

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

**October 18, 2021**

The Medina County District Library Board of Trustees met in regular session on Monday October 18, 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, Gail Ostrowski, Mary Schultz, and Kyle White

Participating library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Deputy Fiscal Officer acting as recording secretary; and Jamie Stilla, Lodi Branch Manager.

**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. Ostrowski moved, and Mr. Harr seconded the motion to approve the September 20 regular meeting minutes as corrected. Motion carried unanimously.

**Approval of Financial Report:** Dr. Griffiths moved, and Ms. Ostrowski seconded to approve the September 2021 financial report. Deputy Fiscal Officer Gaebelein reported September 2021 receipts totaled \$1,023,781. Expenses totaled \$1,004,607. There was an unexpended cash balance of \$17,685,590, less outstanding encumbrances of \$2,144,697 which left an ending unencumbered balance in all funds of \$15,540,893.

General Fund expenses were at about 59% of the budget versus a target of 75%, but if you include the encumbered amount the expense percentage is 78% the budget.

September 2021 investments earned \$6,908 with a principal balance of \$17,804,883 in bank accounts and investments at an average weighted interest rate of .321%. Year-to-date interest totals \$71,726 as compared to prior year interest to date of \$133,266. We purchased a 36-month CD this month with an interest rate of 0.65%.

September PLF came in at \$377,339 which is \$17,000 higher than prior year – 4.72% increase. We are currently \$440,241 YTD higher than 2020 (15.7%) and \$416,715 YTD higher than 2019 (14.7%). Motion carried unanimously

Mr. Harr asked if the Library would enter into a depository agreement with Synchronicity Bank depending on favorable investment rates. The question will be deferred to Fiscal Officer Conner.

**Director's Report:** Director Julianne Bedel, highlighted that circulation for the month was down approx. 2% when compared to September 2020. However, the door count was up 52% for the same period. Computer usage was up 71% and the number of patrons attending programs has increased by 155% since this time last year.

Over the past six months, circulation is relatively static, fluctuating between 202,000 and 241,000 for the period. E-Media usage is steady varying, between 59,000 and 65,000. The door count and program attendance are experiencing the usual seasonal fluctuation that we see around summer reading club and computer use is at a monthly increase, moving from 12,000 in April to 18,000 in September. Curbside pick-ups April to August declined from 177 to 72, but in September skyrocketed to 1,062 for the month. This is due to the curbside pick-up of the COVID test kits. Getting these out to the public in an organized fashion has been both labor-intensive and time-consuming. While it is taking a toll on our daily workflow, Ms. Bedel was proud that we, like most other public libraries in the state, have stepped up to work with the State and Medina County Health Department, to assist in getting this high-demand resource to our community. Ohio Library Council has let us know that there may be some changes to this process, and Assistant Director Muniak will attend a virtual meeting on Thursday for details.

Ms. Bedel thanked and recognized Lodi Library volunteer Jill Holtzapple who has reached the benchmark of giving 500 hours of her time. We are so thankful for her time and dedication!

**Communications:** There was no formal communication for the trustees.

**Approval of Personnel Report:** Ms. Schultz moved, Mr. Harr seconded to approve the Personnel Report. The complete report of personnel actions is in the packet. Ms. Bedel noted that staff are completing the review of healthcare proposals and will bring a recommendation to the Personnel Committee in November. We are also implementing our performance evaluation process, focusing on core competencies for 2021 and will be setting individual performance goals for 2022 by the end of this year.

There was one transfer and two promotions this month. Congratulations to all staff on their new roles. Among the 19 staff celebrating work anniversaries in September, we congratulate Mary Olson, Readers' Advisory Librarian, on 25 years of service. Thank you, Ms. Olson! The motion carried unanimously.

**Board Committee Reports:** The Buildings Committee met in October, with the primary order of business being the necessary HVAC improvement and repairs which are needed immediately. The project cost is \$167,900. There are available funds in the 401 5400 Building Improvements budget which will be utilized for this purpose. Going forward, a schedule of preventative maintenance has been formulated and will be implemented to keep the HVAC working optimally and to maintain the longevity of the system's expected life. Dr. Griffiths gave her thanks to Director Bedel and Facilities Manager Jason Brzezinski for bringing a solid presentation to the Buildings Committee on the HVAC audit results.

**Unfinished Business:** None.

**New Business:**

**Lodi Branch Presentation:**

Lodi Library Manager Jamie Stilla gave a presentation entitled “A Year in Lodi: My new branch.” She shared information on the tremendous changes that were brought about by COVID, recognized the resilience and hard work of the branch staff and commented on how wonderfully the new staff have assimilated into the branch.

**2022 Tax Levy Rates:**

**Resolution 21-22:** Motion by Mr. Harr and seconded by Dr. Griffiths to approve the Resolution Accepting the Amounts and Rates and Authorizing the Necessary Tax Levies as determined by the Medina County Budget Commission for 2022. This is a requirement for the County Auditor to collect real estate taxes for the library next year. The motion carried unanimously.

**Donations:** Ms. Ostrowski moved, and Dr. Griffiths seconded, to approve with gratitude the following donations:

1. Anonymous: \$400
2. William P. Ross: \$150 for bookmobile
3. Jenalle Hughes: Stained glass work “Book Bee” for Medina Children’s Department
4. Carole Kowell: Toys for children’s play areas
5. Tru-Cut Saw Inc.: three gift cards totaling \$50 for Brunswick British Car Day program

The motion carried unanimously.

**Other:**

Ms. Ostrowski moved, and Dr. Griffiths seconded that the Medina County District Library Board of Trustees hereby approves waiving the \$100 per month spousal surcharge for all applicable employees during the month of November 2021 due to the library receiving a one-month premium holiday from Medical Mutual. This spousal surcharge waiver will be in effect for the 11/12/2021 and 11/26/2021 pay dates.

The motion carried unanimously.

**Trustees’ Comments:**

Ms. Ostrowski thanked Ms. Stilla for a wonderful Lodi Library presentation and volunteer Jill Holtzapple for 500 hours of service. Many thanks to Ms. Olson for her years of employment.

Dr. Griffiths echoed Ms. Ostrowski’s thanks to all, including all volunteers helping at each of our libraries. Hats off to all staff for dealing with the COVID testing.

Mr. Harr also thanked Ms. Stilla for her report and noted that Lodi is a particularly beautiful branch.

Ms. Schultz also thanks Ms. Stilla and added thanks to Julianne for a nice monthly report, including photos!

Ms. White gave a “shout out” to MCDL leadership. It has been a busy year and many wonderful new staff members have been brought on board and trained. Thank you for making good decisions which will make MCDL stronger in the long term.

Mr. Carlson noted that it is hard to go last in the comments portion and echoes everyone’s thanks and congratulations to all.

**Adjournment:** There being no further business, Ms. Ostrowski moved, and Mr. Harr seconded to adjourn the meeting at 6:38 pm. Motion carried unanimously.

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Ryan Carlson, President

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Sharon Jenks, Secretary

**NEXT BOARD MEETING**  
**Monday, November 15, 2021, at 6:00 p.m. at Medina Library**