

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

November 20, 2023

The Medina County District Library Board of Trustees met in regular session on Monday, November 20, 2023 at Medina Library. With a quorum present, President Maria Griffiths called the meeting to order at 6:02 p.m.

Roll call: The following members were present: Dr. Maria Griffiths, William Koran, Caleb Parker, Brian Harr, Mark Krosse, and Jill McGarr. Ryan Carlson was absent.

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Assistant Director; Sue Schuld, Technology Services Manager; Christine Weaver-Pieh, Collection Resources Manager; Aleen Olee, SEIU President; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary. Resident Vickie Coke also attended.

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

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

Disposition of Meeting Minutes: Mr. Harr motioned, and Mr. Parker seconded the motion to approve the October 16, 2023, regular meeting minutes with correction. Motion carried. Mr. Koran moved and Ms. McGarr seconded the approval of the November 8, 2023, special meeting minutes. Mr. Krosse abstained. Motion carried.

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

Fiscal Officer Allison Gaebelein highlighted that October 2023 receipts totaled \$963,149.30, while expenses totaled \$1,097,238.84. There was an unexpended cash balance of \$20,001,661.50 minus outstanding encumbrances of \$4,983,974.53 leaving an ending unencumbered balance of \$15,017,686.97 in all funds.

General Fund revenues are up 5.9% over prior year-to-date, and General Fund expenses are up 6.5% compared to the same year-to-date period.

October 2023 PLF came in at \$375,337.10. This is \$1,785.73 lower than prior year, but \$28,189.10 higher than budgeted. Year-to-date PLF is up 1.12% over last year and 3.08% over budget.

October 2023 investments earned \$70,638.29. Year-to-date interest totals \$538,769.14 at an average weighted interest rate of 4.113%.

Ms. Gaebelein followed up on the topic of OPERS exemption forms for part-time employees from 1986-1991. A review of permanent records indicates there were approximately 80 part-time staff during that time period who did not contribute to OPERS. MCDL also did not contribute the employer portion during this time. There are seven exemptions on file.

Director's Report: Director Julianne Bedel highlighted that circulation for October 2023 was up 7.86% compared to October 2022. When compared to 2019, overall circulation is down 3.43% and e-media circulation is up 134.14%. Door count was up 16.32% compared to last year but down 13.74% compared to 2019. Computer usage was up 21.46% compared to last year but down 9.72% from 2019. Wi-Fi use continues to be strong, up 18.47% over last year.

The LED lighting conversion on the Medina Library clerestory fixtures is complete. Installation of the updated video surveillance at Medina Library has begun. The Hearing Loop technology, made possible through a grant from the American Library Association, is almost complete. Dr. Griffiths inquired about the different ways we would be advertising the Hearing Loop technology. MCDL will have information out in newsletters, social media, and decals. We will also send out information to local audiologists and churches.

Considering activity out in the community recently, the bomb threat procedures were reviewed with supervisors. After a brief discussion with Dr. Griffiths, the Director's Team will work to potentially incorporate additional best practice information with updated bomb threat call checklists from Homeland Security. Also, with the upcoming legalization of recreational marijuana, we have begun looking at our policies and procedures to determine if any updates will need to be implemented. Ohio Library Council advises that from an employer standpoint, there are still several unknowns as far as updating policies.

In the November 7 general election, Ohioans continued to express their support for public libraries at the polls with 25 out of 26 public library ballot initiatives passing. The levies passed by significant margins with an average voter approval rate of 63%.

Ms. Bedel reported that she graduated from the Leadership Ohio program. During the year, the program explored many topics facing the state, including homelessness, affordable housing, economic development, workforce readiness, continuing effects of the opioid epidemic, prisoner reentry, unemployment, and the Digital Divide. She expressed thanks to the Board of Trustees for supporting her participation in this program and to the Director's Team for stepping in as needed in her absence.

Mr. Harr inquired about the usefulness of comparing statistics to 2019. Director Bedel responded that the stats from 2019 show how library usage has changed since the pandemic. She will continue the comparison until the end of this year. Starting in 2024, she will return to the consecutive year-over-year comparison. Mr. Krosse asked if the library is investigating the potential use of artificial intelligence at the library. Ms. Bedel responded that the library has not utilized AI or Chat GPT yet, but it is on our radar to make an effort to learn more and explore potential applications.

Communications: None

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

Human Resources highlights from October 2023 included two new hires and celebrated three promotions. None left employment. There were seven leaves of absence (eight last month).

Staff Development Day was held on Monday, November 13, 2023. We thank Trustee Krosse for joining us for part of the day.

We congratulated nine staff for work anniversaries this month, including two milestones. Congratulations to Linda Potter (Collection Resources Cataloging Clerk) on five years of service and Ethan Reinke (Facilities Maintenance Technician) on 15 years! Thank you and congratulations to both.

Board Committee Reports:

Finance Committee: No Meeting

Personnel Committee: Mr. Harr reported the committee met on November 8, 2023. Mr. Harr asked that performance evaluations for the Director and Fiscal Officer be turned in by the end of November.

Resolution 23-38: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby adopts the 2024 Professional / Administrative / Page merit wage increases as presented, effective January 1, 2024.

Resolution 23-39: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby approves the 2024 Professional / Administrative / Page Compression Adjustment as presented, effective January 1, 2024.

Resolution 23-40: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby adopts the changes to policy HR-C-05 (Administrative Salary Structure) as presented, effective January 1, 2024.

Resolution 23-41: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby adopts the changes to policy HR-B-05 (Employee Assistance Program) as presented, effective immediately.

Policy and By-Laws Committee: No Meeting

Buildings Committee: No Meeting

Unfinished Business: None

New Business: Dr. Griffiths requested that any Board member interested in officer positions for next year to send her an email.

Virginia Wheeler Martin Family History and Learning Center Presentation: Lauren Kuntzman (via ZOOM) highlighted top 10 accomplishments of 2023. They have had several record-breaking attendance and usage benchmarks including number of appointments in one day (21) and one month (293). There have been 7,738 visitors, 2,503 appointments and 1,045 print requests so far this year. Other highlights include staff retention, donation of Beyond the Storefront, growing community connections, and Ohio History Fund Grant application. The updated large format print request process and Holiday Head start video tutorials help patrons before they arrive at the library. At the request of patrons, the center's new equipment includes a sublimation printer. Approximately 1,500 documents and newspaper clippings have been scanned, restored, and are in the searchable digital archive. Over 1,500 rolls of microfilm have been cataloged and are searchable in the collection. 2024 goals include collaborating with other libraries' family history departments in Northeast Ohio and launching a new digitization initiative, the Media Memory Project.

Service Recognition for Rochelle McAfee: Dr. Griffiths recognized Medina Library Customer Service Clerk Rochelle McAfee for her 15 years of dedicated service. The Board of Trustees expresses deep appreciation for Rochelle McAfee and the role that she played in the library family for 15 years. We wish her health and happiness in the next chapter of her life.

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

1. Adrienne Riegenbach: \$25 to purchase children's books for the collection
2. Medina County Genealogical Society (Pat Morgan, President): Society newsletters, membership lists, Lineage Society applications, etc.
3. Debbie Reichheld: copy of The 4 Factors of Trust
4. Phil Obermiller: Obermiller family history photographs and additional research to be archived in FHLC
5. Cari Dubiel: copy of How to Remember

The donations were accepted with gratitude.

Trustees Comments:

Mr. Koran congratulated Ms. Bedel on graduating from Leadership Ohio. He gave kudos to Ms. Kuntzman on an amazing presentation. He thanked Mr. Harr for his leadership of the Personnel Committee in a busy year.

Mr. Krosse enjoyed attending part of our Staff Day and hearing about the different teams. He also thought the keynote presentation with a focus on dementia was great.

Mr. Harr congratulated Ms. Bedel on graduating from Leadership Ohio. He commented on the addition of adapted toy packs.

Ms. McGarr thanked Ms. Kuntzman on an amazing presentation. She congratulated Ms. Bedel on Leadership Ohio. She commented Ms. McAfee was the “Queen of Calm” and will be greatly missed. She is a wonderful lady, and we wish her the best.

Mr. Parker congratulated Ms. Bedel on representing the library across the state. He also congratulated Ms. McAfee on her retirement.

Dr. Griffiths congratulated all staff celebrating anniversaries and promotions and welcomed our new staff. She thanked Ms. Kuntzman for an outstanding presentation. She commented the additional Wi-Fi hotspots in Lodi are welcomed by the community. She thanked everyone involved for a great Staff Day.

Adjournment: There being no further business, Mr. Parker motioned, and Mr. Koran seconded the motion to adjourn the meeting at 7:04 p.m. Motion Carried.

Dr. Maria Griffiths, President

Caleb Parker, Secretary

NEXT BOARD MEETING
Monday, December 18, 2023
6:00 p.m.
Medina Library