

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

April 17, 2023

The Medina County District Library Board of Trustees met in regular session on Monday, April 17, 2023, at Medina Library. With a quorum present, President Griffiths called the meeting to order at 6:00 p.m.

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

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelin, Interim Fiscal Officer; Suzie Muniak, Assistant Director; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Christine Gramm, Medina Library Manager; Aleen Olee, SEIU President and Tammy Nandras, Administrative Assistant acting as recording secretary.

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

Recognition of Guests and Comments from the Public: Dr. Griffiths welcomed all in attendance.

Disposition of Minutes:

Mr. Parker moved, and Mr. Carlson seconded the motion to approve the March 20, 2023, regular meeting minutes. Motion carried.

Mr. Harr moved, and Mr. Krosse seconded the motion to approve the April 03, 2023, special meeting minutes. Motion carried.

Approval of Financial Report: Mr. Carlson moved, and Mr. Harr seconded the motion to approve the March 2023 financial report. Interim Fiscal Officer Allison Gaebelin reported March 2023 receipts totaled \$1,016,608 and expenses totaled \$1,164,949. There was an unexpended cash balance of \$18,259,914 less outstanding encumbrances of \$2,803,575. This leaves an ending unencumbered balance in all funds of \$15,456,338. General Fund revenues are up 6% over prior year-to-date, and General Fund expenses are up 9.8% compared to the same year-to-date period.

March 2023 PLF came in at \$333,888 which is \$21,851 higher than prior year, and 4.7% higher than budgeted. The final disbursement of first half real estate taxes were deposited bringing in a total of \$3,369,697 to the General Fund.

March 2023 investments earned \$45,795 (as compared to \$6,812 in March 2022). The Library has a principal balance of \$18,521,645 in bank accounts and investments at an average weighted balance of 2.944%.

Ms. Gaebelein noted that the annual financial report had been filed with the Auditor of State at the end of March. Motion carried.

Director's Report: Julianne Bedel reported that circulation for March '23 was up 10% over March 2022. E-media circulation is up 10.77%. When compared to 2019, overall circulation is down 5.79% and e-media is up 108.61%. Door count was up 22.15% compared to last year, and down 20.3% from 2019. Computer use is up 35.28% compared to last year and is down 35.98% compared to March 2019.

FHLC usage continues to trend upward with multiple "highest ever" counts occurring in March. The average daily door count for the first quarter of 2023 was 170% higher than 2022. We are ready to launch school visits to promote this year's Summer Reading Game. Outreach will soon host their first round of Memory Care Café programs, an Activities Director Open House, and the summer parade and special event schedule is already being filled. Dispensers have been installed in each branch and period products are now freely available. The new SenSource people counting system has been installed, updating the old system which was at end-of-life.

Communications: None

Personnel Report: Mr. Parker moved, and Mr. Carlson seconded the motion to approve the Personnel Report. HR highlights for March include that three staff members left employment, two changed status, and we welcomed five new colleagues. There were six leaves of absence (compared to 10 last month). Finally, three staff members – all at Brunswick - reached benchmark anniversaries in March. Cindy Tripoulas (Library Associate) celebrated 15 years at MCDL, while Library Associate Mary Baker and Page Jen Cockrel both achieved an amazing 30 years with us. We thank them so much for spending their careers with us. Motion carried.

Board Committee Reports:

A. Finance Committee: No Meeting

B. Personnel Committee: Mr. Harr reported the Committee had met on April 3rd with the Educational Service Center of Medina County in an organizational meeting regarding the Fiscal Officer search. We are now actively recruiting to fill the vacancy.

C. Policy and By-Laws Committee: No Meeting

D. Buildings Committee: No Meeting

Unfinished Business: None

New Business:

Medina Library Presentation: Christine Gramm presented “A Week in the Life of Medina Library” spotlighting the many services provided in addition to circulation of materials. Some of the items mentioned were passport services, art shows, displays and therapy dog sessions. She was particularly happy to unveil the new Book Bike and touched on some of the functions it will perform. The foreign language collection was also mentioned as a useful and needed learning tool that is being expanded to Medina Library, in partnership with Cleveland Public Library.

Summer Wine and Canvas Events:

Resolution 23-13: Upon a motion by Mr. Krosse and seconded by Ms. McGarr , the Medina County District Library Board of Trustees hereby approves after hours events with alcohol at Brunswick Library (July 28) and Medina Library (August 19). Motion carried.

Appropriation Transfer to 202 Virginia W. Martin Fund:

Resolution 23-14: Upon a motion by Mr. Carlson and seconded by Ms. McGarr, the Medina County District Library Board of Trustees hereby approves the following appropriations from the 101 General Fund to the 202 Virginia W. Martin Fund.

From: 101.5.1610 Health Insurance \$30,000
To: 202.5.1610 Health Insurance \$30,000 Motion carried.

Donations: Mr. Carlson moved, and Mr. Parker seconded the motion to accept the following donations with gratitude:

1. Ed Fielding: \$40
2. Robert T. Hyde: 5 Framed Photos of Medina Square: for Local History Center
3. Julianne Bedel: \$100 in Memory of Kelly Conner
4. Master Geiss: A copy of Leo’s Adventures at Champion Academy
5. Jane Lively: A copy of It’s OK
6. Brianne Middendorf: A copy of Tastefully Blended and 8 Braille books in Memory of Aiden Middendorf Motion carried.

Trustees Comments:

Ryan Carlson apologized that a technical problem had prevented him from getting notified of the special meeting on April 3. He thanked Ms. Gramm for her presentation.

Caleb Parker thanked Ms. Gramm for her presentation and congratulated the staff who were celebrating milestone anniversaries.

Brian Harr was happy to report that Huntington Bank's ice cream truck will be at Lodi and Seville Libraries' Summerfest on June 8. He also asked for some slack from the Library's Match Wits team that will be competing against his group at the Project LEARN trivia fundraiser.

Jill McGarr thanked Ms. Gramm for her presentation and commended the staff anniversaries, particularly those with 30 years calling them amazing.

Mark Krosse was pleased with the increase in the amount of foreign language materials at the libraries.

Dr. Griffiths thanked Ms. Gramm and also expressed appreciation for the increase in foreign language materials. She sent good wishes to those travelling to Columbus for OLC Legislative Day.

Adjournment: There being no further business, Mr. Krosse moved, and Mr. Carlson seconded the motion to adjourn the meeting at 6:38 p.m. Motion carried.

Maria Griffiths, President

Caleb Parker, Secretary

NEXT BOARD MEETING

Monday, May 15, 2023

6:00 p.m.

Brunswick Library