

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

January 16, 2023

The Medina County District Library Board of Trustees met in regular session on Monday, January 16, 2023, at Medina Library. With a quorum present, President Griffiths called the meeting to order at 6:00 p.m.

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

Library staff members in attendance: Julianne Bedel, Director; Suzie Muniak, Assistant Director; Sue Schuld, Technology Manager, Tina Sabol, Community Engagement Manager; Aleen Olee, SEIU President; Allison Gaebelein, Deputy Fiscal Officer acting as recording secretary, and Chris Bailey. Others in attendance: Nicole Machor and Jocelyn Coppock.

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

Recognition of Guests and Comments from the Public: Dr. Griffiths welcomed all in attendance. Two community members submitted written requests to address the Board. Dr. Griffiths recognized Nicole Machor who stated she wanted to get a general understanding of collection management and asked a number of questions regarding the process of collection development, such as which staff make displays in the libraries, and how the community can make suggestions. Ms. Machor was referred to the Collection Materials and Selection Policy (CR-01). Dr. Griffiths then recognized Jocelyn Coppock who noted that she is part of a group of moms who feel that some of the items in the children's collection are inappropriate for that age. She asked about the library's collection, if staff read each title before selecting books for the collection, and who was responsible for the selection process. Mr. Carlson and Ms. Bedel gave an overview of the selection process and referred Ms. Coppock to the Collection Materials and Selection Policy. Ms. Coppock read several passages from Sex is a Funny Word: A Book About Bodies, Feelings, and You (Silverberg) which she stated should not be available in the children's collection.

Disposition of Meeting Minutes: Mr. Koran moved, and Mr. Parker seconded the motion to approve the December 12, 2023, regular meeting minutes. Mr. Krosse abstained. Motion carried.

Approval of Financial Report: Mr. Carlson moved, and Mr. Krosse seconded the motion to approve the December 2023 financial report. Motion carried.

Deputy Fiscal Officer Gaebelein reported the December 2022 receipts totaled \$585,510. Expenses totaled \$868,228. There was an unexpended cash balance of \$15,233,585, less outstanding encumbrances of \$1,141,377, which left an ending unencumbered balance in all funds of \$14,092,208.

General Fund Revenues are up 7.9% over prior year to date. General Fund Expenses are up 7.8% compared to 2021. We ended the year with General Fund Revenues at 113.7% of the budget, and General Fund expenses at 92.7% of the budget versus a target of 100%.

December 2022 investments earned \$37,103 with a principal balance of \$15,470,720 in bank accounts and investments at an average weighted interest rate of 3.057%. Year-to-date interest totals for 2022 are \$226,081 as compared to prior year interest to date of \$80,175.

The December PLF came in at \$402,031, which is \$34,243 higher than the prior year. Year-to-date PLF is up 8% over last year and 18.4% over budget.

Director's report: Director Julianne Bedel highlighted that circulation for December 2022 was up 5% as compared to December 2021. E-media circulation was up 25%. Door count was up 11%, and computer usage was up overall 11%. Curbside service was down 80% and pick-up locker usage was down 34%. Distribution of COVID test kits for the month was 911, bringing the year-to-date total to 12,507.

Ms. Bedel noted in 2022, two of the stand-out themes were “getting back out there” to reconnect with the community not just in our old partnerships and services, but in new ways developed during the impact of COVID. Also notable is the completion of the Strategic Plan, which will be our roadmap for the next three years. Our Core Values of intellectual freedom, knowledge, inclusion, exploration, a nurturing environment, and stewardship will be the filter that helps to shape our plans and activities. Thank you to everyone who contributed to the formulation of the plan, and who will work together to implement it.

Communications: None

Personnel Report: Mr. Krosse moved, and Mr. Carlson seconded the motion to approve the Personnel Report. Motion carried.

Human Resources highlights for December include that two employees left staff, two changed status, and there were no outside hires. There were 19 leaves of absence (18 last month), with 12 being due to COVID. Six staff members celebrated work anniversaries, with one milestone. Congratulations and thank you to Bob Dustman, with 15 years of service as a Page at Brunswick Library.

Board Committee Reports: No meetings this month.

Dr. Griffiths made the following committee appointments for 2023:

Finance

Ryan Carlson, Chair
Brian Harr
Caleb Parker

Policy & By-laws

William Koran, Chair
Mark Krosse
Jill McGarr

Personnel

Brian Harr, Chair
William Koran
Jill McGarr

Buildings

Caleb Parker, Chair
Ryan Carlson
Mark Krosse

Unfinished Business: None

New Business:

Resolution 23-01 Amended Tax Levy Rates: Mr. Carlson moved the adoption of the following Resolution:

RESOLVED, By the Board of Trustees of the Medina County District Library, Medina County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2023, and;

WHEREAS, The Budget Commission of Medina County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

RESOLVED, By the Board of Trustees of Medina County District Library, Medina County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount Approved by Budget Commission Inside 10 M. Limitation	Amount to Be Derived from Levies Outside 10 M. Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column I	Column II	III	IV
General Fund		\$6,569,500		1.50
Bond Fund		\$2,220,200		0.35
TOTAL	\$0	\$8,789,700	0.00	1.85

SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to Be Levied	Co. Auditor's Est. of Yield of Levy (Carry to Schedule A, Column II)
General Fund:		
Current Expense Levy authorized by voters on May 2, 2017 not to exceed 10 years. Renewal	1.25	\$5,413,100
Current Expense Levy authorized by voters on May 2, 2017 not to exceed 10 years. Increase	0.25	\$1,156,400
SPECIAL LEVY FUNDS		
Levy authorized by voters on not to exceed years. .20		
Levy authorized by voters on not to exceed years. .20		
Levy authorized by voters on not to exceed years. .20		
Levy authorized by voters on not to exceed years. .20		
Levy authorized by voters on not to exceed years. .20		

and be it further

RESOLVED, That the Clerk of this Board be and he is hereby directed to certify a copy of this Resolution to the County Auditor of Said County.

Mr. Krosse seconded the Resolution and the roll being called upon its adoption the vote resulted as follows: Dr. Griffiths, yes; Mr. Koran, yes; Mr. Parker, yes; Mr. Carlson, yes; Mr. Harr, yes; Mr. Krosse, yes; Ms. McGarr, yes.

Motion carried.

Resolution 23-02 Decrease in Grant Fund Appropriations: Mr. Koran moved, and Mr. Parker seconded the motion that the Medina County District Library Board of Trustees hereby approves the following decrease in appropriations in the 2023 402 Medina County Grant Fund:

204-4-8700 Refunds/Reimbursements	\$(71,792)
Total	\$(71,792)

Motion carried.

Resolution 23-03 Decrease in Grant Fund Expenses: Mr. Carlson moved, and Mr. Koran seconded the motion that the Medina County District Library Board of Trustees hereby approves the following decrease in expenses in the 2023 402 Medina County Grant Fund:

204-5-2100 Supplies	\$(9,000)
204-5-3900 Purchased Services	\$(26,035)
204-5-5500 Equipment	\$(36,757)
Total	\$(71,792)

Motion carried.

Resolution 23-04 Decrease in Debt Service Fund Appropriations: Mr. Koran moved, and Mr. Carlson seconded the motion that the Medina County District Library Board of Trustees hereby approves the following decrease in appropriations in the 2023 301 Medina County Debt Service Fund:

301-4-1200 Real Estate Tax	\$(634,800)
Total	\$(634,800)

Motion carried.

Mr. Koran asked if, upon the completion of the current bond levy, the library may have a need to seek a levy for permanent improvements. Ms. Bedel noted that there are no planned construction or renovation projects at present, but those needs would be evaluated, initially by the Building Committee, if they should arise.

Service Recognition: Dr. Griffiths proclaimed a service recognition for Cathy Hausman who has been a part of MCDL for 24 years. Congratulations to Ms. Hausman on her retirement!

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

1. Jon B. Mickle: \$250
2. Mom's Club of Medina East: \$100
3. Janice Clark: \$50
4. Wayne Savings Bank: \$200 for Lodi Winter Wonderland
5. Anonymous: \$500
6. Sterling Haynes: Sketching with Sterling DVD
7. Glen Somodi: 6 Copies of Olly and the Spores of Oak Hill
8. Zoya Wilson; Copy of the United Animals of America

Motion carried.

Trustees Comments:

Mr. Koran wished everyone a happy new year. He thanked this month's donors for their generosity and thanked the visiting community members for sharing their concerns.

Mr. Parker welcomed new trustee McGarr to the board and congratulated Mr. Dustman on his service anniversary. He thanked Ms. Hausman for her years of service and congratulated her on her retirement.

Mr. Carlson thanked all guests for attending and for sharing their perspective. He noted that his family has enjoyed many wonderful storytimes with Miss Cathy at Brunswick and wishes her well in her retirement.

Mr. Krosse noted that he recently used the Makerspace for a project and the service provided by the staff was amazing! Many thanks to the staff for providing such helpful assistance. The Makerspace is a phenomenal resource.

Mr. Harr thanked community members for their public comments and noted that the library takes public input seriously. He takes those comments to heart. He echoes all the previous thanks and congratulations.

Ms. McGarr thanked all for the warm welcome to the board. She congratulated Mr. Dustman and Ms. Hausman and thanked the community members for sharing their thoughts.

Dr. Griffiths affirmed all the previous congratulations and welcomed Ms. McGarr. She thanked the community members for their statements and commented that an active and engaged public is welcomed. Dr. Griffiths also noted appreciation for staff for being flexible to cover shifts during the many leaves we had in December. Dr. Griffiths noted that her children, too, over the years have attended Ms. Hausman's storytimes and they were the best. Best wishes to Ms. Hausman in her retirement.

Adjournment: There being no further business, Mr. Carlson moved, and Mr. Krosse seconded the motion to adjourn the meeting at 6:32 p.m. Motion carried.

Maria Griffiths, President

Caleb Parker, Secretary

NEXT BOARD MEETING
Monday, February 20, 2023
6:00 p.m.
Medina Library