

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

**October 17, 2022**

The Medina County District Library Board of Trustees met in regular session on Monday, October 17, 2022, at Lodi Library. With a quorum present, Vice President Dr. Maria Griffiths called the meeting to order at 6:00 p.m.

**Roll call:** The following members were present: Dr. Maria Griffiths, Brian Harr, William Koran, Mark Krosse, and Kyle White. The following members were absent: Ryan Carlson and Caleb Parker.

Library staff members in attendance: Julianne Bedel, Director; Kelly Conner, Fiscal Officer; Suzie Muniak, Assistant Director; Sue Schuld, Technology Manager; Katie Graefnitz, Seville Branch Manager; and Allison Gaebelein, Deputy Fiscal Officer acting as recording secretary.

**Approval of the Agenda:** Ms. White motioned, and Mr. Koran seconded the motion to approve the agenda. The agenda was approved unanimously.

**Recognition of Guest and Comments from the Public:** Dr. Griffiths welcomed all in attendance. There were no comments from the public.

**Disposition of Meeting Minutes:** Mr. Koran motioned, and Mr. Harr seconded the motion to approve the September 19, 2022, regular meeting minutes. Dr. Griffiths and Mr. Krosse abstained. The minutes were approved.

**Approval of Financial Report:** Ms. White motioned, and Mr. Krosse seconded the motion to approve the September 2022 financial report. The financial report was approved unanimously.

Fiscal Officer Kelly Conner highlighted that September 2022 receipts totaled \$456,452 while expenses totaled \$902,070. There was an unexpended cash balance of \$18,692,901 less outstanding encumbrances of \$5,247,977. This leaves an ending unencumbered balance of \$13,444,924 in all funds. General Fund revenues are up 2.8% over prior year-to-date and are at 96.7% of the budget versus a target of 75%. General Fund expenses are up 11.4% compared to prior year-to-date and are at 62% of the budget versus a target of 75%.

September 2022 PLF came in at \$403,843. This is \$26,504 higher than prior year and \$38,332 higher than budgeted. Year-to-date PLF is up 8.6% over last year and 20% over budget.

September 2022 investments earned \$29,902 with a principal balance of \$18,870,658 in bank accounts and investments at an average weighted interest rate of 2.058%. The Library purchased four CDs at the beginning of September ranging in length from twelve to forty-two months, and rates ranging from 3.0% to 3.4%. Year-to-date interest totals \$108,902 as compared to prior year-to-date \$133,266.

Mr. Harr inquired about investment accounts on the Investment Report. Fiscal Officer Conner replied that the library is properly insured for both Morgan Stanley Bank Certificates of Deposit.

Dr. Griffiths asked if we would end the year overspending the budget. Ms. Conner responded that the Library must stay within the budget. Director Bedel noted that the managers have juggled the budgets within their categories and are in a good position to end the year.

**Director's Report:** Director Julianne Bedel highlighted that circulation for September 2022 was up 7.26% compared to September 2021. Door count was up 11.68% for the same period. Computer usage was up 26.31%. The number of patrons attending programs was up 52.22%.

Curbside and pick-up locker demand remains low but steady. 806 COVID test kits were distributed.

The strategic plan content is complete. NEORLS is working on formatting the plan and drafting a patron view for use on the website.

For this semester, the Library has committed \$6,000.00 in tuition reimbursements for staff pursuing higher education. The Library makes this investment in staff employed with MCDL for at least one year and work at least 20 hours per week. This year's group of students are all pursuing a Master's in Library & Information Science. Other types of higher education are eligible for reimbursement, such as bachelor's degrees, associate degrees, and technical training. Courses are eligible for reimbursement if it relates to the staff member's current employment or supports advancement to another MCDL position.

This year's Fall Foliage Tour turned out to be a gorgeous day. It was a booming day at Seville Library. Many thanks to everyone who worked that day and to all who supported the event. It is a wonderful opportunity to see non-library regulars. The Library is pleased to take part in the community event that started in 1968.

Mr. Krosse inquired about the Library's process if a patron has an issue with material in the Library's collection. Ms. Bedel responded that our staff is always available to have a conversation with the patron. If the patron still has concerns, they are invited to use the request for reconsideration form available on the MCDL website.

**Communications:** None

**Personnel Report:** Mr. Krosse motioned, and Ms. White seconded the motion to approve the Personnel Report. The report was approved unanimously.

Human Resources highlights from September 2022 included six new hires, three status changes, and zero leaving employment. There were ten leaves of absence, with seven being due to COVID.

Bargaining unit job description review is complete. Review of the Professional / Administrative / Page job descriptions are in progress. Annual performance reviews are scheduled to be completed by November 30.

Twenty-four staff member celebrated work anniversaries, including several milestones:

- Charlene Smiley, Brunswick Customer Service Supervisor, celebrated twenty-five years.
- Jeff Sureck, Technology Coordinator, celebrated twenty years.
- Lisa Reinerth, Library Associate, and Stephanie Sanek, Customer Service Clerk, celebrated fifteen years.
- Pat Bernauer, Training Coordinator; Catie Taylor, Acquisitions Librarian; Kelly Halleen, Children's Supervisor; and Dezi Maher, Customer Service Clerk, all celebrated ten years.
- Jill Takis, Library Associate, and Stanley Kaczynski, Page, celebrated five years.

Congratulations and thank to you all!

### **Board Committee Reports:**

**Finance Committee:** No Meeting

**Personnel Committee:**

**Resolution 22-13:** Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby creates the position Systems Support Coordinator (Grade 6, Non-union) effective October 23, 2022. The recommendation passed unanimously.

**Resolution 22-14:** Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby promotes Evan Furillo (at \$18.71/hr) and Elizabeth Barr (at \$18.36/hr) to Systems Support Coordinator (Grade 6, Non-union) effective October 23, 2022. The recommendation passed unanimously.

**Policy and By-Laws Committee:** No Meeting

**Buildings Committee:** No Meeting

**Unfinished Business:** None

### **New Business:**

**Presentation by Seville Branch Manager Katie Graefnitz:** Ms. Graefnitz highlighted the staff as the gem of the Seville Library. There has been a whole new staff in the last two years. Librarian Roxana Rathbun has written five novels and previously won the NEORLS Rising Star Award. Customer Service Clerk Cynthia Leatherman has worked at MCDL for twenty-six years. Library Associate Katie Herald grew up in Seville and continues to make it her home. Ms. Graefnitz herself started with MCDL as a Page in 2010.

**Resolution 22-15:** Mr. Krosse motioned, and Mr. Koran seconded the motion to accept the 2023 Tax Levy amounts and rates as determined by the Medina County Budget Commission and authorizing the necessary tax levies and certifying them to the Medina County Auditor. **Motion Carried.**

**Resolution 22-16:** Mr. Harr motioned, and Ms. White seconded the motion that The Medina County District Library Board of Trustees hereby approves the following Bring Your Own Wine Events to be held at Highland Library on December 9, 2022, and the Brunswick Library on February 24, 2023. **Motion Carried.**

**Service Recognition for Tonya Smith:** Dr. Griffiths provided a service recognition for Tonya Smith, who has been a part of MCDL for thirty years. Congratulations on your retirement!

**Donations:** Mr. Koran motioned, and Mr. Krosse seconded the motion to approve the following donations:

1. Susan Blair: Copy of *House of the Wild Fox*
2. Patty Chapman: \$150 in honor of Anita Byrd

The Board unanimously accepted the donations with gratitude.

**Executive Session:** None

**Trustees Comments:**

Ms. White congratulated the Medina & Lodi branches for their perfect scores on the passport recertification facility audit. She sent a thank you to the Outreach Program. She congratulated Charlene Smiley, Jeff Sureck, and all employees celebrating their anniversaries. She also congratulated Gail Ebey on her promotion to Lodi Branch Manager.

Mr. Koran thanked Katie Graefnitz for her presentation on the Seville Library.

Mr. Krosse also thanked Ms. Graefnitz for her presentation. He highlighted the community services that the Library provides, specifically the Highland program supporting Ukrainian refugees and the program supporting GED classes and testing.

Mr. Harr also thanked Ms. Graefnitz for her presentation. He echoed previous sentiments.

Dr. Griffiths congratulated Tonya Smith on her retirement. She also congratulated the new hires at MCDL. She observed that is nice to see the Libraries' proximity to schools throughout Medina County.

**Adjournment:** There being no further business, Mr. Harr motioned, and Mr. Krosse seconded the motion to adjourn the meeting at 6:53 p.m. Motion Carried.

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**Ryan Carlson, President**

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**Brian Harr, Secretary**

NEXT BOARD MEETING  
Monday, November 21, 2022  
6:00 p.m.  
Medina Library