

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

May 16, 2022

The Medina County District Library Board of Trustees met in regular session on Monday, May 16, 2022, at Highland 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, William Koran, and Caleb Parker. Trustee Kyle White arrived at approximately 6:05 during the presentation of the financial report.

Library staff members in attendance: Julianne Bedel, Director; Kelly Conner, Fiscal Officer; Suzie Muniak, Assistant Director; Sue Schuld, Technology Services Manager; Eric Lucius, Highland Branch Manager; Aleen Olee, SEIU 1199 President; and Allison Gaebelein, Deputy Fiscal Officer acting as recording secretary.

Approval of the Agenda: Mr. Harr moved, and Mr. Koran seconded the motion to approve the agenda. The agenda was approved 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: Dr. Griffiths moved, and Mr. Harr seconded the motion to approve the April 18, 2022, regular meeting minutes. The minutes were approved.

Approval of Financial Report: Mr. Koran moved, and Dr. Griffiths seconded the motion to approve the April 2022 financial report. The financial report was approved unanimously.

Fiscal Officer Kelly Conner highlighted that April 2022 receipts totaled \$948,233. Expenses totaled \$899,088. There was an unexpended cash balance of \$16,782,707 less outstanding encumbrances of \$5,831,887. This leaves an ending unencumbered balance of \$10,950,819 in all funds. General Fund revenues are up 5.8% over prior year-to-date. General Fund expenses are up 15.3% compared to prior year-to-date.

April 2022 PLF came in at \$304,473. This is \$39,799 higher than prior year and \$66,121 higher than budgeted. General Fund real estate taxes are up \$108,137 compared to prior year to date.

April 2022 investments earned \$4,031 with a principal balance of \$17,054,754 in bank accounts and investments at an average weighted interest rate of 0.38%. Interest rates continue to trend upwards. The Library was able to purchase three CDs in May above 3%. The last time the Library was able to attain CD rates at 3% was in July and October of 2018.

Mr. Harr asked for clarification in the April 2022 Investment Report regarding the \$0 interest earned in S&T Bank. Ms. Conner responded that the 301 fund is the Library's debt service fund, and no interest can be earned in the debt service fund.

Mr. Harr also inquired about the high percentage of fines and fees on the April 2022 Revenue Report. Ms. Conner replied that passport photos and passport fees are included in fines and fees. Passport photos and passport fees have increased substantially this year.

Director's report: Director Julianne Bedel welcomed new Trustee Caleb Parker. She commented that it was a pleasure to meet with Mr. Parker the previous week for his orientation. She is looking forward to working with Mr. Parker. Ms. Bedel also thanked Mr. Harr for attending the Ohio Library Council (OLC) Trustees Dinner with Ms. Conner and herself.

Ms. Bedel highlighted that circulation for April 2022 was down 0.49% compared to April 2021. Door count was up 53.43% for the same period. Computer usage was up 75.41%. The number of patrons attending programs was up 102.33%. In the past six months across all categories, usage is holding steady with expected seasonal variances during spring break and Easter. Curbside and pick-up lockers decline as demand for COVID test kits wanes.

The strategic planning process is being rolled out as described in the board packet. The community focus groups were held last week with small, but very engaged groups of community members. The public survey is open until May 23. The Library is seeing exceptionally strong participation to date with an average of 66 surveys per day. The staff survey is still open this week, and strong participation is anticipated there, as well.

Communications: An informative brochure from The City of Medina Community Development Department was given to the Trustees. The brochure contained information regarding architectural review in the Public Square Historic District, in which the Medina Library is located.

Personnel Report: Dr. Griffiths moved, and Mr. Harr seconded to approve the Personnel Report. The report was approved unanimously.

Human Resources highlights from April 2022 included three staff transfers or promotions and zero new hires. Three people left our staff this month. There were ten leaves of absence, with four being due to COVID.

The ADP Applicant Tracking module went live April 25, 2022. The Bargaining Unit Job Description Review Committee is still hard at work.

There were fifteen colleagues celebrating their work anniversaries in April. Dan Holahan, Medina Library Adult / Teen Department Supervisor, celebrated a milestone anniversary of five years with MCDL. Congratulations, Dan!

Mr. Carlson asked Ms. Bedel to elaborate on the situation regarding the open Facilities Maintenance Technician Position. Ms. Bedel stated that this position has been vacant for three months, and that the Library has been unsuccessful at filling this position at the minimum pay grade. She said the Library and SEIU 1199 were working on a Memorandum of Understanding (MOU) to allow the Library to recruit for this position at the midpoint of the pay grade between now and the end of the existing contract; and to address compression with two existing Facilities Maintenance Technicians. Currently, SEIU 1199 members are voting on the issue. If the proposed MOU is accepted by the membership, the Board of Trustees will hold a special meeting to consider the proposal.

Board Committee Reports:

Finance Committee: No Meeting

Personnel Committee: No Meeting

Policy and By-Laws Committee: No Meeting.

Buildings Committee: No Meeting

Unfinished Business: None

New Business:

Presentation by Highland Branch Manager Eric Lucius: Eric Lucius was eager to present the Highland Library to the Board of Trustees. Since many of the Board members had not been to the branch, Mr. Lucius gave a brief tour. He talked about Highland being a destination library because of its location. Since the library does not receive much foot traffic, there are obstacles to getting patrons in the door and keeping a presence in the community. Mr. Lucius presented the ways that he can keep the library relevant to the community. He has strategically placed shelves and books near the customer service desk and check-out kiosks to help improve circulation on newer releases. He has increased the number of library programs being offered at Highland. He has also reached out to make connections with teachers in the Highland School District. His current project is utilizing donated funds for the installation of a pergola and pollinator garden. Most importantly, Mr. Lucius emphasized the contributions of his staff. One Highland team member suggested an adult graphic novel section that turned out to be very popular. Another staff member used his artistic talent to create engaging illustrations to make some wonderful local displays. Yet another employee creates a daily highlight sign at the entrance. These are just a few examples of ways that the staff utilize their talents and creative passion to promote the Highland Library.

Resolution # 22-03: Surplus / Obsolete Equipment: Mr. Koran resolved, and Dr. Griffiths seconded that the Medina County Board of Trustees hereby declare the items on the attached “2022 Surplus Equipment Inventory” as surplus and authorizes the Fiscal Officer to hold a surplus sale to sell these items, to dispose of any items not sold, and to receipt the proceeds of the sale into the General Fund. **Motion Carried.**

Donations: Dr. Griffiths moved, and Ms. White seconded the motion to approve the following donations:

1. Anonymous: \$100
2. Nancy DePew: \$24.75
3. Howard Morris Family: \$50 in memory of Eldrith Yoder
4. Friends of the Brunswick Library: \$1995 for Summer Reading
5. Mark Zimmerman: Copy of *Eli – The Phenom’s Story*
6. Michael Doppes: Pirate ship display for Brunswick Library

The Board unanimously accepted the donations with gratitude.

Executive Session: None.

Trustees' Comments:

Mr. Parker introduced himself to the Board of Trustees. He gave thanks for the warm welcome from administration at his orientation last week. He also thanked Mr. Lucius for his presentation.

Mr. Harr welcomed Mr. Parker to the Board of Trustees. He thanked Mr. Lucius for his presentation. He mentioned that the Match Wits event at the beginning of May was fun to participate in while also helping Project Learn. He was glad that he attended the OLC Trustees Dinner with Ms. Bedel and Ms. Conner. Lastly, he wanted to note that June 9, 2022, starting at 1:00pm at the Lodi Library, is MCDL's *Summerfest*. Huntington Bank is pleased to support the event by having an ice cream truck there. Trustees are invited to stop by if schedules permit.

Mr. Koran thanked Mr. Lucius for his tour of the Highland Library. He commented that it is a lovely facility.

Ms. White congratulated Dan Holahan and all employees celebrating anniversaries. She thanked Mr. Lucius for his enthusiasm. She remembers his unique presentation at the Lodi Library when he showed off a robot built by teen patrons. She welcomed Mr. Parker to the Board of Trustees. Finally, she thanked Mr. Harr for attending the OLC Trustees Dinner.

Dr. Griffiths thanked Mr. Lucius for his presentation. She thinks it is wonderful that he can draw out the best abilities of his staff by highlighting their unique talents.

Mr. Carlson thanked Mr. Lucius for his great presentation and his dedication to continuously striving to have a better library. He also welcomed Mr. Parker to the Board of Trustees.

Adjournment: There being no further business, Mr. Harr moved, and Dr. Griffiths seconded the motion to adjourn the meeting at 6:47 p.m. Motion Carried.

Ryan Carlson, President

Brian Harr, Secretary

NEXT BOARD MEETING
Monday, June 20, 2022, at 6:00 p.m.
Medina Library