

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

September 20, 2021

The Medina County District Library Board of Trustees met in regular session on Monday September 20, 2021, at Medina Library. With a quorum present, President Ryan Carlson called the meeting to order at 6:00 p.m.

Roll call: The following members were present: Ryan Carlson, Dr. Maria Griffiths, Brian Harr, Sharon Jenks, Gail Ostrowski, Kyle White

Library staff members in attendance: Suzie Muniak, Assistant Director, acting as recording secretary; Kelly Conner, Fiscal Officer; Allison Gaebelein, Deputy Fiscal Officer; Sue Demis, Technology Manager; Tina Sabol, Community Engagement Manager; Leadership U class members Dan Holahan, Samantha Ania, Chris Horvath

Approval of the Agenda: Mr. Harr moved, and Dr. Griffiths seconded the motion to approve the agenda. Motion carried unanimously.

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

Disposition of Meeting Minutes: Ms. Jenks moved, and Ms. White seconded the motion to approve the Aug 16 regular meeting minutes. Motion carried unanimously.

Ms. Schultz joined the meeting at 6:05pm

Approval of Financial Report: Dr. Griffiths moved, and Ms. Ostrowski seconded to approve the August 2021 financial report. Fiscal Officer Kelly Conner reported August 2021 receipts totaled \$357,381. Expenses totaled \$740,102. There was an unexpended cash balance of \$17,666,416, less outstanding encumbrances of \$2,554,403 which left an ending unencumbered balance in all funds of \$15,112,012.

General Fund expenses were at about 51% of the budget versus a target of 67%, but if you include the encumbered amount the expense percentage is 73% the budget.

August 2021 investments earned \$11,661 with a principal balance of \$17,850,123 in bank accounts and investments at an average weighted interest rate of .318%. Year-to-date interest totals \$64,818 as compared to prior year interest to date of \$122,343. The library had two CDs mature this month earning interest rates of 1.6% and 2.1%. The library now has four remaining CDs (\$986,000) with interest rates between 2.75% and 3%. These will mature in the first quarter of 2022.

August PLF came in at \$318,644 which is \$70,145 less than prior year – 18% decrease. This is currently \$423,242 YTD higher than 2020 (17%) and \$379,245 YTD higher than 2019 (15.2%).

And after just receiving the September PLF report – the library received \$17,000 more than last September.

Kelly Conner presented a request to the board from Facilities Manager Jason Brzezinski regarding available funds that he would like to use for preventative and ongoing maintenance of all HVAC systems. As a result of the detailed HVAC audit that has been completed of all buildings, Mr. Brzezinski would like to now ask that \$100,000 to \$115,000 that was intended for use in carpeting in 2021 that is not being used, instead be used for the maintenance of the HVAC systems.

Dr. Griffiths requested some type of comprehensive written plan or presentation be given to the board to make this determination on the spending of these funds for the newly audited HVAC systems. The board then discussed and decided that this should be an issue that is brought to the Buildings Committee first before full board discussion. Ms. Jenks stated she would schedule a meeting with Buildings Committee soon to discuss the request.

Roll call vote: Mr. Carlson - aye; Dr. Griffiths – aye; Mr. Harr – aye; Ms. Jenks – aye; Ms. Ostrowski- aye; Ms. Schultz – aye; and Ms. White – aye. Motion carried.

Director’s Report: Director Julianne Bedel, who was unable to attend, had previously submitted her written report in the board packet. Assistant Director Suzie Muniak stated that she had no additional comments regarding the Director’s Report. The board had no comments or questions.

Communications: There were no formal communications to the trustees.

Approval of Personnel Report: Dr. Griffiths moved, Mr. Harr seconded to approve the Personnel Report. The motion carried unanimously. Assistant Director Suzie Muniak updated the board on some staff milestones. There were no milestone anniversaries for the month of August, but there were July milestones that were not recognized at the July meeting: Cynthia Leatherman (Seville Library Clerk) celebrated 25 years with MCDL! Jenna Garrity (Library Associate at Brunswick) and Cheryl Phillips (Library Associate at Lodi) have both been with the library for 20 years. Congratulations and gratitude were expressed to these staff members.

Board Committee Reports: There were no committee meetings or reports in August.

Unfinished Business: None.

New Business:

Jenna Elswick introduced three of the four members of the 2021 graduating class of Leadership U. Dan Holahan, Chris Horvath and Samantha Ania outlined their group project of creating a re-useable Escape Room for staff to use for future programming. The team outlined their goals and process as they persevered on the project through COVID and during virtual-only meetings, discussing challenges they overcame. They then shared with the board their short staff video explaining how to set up the Escape Room and use it for patrons. The board and meeting attendees asked questions and showed great appreciation and interest in the project. Jenna Elswick congratulated the team and thanked them for continuing to keep working on the project to see it through during COVID and many staffing challenges.

Trustee and Notary Public Mary Schultz administered the oath of office to Kelly Conner. Ms. Schultz thanked Ms. Conner for her hard work and for stepping up during the transition.

Do you solemnly affirm that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer of the Medina County District Library, in Medina County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your continuance in said office, and until your successor is selected and qualified? (The answer was: "I do.")

Kelly Conner, Fiscal Officer

Dr. Griffiths moved and Ms. Jenks seconded to appoint Allison Gaebelen Deputy Fiscal Officer.

Resolution 21-19: The Medina County District Library Board of Trustees hereby appoints Allison Gaebelen as Deputy Fiscal Officer effective September 20, 2021 through December 31, 2021, at an hourly rate of \$22.00, at a surety bond set in the amount of \$250,000.00. Motion carried. Ms. Schultz administered the oath of office.

Do you solemnly affirm that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as Deputy Fiscal Officer of the Medina County District Library, in Medina County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your continuance in said office, and until your successor is selected and qualified? (The answer was: "I do.")

Allison Gaebelen, Deputy Fiscal Officer

Ms. Ostrowski moved and Mr. Harr seconded to consider a request for appropriation transfers in the 202 VWM Fund.

Resolution 21-20: The Medina County District Library Board of Trustees hereby approves the following transfers in appropriations in the 202 Virginia Wheeler Martin Fund:

From: 202.5.2100 Supplies	\$ 500.00
To: 202.5.7200 Taxes and Assessments	\$ 500.00

The motion carried unanimously.

It was moved by Dr. Griffiths and seconded by Ms. Ostrowski to consider the approval of the library to host the upcoming library events with alcohol in Winter and Spring of 2022. Ms. Jenks inquired if the assigned staff would be sufficient to cover the room for the special events involving alcohol and Ms. Muniak assured her the staff level is appropriate.

Resolution 21-21: The Medina County District Library Board of Trustees hereby approves the after-hours Wine and Canvas and Beer Tasting events for the following dates and locations: BR - 2/4/2022, 6:00 – 8:00 pm; HD – 2/26/2022, 5:00 – 7:30 pm; BU - 5/6/2022, 6:00 – 8:00 pm; BR - 5/20/2022 6:00 – 8:00 pm.

The motion carried unanimously.

Donations: Mr. Harr moved, and Ms. Jenks seconded, to approve with gratitude the following donations:

1. Anonymous: \$34
2. Jon Mickle: \$250

The motion carried unanimously

Other: None.

Trustees' Comments:

Ms. Schultz had no comments to share this month.

Dr. Griffiths shared congratulations for Outreach and Bookmobile Associate, Abbie Wilson, for receiving the 2021 Pattie Johnston Outreach Award from ABOS. She noted gratitude for the hard-working staff for getting the Bookmobile up and running and thanked the class of Leadership U for their presentation. She also mentioned she likes the idea of the staff milestone badges being worn in the branches and appreciates seeing them.

Ms. Jenks thanked all the staff with milestones and congratulated the Leadership U class.

Mr. Harr mentioned that he wished he had seen the Escape Room video before trying one out himself as it might have helped him out. He congratulated the class on their project and also thanked the Bookmobile staff and other staff with milestones.

Ms. White congratulated and welcomed the appointment of our Fiscal Officer and our new Deputy Fiscal Officer and echoed congratulations for the staff with milestones and the Leadership U class.

Ms. Ostrowski mentioned being happy to be able to attend the ribbon cutting of the Bookmobile and that she was so impressed with the vehicle. She invited the board to make a special trip out to visit the Bookmobile to see it in person themselves.

Mr. Carlson thanked all staff for their continued hard work, milestones and for their recognition in being nominated and receiving awards for their efforts.

Executive Session: Mr. Harr moved and Ms. Jenks seconded to move into executive session to discuss the employment of a public employee at 6:35 pm. Ms. Conner was asked to attend. **Roll call vote:** Mr. Carlson – aye; Dr. Griffiths – aye; Mr. Harr – aye; Ms. Jenks – aye; Ms. Ostrowski – aye; Ms. Schultz – aye; Ms. White - aye.

Open session resumed at 6:49pm.

Ms. Ostrowski moved and Dr. Griffith seconded that the board approved the action taken on the board's behalf by Jim Wilkins regarding the employment of a former employee. Motion carried unanimously.

Adjournment: There being no further business, Ms. Jenks moved, Mr. Harr seconded to adjourn the meeting at 6:51 pm. Motion carried unanimously.

Ryan Carlson, President

Sharon Jenks, Secretary

NEXT BOARD MEETING
Monday, October 18, 2021, at 6:00 p.m. at Medina Library