

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

**December 12, 2022**

The Medina County District Library Board of Trustees met in regular session on Monday, December 12, 2022 at Medina Library. With a quorum present, President Ryan Carlson called the meeting to order at 6:05 p.m.

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

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

**Approval of the Agenda:** Mr. Harr motioned, and Mr. Parker 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. He welcomed incoming Board of Trustee member Jill McGarr to the meeting. There were no comments from the public.

**Disposition of Meeting Minutes:** Dr. Griffiths motioned, and Mr. Koran seconded the motion to approve the November 21, 2022, regular meeting minutes. Mr. Harr abstained. The minutes were approved with correction.

**Approval of Financial Report:** Mr. Parker motioned, and Dr. Griffiths seconded the motion to approve the November 2022 financial report. The financial report was approved unanimously.

Fiscal Officer Kelly Conner highlighted that November 2022 receipts totaled \$915,899 while expenses totaled \$3,862,606. There was an unexpended cash balance of \$15,516,302 less outstanding encumbrances of \$1,686,901. This leaves an ending unencumbered balance of \$13,829,401 in all funds. General Fund expenses are at 77% of the budget versus a target of 92%. If encumbered amounts are included, General Fund expenses are at about 90% of the budget.

November 2022 investments earned \$42,366 with a principal balance of \$15,775,042 in bank accounts and investments at an average weighted interest rate of 2.717%. Year-to-date interest totals \$188,978 as compared to prior year-to-date \$77,590.

November 2022 PLF came in at \$370,670. This is \$18,279 higher than prior year. Year-to-date PLF is up 8% over last year and 19% over budget.

The Huntington Bank virtual credit card program initiated in 2020 continues to be successful. It has resulted in a rebate for 2022 of \$7,631 which is an 18% increase over 2021.

**Director's Report:** Director Julianne Bedel highlighted that circulation for November 2022 was up 3.98% compared to November 2021. E-media circulation was up 11.49%. Door count was up 11.10% for the same period. Computer usage was up 18.01%. The number of patrons attending programs was down 6.77%. Curbside was down 89.29% and pick-up locker use was down 60.21%. 693 COVID test kits were distributed for the month, with a YTD total of 11,596.

The Library hosted three author visits this month: Will Hillenbrand, Mary Kay Andrews, and Shelley Shepherd Gray. An in-house Customer Services Workshop was held at the Medina Library for all staff in the district. Thanks to everyone who made a presentation. In November, we focused on finishing performance evaluations, winterizing the properties, and finalizing all essential purchases in preparation for the end of the year.

Ms. McGarr attended orientation with members of Director's Team on December 12 and we are looking forward to her service on the Board. Ms. Bedel extended her thanks to Ms. White for her guidance and service during her time on the Board.

**Communications:** None

**Personnel Report:** Mr. Parker motioned, and Dr. Griffiths seconded the motion to approve the Personnel Report. The report was approved unanimously.

Human Resources highlights from November 2022 included one new hire, one employee status change, and three individuals leaving employment. There were eighteen leaves of absence, with ten being due to COVID. The spring 2023 Sunday schedule has been drafted. The administrative review of employee evaluations is in progress. Finally, fourteen staff members celebrated work anniversaries, including three milestones. Congratulations to Tonya Smith, who retired from Collection Resources with 30 years of service. Celebrating five years of service are Heather Ackerman, Medina Page, and Rachel Hunter, Lodi Library Associate. Thank you for being a part of the MCDL team!

**Board Committee Reports:**

**Finance Committee:** Mr. Harr reported the committee met on November 28, 2022 to review the 2023 Budget. The committee recommended approval of the budget as proposed.

**Resolution 22-22: 2023 Budget:** Upon recommendation of the Finance Committee, the Medina County District Library Board of Trustees hereby adopts the 2023 budget as presented.

**Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Mr. Harr – Aye; Mr. Koran – Aye; Mr. Parker – Aye; Ms. White – Aye. Motion Carried.

**Personnel Committee:** The committee met on December 5, 2022 to discuss evaluations of the Director and Fiscal Officer.

**Executive Session:** Mr. Harr motioned, and Mr. Parker seconded the motion to move into executive session at 6:22 p.m. to consider the appointment of a public employee. Ms. Bedel was asked to attend.

**Roll call vote:** Mr. Carlson – Aye; Dr. Griffiths – Aye; Mr. Harr – Aye; Mr. Koran – Aye; Mr. Parker – Aye; Ms. White – Aye. Motion Carried.

At 6:40 Ms. Bedel was excused and Ms. Conner was asked to attend the session. Regular session resumed at 6:54 with no action taken.

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

**Buildings Committee:** No Meeting

**Unfinished Business:** None

**New Business:**

**2023 Board Schedule:** Dr. Griffiths motioned, and Mr. Parker seconded the motion to approve the policy Board Meeting Schedule BRD-01 for 2023. Motion Carried unanimously.

**2023 Board Officers:** Mr. Harr motioned, and Ms. White seconded the motion to approve the slate of officers for 2023.

President– Dr. Maria Griffiths, Vice President– Will Koran, Secretary– Caleb Parker  
Motion carried unanimously.

**Resolution 22-23: Appointment of Fiscal Officer:** Mr. Harr motioned, and Dr. Griffiths seconded the motion that the Medina County District Library Board of Trustees hereby appoints Kelly A. Conner Fiscal Officer effective January 1, 2023, through December 31, 2023, with a 7.25% increase of her current rate with a surety bond in the amount of \$250,000. Motion carried unanimously.

**Resolution 22-24: Appointment of Deputy Fiscal Officer:** Dr. Griffiths motioned, and Mr. Parker seconded the motion that The Medina County District Library Board of Trustees hereby appoints Allison Gaebelein Deputy Fiscal Officer effective January 1, 2023, through December 31, 2023, with a 7% increase of her current rate with a surety bond in the amount of \$250,000. Motion carried unanimously.

**Resolution 22-25: Interfund Transfer:** Mr. Harr motioned, and Mr. Koran seconded the motion that the Medina County District Library Board of Trustees hereby approves the \$125,000 interfund transfer from the 2022 Budget from the 101 General Fund to the 401 Building / Repair Fund. Motion carried unanimously.

**Resolution 22-26: Tax Advance Request:** Mr. Koran motioned, and Mr. Harr seconded the motion that the Medina County District Library Board of Trustees hereby authorizes the Fiscal Officer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for 2023. Motion carried unanimously.

**Resolution 22-27: Spring Programs Involving Alcohol:** Dr. Griffiths motioned, and Mr. Parker seconded the motion that the Medina County District Library Board of Trustees hereby approves the spring after hours events with alcohol at the Brunswick, Medina, and Highland Libraries as presented. Motion carried unanimously.

**New Trustee Oath of Office:** Notary Kelly A. Conner administered the following oath of office to MCDL's incoming new trustee, Jill McGarr:  
*I, Jill McGarr, do solemnly affirm that I will support the Constitution of the State of Ohio; and that I will faithfully and impartially discharge my duties as a member of the Board of Trustees of Medina County District Library in Medina County Ohio, to the best of my abilities, and in accordance with the laws now in effect, and hereinafter to be enacted, during my term in office.*  
Ms. McGarr replied "I will" and she was welcomed by all.

**Service Recognition for Kyle White:** Mr. Carlson recognized Ms. White for her dedication and contributions to the MCDL Board of Trustees. She was given a word cloud describing her character and a gift from MCDL.

**Donations:** Mr. Harr motioned, and Dr. Griffiths seconded the motion to approve the following donations:

1. Healing Hearts: \$150
2. Cheri Beck: \$200
3. Kelly Halleen: \$100 Amazon gift card for Brunswick Children's toys
4. Lori Zoss Kraska: 6 copies of *The Boardroom Playbook*
5. Phil Obermiller: copy of *The Ohio Obermiller's* to the VWM Center
6. Brianne Middendorf: 4 braille board books
7. Medina Hospital nurses: 8 copies of *Luminaries of the Past, Stories of Fifty Extraordinary Nurses*

The donations were approved unanimously with gratitude.

### **Trustees Comments:**

Mr. Parker congratulated all employees celebrating work anniversaries. He welcomed Ms. McGarr to the Board of Trustees. He also thanked Ms. White for her service to the Library.

Dr. Griffiths thanked Ms. White for her service to the Library. She was thankful for the insight that Ms. White always provided on building consensus and bringing ideas together. She congratulated employees celebrating work anniversaries. She welcomed Ms. McGarr.

Mr. Harr was thankful for all the prayers that have been sent to his family. He will miss having Ms. White on the Board, and welcomed Ms. McGarr. He congratulated Tonya Smith on her retirement. He was pleased with the accomplishments of 2022 and is looking forward to the upcoming year.

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Mr. Koran welcomed Jill McGarr to the Board of Trustees. He thanked the entire library staff for the work they accomplished over the last year. He appreciated Director Bedel's leadership. He thanked Ms. White for her commitment to the Library.

Mr. Carlson thanked the staff for their work on the strategic plan and bringing the Library's operations back to normal this past year. He expressed how wonderful it has been to work with Ms. White. He welcomed Ms. McGarr to the Board.

Ms. White said that it has been a great honor to be on the Library's Board of Trustees. She was thankful for the relationships that she has built. She welcomed Ms. McGarr to the Board and is excited for the Library's future.

**Adjournment:** There being no further business, Mr. Harr motioned, and Ms. White seconded the motion to adjourn the meeting at 7:15 p.m. Motion Carried.

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**Dr. Maria Griffiths, President**

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**Caleb Parker, Secretary**

NEXT BOARD MEETING

Monday, January 16, 2023

6:00 p.m.

Medina Library