries, benefits, and library materials. General Fund revenues increased by 17.6% compared to prior year. The majority of this increase was due to increases in PLF, real estate taxes, and volume of photo and passport fees. January 2022 PLF came in at \$370,544 which is \$46,349 higher than prior year and \$54,854 higher than budgeted. Real estate taxes came in at \$241,060 which is \$33,990 higher than 2021. January 2022 investments earned \$2,640 with a principal balance of \$13,586,562 in bank accounts and investments at an average weighted interest rate of 0.342%. There was follow up information regarding the Huntington credit card rebate that was reported last month as \$6,472 for 2021. The library received an additional annual rebate from Huntington for \$5,122 because of the payment threshold that was reached in 2021. **The Financial Report was approved unanimously.**

**Director's report:** Director Julianne Bedel gave a summary of January 2022. She reported that compared to January 2021, circulation was down 2.45%, door count was up 44.12%, computer usage was up 117%, and number of patrons attending programs was down 10%. Looking at the past six months of usage, circulation, people count, computer use, and new card registrations are holding steady

with minor fluctuations month-to-month. January e-media circulation was the highest that it's been in the six month period. This was likely due to Adult Winter Reading and extreme winter weather. Program attendance has varied between a low of 2,183 and a high of 6,109 for the six month period with January coming in at 3,820. Pick-up lockers and curbside pick-ups have levelled off with the change in COVID distribution kits. Dr. Griffiths noted that Outreach numbers seemed low. Ms. Bedel responded that COVID and bad weather have taken the Bookmobile off the road periodically. The library is aiming to get back to active services for the Bookmobile.

Ms. Bedel noted that we will be working with Northeast Ohio Regional Library System (NEO-RLS) on strategic planning. The facilitation will be led by NEO-RLS Executive Director Betsy Lantz, with the assistance of staff members Melissa Lattanzi and Ragan Snead. Betsy Lantz is a seasoned library professional with 35 years of executive leadership experience. During her six-year tenure at NEO-RLS, she has facilitated plans for twenty public libraries and two university libraries. She has consulted on two additional strategic planning projects. Melissa Lattanzi brings 27 years of experience working with libraries in our region. She has assisted the Executive Director with the facilitation of strategic planning for fifteen public libraries and two university libraries. Ragan Snead has worked in public and academic libraries for the past twelve years. She brings her experience, her M.B.A., and her interest in the business side of libraries.

**Communications:** There was no formal communication for the trustees.

**Personnel Report:** Dr. Griffiths moved, and Ms. Ostrowski seconded to approve the Personnel Report.

Director Bedel highlighted that January included one staff transfer, four resignations, one retirement, and zero new hires. There were twenty six leaves of absence, up from eighteen last month, with the majority due to COVID-19. This month the 2% salary structure increase was implemented as well as the 3.5% increase for professional, administrative, and page employees. There were eleven staff members who worked at least six Sundays in the fall rotation to earn the \$100 incentive. Many thanks to those staff members! There is an upcoming project with ADP to implement the recruitment and hiring modules. This should dramatically streamline paperwork and improve the employee experience in the recruitment and onboarding phases here at MCDL. This project is planned for the spring. Finally, there were ten employees celebrating their work anniversaries in January. We had one milestone. Congratulations to Kimberly Von Der Vellen, Outreach Librarian, for celebrating fifteen years with us!

Mr. Harr asked Ms. Bedel if the library was having trouble filling open positions. She responded that certain positions have been hard to find employees. For example, the library Page positions have been hard to fill. There is high turnover for the library Page positions, which has always been the case even prior to COVID.

**The Personnel Report was approved unanimously.**

**Board Committee Reports:**

**Finance Committee:** No meeting.

**Personnel Committee:** No meeting.

**Policy and By-Laws Committee:** No Meeting

**Buildings Committee:** The Buildings Committee met on February 7, 2022, to consider a possible license agreement between Medina County District Library and Medina County Parks District. There has been no formal word yet from the Park District regarding the purchase of vacant land behind the Lodi Library. Attorney Brian Richter from the Medina County Prosecutor's Office was in attendance having reviewed the request for an easement from the Parks District. Mr. Richter suggested the agreement be conveyed as a license versus an easement. No action was taken.

**Unfinished Business:** None

**New Business:**

**Medina Branch Presentation:** Medina Branch Manager Christine Gramm provided a wonderful presentation featuring the Medina Page staff. The Pages are such a vital part of the library. Tasks include sorting and shelving over 1,000,000 items per year in the Medina Branch alone, emptying the book drops, keeping the displays filled, and pulling 500-600 items each morning to distribute among the CLEVNET libraries.

**Additional Appropriations for the 401 Building and Repair Fund:** Fiscal Officer Conner noted additional HVAC issues arising in January 2022. She also reported repairs need to be made to the fire panels at both the Buckeye and Medina branches. She is requesting a \$150,000 appropriation increase to the 401 Building and Repair Fund.

Mr. Koran moved, and Mr. Krosse seconded the motion to approve the \$150,000 appropriation increase to the 401 Building and Repair Fund. **Motion carried unanimously.**

**Service Recognition for Dean Schoonover:** Mr. Carlson provided a service recognition for Dean Schoonover. He has been a part of the facilities maintenance staff for ten years. Congratulations on your retirement!

**Donations:** Mr. Harr moved, and Ms. Ostrowski seconded the motion to approve the following donations:

1. Discount Drug Mart: \$500 for 2022 Summer Reading Challenge
2. Ursula Messina: *Children's Garden* painting for Medina Children's Department
3. Julie Tague: A copy of *The Last Skye*
4. Friends of MCDL: \$255 to purchase 20 copies of One Community Many Stories title *Almost American Girl* for Medina County Juvenile Detention Center
5. John Tesar: 3<sup>rd</sup> season of *Justified*, 3 disc set

**The Board unanimously accepted the donations with gratitude.**

**Trustees' Comments:**

Mr. Harr thanked Medina Branch Manager Christine Gramm for her presentation. He congratulated Dean Schoonover on his retirement. He also thanked the Building Committee for their work on the Lodi license request.

Mr. Koran was thankful for Medina County Prosecutor Mr. Richter being in attendance at the Building Committee meeting. He is also appreciative that the library Pages always have his books on hold for him.

Mr. Krosse thanked Medina Branch Manager Christine Gramm for her presentation. He learned about the different job responsibilities of the library Pages, including some of their lingo.

Ms. White echoed the previous sentiments. She congratulated Dean Schoonover on his retirement. She mentioned her own positive experience as a library Page when she was in college.

Ms. Ostrowski congratulated Dean Schoonover on his retirement. She also loves the library Pages.

Dr. Griffiths also congratulated Dean Schoonover on his retirement. She expressed the importance of continuing education as a way to build a better library. She mentioned that she also had a positive experience being employed as a library Page.

Mr. Carlson expressed his appreciation for the wonderful staff at the Brunswick branch. He thanked Christine Gramm and the Medina staff for their hard work.

**Executive Session:** None

**Adjournment:** There being no further business, Mr. Krosse moved and Dr. Griffiths seconded the motion to adjourn the meeting at 6:49 p.m. Motion carried unanimously.

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**Ryan Carlson, President**

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**Brian Harr, Secretary**

NEXT BOARD MEETING  
Monday, March 21, 2022, at 6:00 p.m.  
at Buckeye Library