

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

June 17, 2024

The Medina County District Library Board of Trustees met in regular session on Monday, June 17, 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 Sarah Vachon.

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Fiscal Officer; Suzie Muniak, Assistant Director; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Sue Schuld, Technology Services Manager; Ann Plazek, Outreach Services Manager; and Jennifer O'Neill, Deputy Fiscal Officer acting as recording secretary.

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

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

Disposition of Meeting Minutes: Mr. Parker motioned, and Ms. Vachon seconded the motion to approve the May 20, 2024, regular meeting minutes. Mr. Carlson and Ms. Flannery abstained. Motion carried.

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

Fiscal Officer Allison Gaebelein highlighted that May 2024 receipts totaled \$510,121.39, while expenses totaled \$996,226.00. There was an unexpended cash balance of \$17,276,083.09 minus outstanding encumbrances of \$2,554,846.43 leaving an ending unencumbered balance of \$14,721,236.66.

General Fund revenues are down 1.7% over prior year-to-date, and General Fund expenses are up 2.8% compared to the same year-to-date period.

May 2024 investments earned \$88,349.45 at an average weighted interest rate of 4.560% as compared to \$55,596.55 in May 2023. The 2024 year-to-date total investment earnings are \$315,826.97.

May 2024 PLF came in at \$392,233.94. This is \$52,827.74 lower than May 2023 and \$36,057.06 lower than budgeted. The year-to-date total for the PLF is down 8.63% from 2023 and down 3.77% from the 2024 budget. So far this year, the PLF has continued to come in under estimate due to the shortfall in overall state tax receipts. An updated PLF estimate for the rest of the year will be issued from the Ohio Department of Taxation in July.

The Library's financial audit began in May. The auditors from Charles E Harris and Associates were on site at the Medina Library. They are expected to complete the auditor's report soon.

Ms. Gaebelein reported that she has joined the Government Finance Officers Association and will begin working through their Certified Public Finance Officer program.

Director's Report: Director Julianne Bedel highlighted that circulation for May 2024 was up 6% over 2023, including e-media circulation which is up 16%. The door count was up 4% compared to last year. Overall computer usage was down 9%, and Wi-Fi use was down 12% over last year. The Summer Reading Game is off to a strong start. In the first two weeks of the program, 5,115 children and 813 teens signed up to participate. This is roughly 66% of our 2023 participation. The Teen Team set a goal this year for 1,000 teens to participate by week six, and by week four they surpassed that goal with 1,164 teens already in the program.

Adventure Passes continue to be in high demand and are booked several months in advance. However, upon review, more than half of the reservations are not being picked up even though a reminder message is sent two days in advance. In response to the issue, the Adventure Passes are going to shift to a first come, first served model, similar to the Tools & Tech check-out process. No new reservations will be accepted beyond July 1, but existing reservations will be honored. This will decrease the time that the passes are out of circulation. Many thanks to the City of Brunswick Parks and Recreation who have donated two family Recreation Center passes for the Brunswick and Buckeye Libraries. Another set of Akron Zoo passes has also been purchased due to popular demand.

Earlier this year, proposals for HR consultants were requested to assist in two upcoming projects. The best match for our needs is an HR consulting firm called Organizational Architecture (OA), based in Cleveland. They will assist with a compensation study to analyze pay and salary structures for both union and non-union employees, including an analysis by position against market data. The second study is a strategic workforce analysis to compare staffing against data such as patron foot traffic and average number of employee shift call-offs. This study will also evaluate staffing levels system-wide. We anticipate that the studies will be completed by the end of October. Project deliverables include analysis, recommendations including timeline and costs, and a communication strategy.

Mr. Carlson asked about computer usage being down. Ms. Bedel responded that reduced usage points to several factors including seasonal shifts, more patrons having their own devices, and changes in CLEVNET reporting.

Communications: Ms. Bedel shared a letter received from Feeding Medina County, thanking MCDL for the mac and cheese drive which raised 390 pounds of food valued at \$663.

Personnel Report: Mr. Parker motioned, and Ms. Flannery seconded the motion to approve the May Personnel Report. Motion carried.

Human Resources highlights from May 2024 include welcoming three new hires. Five staff members left their employment and there were six leaves of absence.

Effective June 1, Lifestyle EAP transitioned to Employee Services Incorporated (ESI), owned by Medical Mutual. There was no gap in employee benefits.

Planning for Staff Development Day on November 11 is ongoing.

Seventeen staff celebrated work anniversaries with two reaching milestones. Abby McMillan, Medina Customer Service Clerk, and Lori Morton, Outreach Library Associate Flex, both celebrated five-year service milestones. Congratulations to them both!

Board Committee Reports:

Policy and By-laws Committee: Mr. Parker reported on the committee meeting on June 4, 2024. Mr. Parker introduced updates to several policies.

Mr. Harr asked about policy FIN-02 changing the major expenditures threshold from \$10,000 to \$50,000. Ms. Gaebelein responded that she looked at other similar sized libraries and their policies have thresholds similar to the increased amount. Mr. Parker asked how often these expenditures occur. Ms. Gaebelein responded approximately three to four times a year. Mr. Harr proposed the major expenditures threshold be changed to \$25,000.

Mr. Harr asked about policy HR-G 01 permitting jeans to be worn Monday through Thursday. Ms. Bedel responded that there have been multiple requests from staff over the years. She noted that a very unofficial survey of other libraries in the region found that about half permit staff to wear jeans every day. She also talked with the HR department about the policy including that jeans must not be ripped or frayed. Ms. Flannery asked if patrons would have trouble differentiating between staff and non-staff wearing jeans. Ms. Bedel responded all staff wear badges.

Resolution 24-08: The Policy and By-laws Committee hereby recommends the Board of Trustees adopt the proposed changes to the policies as presented effective immediately. Motion carried.

- CR-01 Collection Materials Selection
- FIN-02 Major Expenditures
- FIN-04 Staff Activities Committee Financial Issues – retire policy
- FIN-05 Mileage Reimbursement
- FIN-06 Expense Reimbursement
- FIN-16 Requests for Proposals
- FIN-P-03 Direct Deposit
- FIN-P-04 Breaks
- HR-B-04 Health Reimbursement Account
- HR-B-07 Ohio Public Employees Retirement System
- HR-B-19 Military Leave of Absence
- HR-B-27 Tuition Reimbursement
- HR-B-28 Flexible Spending Account
- HR-C-13 Sunday Hours
- HR-C-20 Snow-Inclement Weather
- HR-C 25 Emergency Phone Stipend
- HR-E-06 Employment of Relatives
- HR-E-08 Probationary Period

HR-E 13 Dismissals and Suspensions
HR-E-15 Drug-Alcohol Free Workplace
HR-E-20 Employee Conduct
HR-E-26 Attendance
HR-G-01 Dress Code and Fragrance Sensitivities
HR-G-09 Hours of Work
HR-G-12 Outside Workshops and Conferences
HR-JD-01 Bargaining Unit
HR-JD-02 Prof-Admin and Page
PUB-02 Library Cards
PUB-02f Loan Periods
PUB-06 Fines and Fees

Finance Committee: No Meeting

Personnel Committee: No Meeting

Buildings Committee: No Meeting. New scheduled meeting for Monday, July 8 at 4:30pm

Unfinished Business: None

New Business:

Outreach Presentation: Outreach Services Manager Ann Plazek highlighted the Bookmobile's new community stops in Lodi and the Medina Recreation Center. She was pleased to announce that stops have resumed at Medina County Board of Developmental Disabilities. New programs this year include Project Read and Memory Café.

Service Recognition for Sue Schuld: Mr. Harr recognized Technology Services Manager Sue Schuld for her 23 years of dedicated service. The Board of Trustees expresses deep appreciation for Sue Schuld and her role in the Library's family. They wish her health and happiness in the next chapter of her life.

2025 Tax Budget: Resolution 24 – 09: Mr. Koran motioned, and Mr. Carlson seconded the motion to approve the 2025 Tax Budget as presented for submittal to the Medina County Budget Commission. Motion carried.

Donations: Mr. Carlson motioned, and Mr. Parker seconded the motion to approve the following donations for May. Motion carried.

1. Laura Critchfield: \$50
2. Kevin Gardner: \$30
3. Maryann Hudak: One copy of No Asterisk
4. John Kavouras: One copy of Dinner Around the World
5. Kiwanis Club of Medina: \$48
6. City of Brunswick Parks and Recreation: Two family membership passes for Brunswick and Buckeye Libraries Adventure Pass collection
7. Stan Hywet Hall & Gardens: Six family passes for the 2024 season for Adventure Passes

8. Susan Bradley: Yearbooks from Medina (1980) and Homerville (1953)
9. Clifford Gregoire: \$1000 in memory of his wife Garlene "Gary" Gregoire
10. Diane Schiele: \$40 for the MakerSpace/Digital Lab

The donations were accepted with gratitude.

Trustees Comments:

Mr. Carlson congratulated Ms. Schuld on her retirement. He thanked Ms. Plazek for her presentation. He thanked those that worked on the policy updates.

Ms. Flannery congratulated Ms. Schuld on her retirement and amazing achievements over the last 23 years. She thanked Ms. Plazek for her presentation and noted her appreciation for the Library's collaboration with the Medina County Board of Developmental Disabilities.

Mr. Koran congratulated Ms. Schuld on her retirement.

Mr. Parker thanked Ms. Plazek for her presentation. He congratulated Ms. Schuld on her retirement. He thanked all staff involved in the amazing start to the Summer Reading Game.

Ms. Vachon thanked Ms. Plazek for her presentation. She congratulated Ms. Schuld on her retirement.

Mr. Harr wished Ms. Schuld happiness in her retirement. He thanked Ms. Plazek for her presentation and noted that it's wonderful to see the Bookmobile out and about in the community.

Adjournment: There being no further business, Mr. Parker motioned, and Ms. Vachon seconded the motion to adjourn the meeting at 6:56 p.m. Motion Carried.

Brian Harr, President

William Koran, Secretary

NEXT BOARD MEETING
Monday, July 15, 2024
6:00 p.m.
Highland Library