

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

November 18, 2024

The Medina County District Library Board of Trustees met in regular session on Monday, November 18, 2024, at Medina Library. With a quorum present, President Brian Harr called the meeting to order at 6:00 p.m.

Roll call: The following members were present: Brian Harr, Caleb Parker, William Koran, Ryan Carlson, Ann Marie Flannery, and Mark Krosse.

Library staff members in attendance: Julianne Bedel, Executive Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Deputy Director; Tina Sabol, Community Engagement Director; Emily Henry, Human Resources Director; Chris Weaver-Pieh, Collection Resources Director; Katie Graefnitz, Seville Branch Manager; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

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

Recognition of Guest and Comments from the Public: Mr. Harr welcomed all in attendance and recognized resident Macie Brown. She addressed the Board and commented on content she feels is inappropriate and cataloging of two non-fiction books in the juvenile collection. Mr. Harr thanked her for taking the time to address the Board. The Trustees appreciate her concern on the subject. There being no questions from the Trustees at the time, Mr. Harr noted that the Board does not take immediate action on any subject brought before the group without having time for review or to study the matter. If the Board would like to address the subject beyond existing policy, he will notify the Director to place the topic on an upcoming agenda.

Disposition of Meeting Minutes: Mr. Parker motioned, and Mr. Krosse seconded the motion to approve the October 21, 2024, regular meeting minutes. Motion carried.

Approval of Financial Report: Mr. Koran motioned, and Ms. Flannery seconded the motion to approve the October 2024 financial report. Motion carried.

Fiscal Officer Allison Gaebelein highlighted that October 2024 receipts totaled \$849,564.34, while expenses totaled \$1,077,691.02. There was an unexpended cash balance of \$18,107,318.72 minus outstanding encumbrances of \$2,576,405.53 leaving an ending unencumbered balance of \$15,530,913.19.

General Fund revenues are down 1.2% over prior year-to-date, and General Fund expenses are up 3.4% compared to the same year-to-date period.

October 2024 investments earned \$66,482.54. The 2024 year-to-date total investment earnings are \$638,101.40 at an average weighted interest rate of 4.553%.

October 2024 PLF came in at \$337,358.62. This is \$37,978.48 lower than October 2023, but \$71,447.62 higher than budgeted. The year-to-date total for PLF is still down 6.79% over last year; however, the PLF is finally 0.35% over the current budget.

Ms. Gaebelein followed up on the Board's question of utilizing more Medina County financial institutions for investments. Local banks offered CD rates between 2.5% - 3.5%, but the current investment broker was able to offer CD rates of 4% or higher. Mr. Harr and Mr. Koran commented that continuing to utilize the higher return rate was the best course of action.

Mr. Parker asked about PLF estimates for 2025. Ms. Gaebelein responded that 2025 estimates from the Ohio Department of Taxation look similar to 2024. There is approximately a 2% decrease in PLF revenue estimated for 2025.

Executive Director's Report: Director Julianne Bedel highlighted that circulation for October 2024 was up 0.5% over 2023, including e-media circulation which is up 5.5%. The door count was up 5% compared to last year. Overall computer usage was up almost 0.5%, and Wi-Fi use was down 5% over last year. The number of programs offered was down 9%, but the number of patrons attending those programs was up 11%. The number of new cards issued was up almost 22%, and the number of passports issued was up 18%.

Seville Library held a new community event called *An Enchanted Affair*, which is a "spooky season" program for adults featuring storytelling by local authors. Approximately 110 patrons attended, which is great for a first-year event.

The Library was pleased to continue participation in the county's Fall Foliage Tour. This year's event was hosted at Buckeye Library. About 650 community members came through the doors over the course of the weekend to take part in a seasonal scavenger hunt, create greeting cards, and step onto the bookmobile. The Friends of the Library also organized a book sale. Many thanks to the staff and volunteers who made the event so enjoyable.

At Buckeye Library, eight windows directly above the customer service desk were replaced. This should resolve the slow-leak issues. One of the new boilers was fired up at Medina Library, signaling that we are moving into the final stages of the boiler replacement project.

Mr. Carlson asked about the Bookmobile battery life. Ms. Bedel responded that the batteries have been replaced, but there is a potential issue with an electrical switch in the coach. There is ongoing training with staff on how long to run the battery and when to use the generator.

Mr. Koran asked if there would be any effect on MCDL since Ms. Bedel's term on the CLEVNET Director's Panel will be expiring at the end of the year. Ms. Bedel responded she will still be attending the quarterly CLEVNET director meetings, and that other MCDL staff are members of other CLEVNET work groups.

Ms. Flannery inquired about the Mamava Nursing Pod only being used twice. Ms. Bedel responded it is having a slower start than hoped. Fall story time began in mid-October, so it's hopeful that some word-of-mouth from families will help. The Library will continue to promote its usage.

Communications: None

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

Human Resources highlights from October 2024 include welcoming six new hires and three staff leaving employment. There was one lateral transfer. There were four leaves of absence compared to one last month.

On October 30, a meeting was held with Organizational Architecture. They compiled their initial data for the salary survey and strategic workforce analysis. The Library's administration team is working with them to interpret the information they have gathered.

On November 11, the Library held the annual Staff Development Day at Williams on the Lake. It was a full day of continuing education and team building. The keynote speaker was Angela Hursh, a NoveList presenter and host of the *Super Library Marketing* podcast. She spoke about the role and responsibility of all MCDL staff to communicate the library's mission, build community support, and advocate for intellectual freedom. There were nine breakout sessions, including emotional intelligence in the workplace and working with inclusiveness for all abilities. Thank you to the Administrative Team, led by Emily Henry and Pat Bernauer, for putting together a day which was both meaningful and productive. Thank you to the Friends of MCDL for their financial support providing lunch and thanks to Board President Brian Harr for joining us for closing remarks.

This month Mac Fife, Brunswick Customer Service Supervisor, and Katie Gillum, Brunswick Customer Service Clerk, both celebrated five years with MCDL. Pam Serafine, Lodi Library Associate Flex, celebrated ten years with MCDL. Thank you and congratulations to all!

Board Committee Reports:

Policy and By-laws Committee: No Meeting

Finance Committee: No Meeting. Next meeting is Monday, December 9, at 5:00 p.m. in Medina.

Personnel Committee: Mr. Krosse reported the committee met on Tuesday, November 12 and Monday, November 18.

Resolution 24 – 18: Upon recommendation of the Personnel Committee, the Board of Trustees hereby authorizes the Fiscal Officer to accept the negotiated renewal of Medical Mutual of Ohio plan SMP PPO 2020-500 as quoted (5% increase, rate guaranteed through December 31, 2025) for the plan year 2025; renewal of the current Humana Dental plan (3% increase, rate guaranteed through December 31, 2025); and renewal of the current Humana Life/Accidental Death/Dismemberment plan (0% increase, rate guaranteed through December 31, 2025) Motion carried.

Resolution 24 – 19: Upon recommendation of the Personnel Committee, the Board of Trustees hereby adopts the 2025 Administrative Staff merit wage increase as presented effective January 12, 2025. Motion carried.

Resolution 24 -20: Upon recommendation of the Personnel Committee, the Board of Trustees hereby approves the 2025 Administrative Staff Compression Adjustment as presented effective January 12, 2025. Motion carried.

Resolution 24 -21: Upon recommendation of the Personnel Committee, the Board of Trustees hereby adopts the change to policy HR-C-05 (Administrative Staff Salary Structure) as presented effective December 29, 2024. Motion carried.

Buildings Committee: No Meeting

Unfinished Business: None

New Business:

Seville Presentation: Seville Branch Manager Katie Graefnitz gave a presentation about the new signature event *An Enchanted Affair*. This is an adult focused event featuring local authors, crafts, face painting, mystical mocktails, and a selfie station. Turnout for the event exceeded expectations with approximately 110 patrons attending.

Donations: Resolution 24 -22: Mr. Carlson motioned, and Mr. Koran seconded the motion to accept the following donations with gratitude and to receipt \$20,000 from the Cleveland Clinic Medina Hospital Foundation into the General Fund. Motion carried.

1. \$1,000 Community Grant from the Medina Sunrise Rotary Club for Caregiver Kits
2. 2 copies of *Bushels and Bushels of Love* by Nicole Rambo donated by Nicole Steigerwald
3. \$100 donation from Alex Wancha in memory of David Tome
4. *Mayflower Society Silver Books 3 Volume Index* donated by the Society of Mayflower Descendants
5. \$400 donation from Eliza Northrop Elementary PTO in support of the Storybook Trail
6. 1925, 1928, 1930 *Medinian* yearbooks for Family History and Learning Center
7. \$20,000 from Cleveland Clinic Medina Hospital Foundation for the Mamava Nursing Pod

Executive Session: Mr. Koran motioned, and Mr. Parker seconded the motion to move into executive session to consider a collective bargaining matter at 6:36 p.m.

Roll Call: Mr. Harr – Aye; Mr. Koran – Aye; Mr. Parker – Aye; Mr. Carlson – Aye; Ms. Flannery – Aye; Mr. Krosse – Aye. Motion carried.

Ms. Bedel, Ms. Gaebelein, and Ms. Henry were asked to attend the session. Regular session resumed at 7:01 p.m.

Trustees Comments:

Mr. Carlson thanked Ms. Graefnitz for her presentation. He congratulated those celebrating work anniversaries. He thanked the Personnel Committee and the administrative staff that worked on the healthcare renewal information.

Ms. Flannery thanked Ms. Graefnitz for her presentation and commented she was impressed with the

leap of faith it takes to spearhead a new event. She congratulated Ms. Muniak on the Dementia Friendly community work.

Mr. Koran thanked the administrative staff for their hard work on the healthcare renewal information. He thanked Ms. Graefnitz for her presentation and commented on the fabulous and successful new event.

Mr. Krosse thanked Ms. Graefnitz for her presentation. He was interested in the *Enchanted Affair* event since Seville is his home library. He thanked Ms. Henry and Ms. Gaebelein for the hours worked on the healthcare renewal negotiation. He reminded each trustee to complete their assessment surveys of the Executive Director and Fiscal Officer performance.

Mr. Parker congratulated those celebrating milestone work anniversaries. He thanked Ms. Graefnitz for her presentation and commented it was good to mix things up. He thanked everyone involved with the healthcare renewal information.

Mr. Harr thanked Ms. Graefnitz for her presentation and wished the Seville Library good luck in their future events. He reminded the other trustees to share their thoughts on the 2025 slate of officers.

Adjournment: There being no further business, Mr. Parker motioned, and Ms. Flannery seconded the motion to adjourn the meeting at 7:06 p.m. Motion Carried.

Brian Harr, President

William Koran, Secretary

NEXT BOARD MEETING
Monday, December 16, 2024
6:00 p.m.
Medina Library