

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

February 17, 2025

The Medina County District Library Board of Trustees met in regular session on Monday, February 17, 2025, at Medina Library. With a quorum present, President William Koran called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Roll call: The following members were present: William Koran, Ann Marie Flannery, Brian Harr, and Sarah Vachon.

Library staff members in attendance included: Julianne Bedel, Executive Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Deputy Director; Chris Weaver-Pieh, Collection Resources Director; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

Approval of the Agenda: Mr. Harr motioned, and Ms. Flannery 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. Vachon motioned, and Mr. Harr seconded the motion to approve the January 20, 2025, regular meeting minutes. Mr. Harr abstained. Motion carried.

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

Fiscal Officer Allison Gaebelein highlighted that January 2025 receipts totaled \$816,362.47, while expenses totaled \$1,108,987.29. There was an unexpended cash balance of \$16,832,784.17 minus outstanding encumbrances of \$4,045,680.45 leaving an ending unencumbered balance of \$12,787,103.72.

General Fund revenues were up 31.9% over prior year-to-date due to the first disbursement of real estate taxes and the increased PLF in January. The General Fund expenses are up 22.4% compared to the same year-to-date period. The increased expenditures are mainly in salaries since there were three pay dates in January 2025.

January 2025 PLF came in at \$386,526.10. This is \$56,816.44 higher than January 2024, and \$69,031.10 higher than budgeted. The PLF total is up 17.23% over last year and 21.74% over budget. The Ohio Department of Taxation's updated PLF estimate that was issued in December 2024 is higher than the original estimate from July 2024.

January 2025 investments earned \$55,237.90 at an average weighted interest rate of 4.125% as compared to \$54,944.24 in January 2024.

The annual financial report will be filed with the Ohio Auditor of State at the end of February 2025.

Mr. Koran asked what the estimated salaries per pay are since there were three pay periods in January. Ms. Gaebelein responded that each pay costs approximately \$180,000.

Executive Director's Report: Executive Director Julianne Bedel highlighted that the spring Library Live is out, and it includes the annual report. The annual report and annual financial statement have been released on the website. Overall, the Library circulated a total of 2.9 million items in 2024, which is a 3% increase over 2023. There was a 3% decrease in physical materials borrowed, which was offset by a 15% increase in digital items. As a result, the collection focus continues to shift accordingly. The Library broke more than a million in eMedia circulation. This means that in 2024, eMedia was 37% of the total items circulated. The door counters logged 566,023 in-person visits, which is a 6% increase over 2023. There were 7% more passport applications processed over the previous year.

A total of 2,899 programs were held, which were attended by 89,020 people. Programs included several huge author events featuring Raina Telgemeier, Abby Jimenez, Jim Gill and others. The Medina County Memory Project debuted featuring digitized Civil War letters and aerial photographs, with support from an Ohio History Fund grant.

MCDL won the American Library Association's PR Xchange Award for our Community Engagement Department's 2023 Summer Reading Game design and campaign. Hats off to our COM team for their excellent work! Congratulations to Chris Horvath, Medina Library Adult Department Supervisor, who graduated from Library Leadership Ohio. Finally, MCDL achieved Dementia Inclusive Public Library designation from the Ohio Council for Cognitive Health. Thanks to all staff, particularly Suzie Muniak, Ann Plazek, and Laura Kettering, for their work in this important area of patron service. Last week, Ms. Muniak received notification that Medina County was officially accepted into the Dementia Friendly America Network. Being part of the network means that we will take up ongoing work, supported by a new action committee of community representatives, which will focus on fostering community support for people living with dementia and their essential care partners.

An initial deposit collection was delivered to the Next Step Up emergency housing shelter. The Library looks forward to partnering with Medina Metropolitan Housing Authority in the future. Ms. Bedel was invited to attend the Friends of the Library board meeting last week to give them a 2024 year in review presentation and also to thank them for the Friends' generous annual donation of \$35,500. We are thankful for their ongoing support. The donation is impactful, particularly when it comes to author visits and the Summer Reading Game.

Ms. Flannery asked about registered borrowers being down almost 9,000 patrons. Ms. Bedel responded that patron records had been purged if they had not used their accounts in more than three years and do not owe fines.

Communication: None

Personnel Report: Ms. Flannery motioned, and Ms. Vachon seconded the motion to approve the January Personnel Report. Motion carried.

Human Resources highlights from January 2025 include welcoming three new staff members while six left employment. There was one lateral transfer. There were six leaves of absence compared to

two last month. Performance goals for 2025 were set for administrative staff and associates. Dianne Boyd, HR Coordinator, celebrated 20 years with MCDL! Congratulations and thank you, Dianne.

Board Committee Reports:

Buildings Committee: No Meeting

Policy and By-laws Committee: No Meeting

Finance Committee: No Meeting

Personnel Committee: Ms. Vachon reported the committee met on February 4, 2025. She noted that Organizational Architecture presented the compensation study and the workforce strategy analysis. There were no recommended actions from the committee at this time, and they will meet again March 10, 2025, at 5:00 p.m. at Medina Library.

Unfinished Business: None

New Business:

Collection Resources Presentation: Collection Resources Director Chris Weaver-Pieh gave a presentation highlighting the importance of prioritizing MCDL patrons and being responsive to having popular titles available. She talked about highlighting the collection and enhancing discoverability. She spoke about connecting readers to each other through book discussions on Facebook and the popular book club bags. Upcoming projects include social-emotional learning kits and a budding authors collection. Mr. Koran asked about weeding materials. Ms. Weaver-Pieh responded there is criteria (described in the Collection Policy CR-01) for keeping the collection fresh and in good order.

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

1. Lou Ockunzzi: 4 books for children's collection written by Lou and his grandchildren *Halloween Howl*, *Barnie the Bat Visits the Library*, *Balbir the Tiger Eats the Moon*, and *Where Were You Born, A Magical Tale*
2. Gerald & Pauline Benson Foundation: \$400
3. Anonymous: \$75
4. Mary Platner: Cricut hot press for FHLC Makerspace
5. Lorain County Hook Crafters: \$100
6. Friends of Medina County District Library: \$35,500 for programs and other support

The donations were accepted with gratitude.

Executive Session: Mr. Harr motioned, and Ms. Flannery seconded the motion to move into executive session to discuss imminent court action at 6:35 p.m.

Roll Call Vote: Mr. Koran – Aye; Ms. Flannery – Aye; Ms. Vachon – Aye; Mr. Harr – Aye. Motion carried.

Ms. Bedel and Ms. Gaebelein were asked to attend the session. Regular session resumed at 6:57 p.m.

Trustees Comments:

Ms. Flannery thanked Ms. Weaver-Pieh for her presentation and looks forward to their upcoming projects. She sent her condolences to the Cerio family. She congratulated Ms. Boyd on her milestone work anniversary.

Mr. Harr thanked Ms. Weaver-Pieh for her presentation and noted that Collections Resources is an amazing department. He sent his condolences to the Cerio family.

Ms. Vachon sent her condolences to the Cerio family. She thanked Ms. Weaver-Pieh for her presentation and congratulated Ms. Boyd on her work anniversary. She recognized Ms. Muniak and others for their work on the Dementia Inclusive Public Library designation.

Mr. Koran thanked Ms. Weaver-Pieh for her presentation. He sent his condolences to the Cerio family. He noted the community engagement activities this month and thanked staff at all locations for building and maintaining such positive relationships in the community.

Adjournment: There being no further business, Mr. Harr motioned, and Ms. Vachon seconded the motion to adjourn the meeting at 7:01 p.m. Motion carried.

William Koran, President

Sarah Vachon, Secretary

NEXT BOARD MEETING
Monday, March 17, 2025
6:00 p.m.
Buckeye Library