

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

**March 20, 2023**

The Medina County District Library Board of Trustees met in regular session on Monday, March 20, 2023, at Buckeye Library. With a quorum present, President Griffiths called the meeting to order at 6:00 p.m.

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

Library staff members in attendance: Julianne Bedel, Director; Allison Gaebelein, Interim Fiscal Officer; Jenna Elswick, Human Resources Manager; Chris Weaver-Pieh, Collection Resources Manager; Tina Sabol, Community Engagement Manager; Jason Brzezinski, Facilities Manager; Eric Lucius, Highland Library Manager; Laura Kettering, Buckeye Library Manager; Aleen Olee, SEIU President; Tammy Nandras, Administrative Assistant acting as recording secretary.

A moment of silence was observed in memory of Fiscal Officer Kelly Conner.

**Approval of the Agenda:** Mr. Carlson moved, and Mr. Harr seconded the motion to approve the agenda. Motion carried.

**Recognition of Guests and Comments from the Public:** Dr. Griffiths welcomed all in attendance. Commissioner Aaron M. Harrison attended as a guest.

**Disposition of February 20 Minutes:** Mr. Koran moved, and Mr. Parker seconded the motion to approve the February, 2023, regular meeting minutes. Mr. Carlson abstained and the motion carried.

**Approval of Financial Report:** Mr. Krosse moved, and Mr. Carlson seconded the motion to approve the February 2023 financial report. Interim Fiscal Officer Allison Gaebelein reported that the Auditor of State's office had granted an extension for MCDL's 2022 annual financial report to be submitted by the end of March. She highlighted February's financial activity. February 2023 receipts totaled \$4,120,009 with \$3.6M of that amount representing a portion of the first half of property taxes. Expenses totaled \$838,898. There was an unexpended cash balance of \$18,408,255 less outstanding encumbrances of \$3,206,907. This left an ending unencumbered balance in all funds of \$15,201,349.

General Fund revenues are up 3.6% over prior year-to-date and General Fund expenses are up 6.5% compared to the same year-to-date period.

February 2023 PLF came in at \$442,899 which is \$27,053 higher than prior year, and 4.7% higher than budgeted. Real estate taxes for February totaled \$2,698,870 which is higher than prior year by \$41,590. The final property tax advances for the first half will be paid in March.

February 2023 investments earned \$38,667 (as compared to \$6,086 in February 2022) with a principal balance of \$18,577,069 in bank accounts and investments at an average weighted balance of 2.871%.

The financial reports were approved unanimously.

**Director's Report:** Julianne Bedel reported that circulation for Feb. '23 was up 40.8% as compared to Feb. '22. E-media circulation down 41%. When compared to 2019, overall circulation is up 18.54% and e-media is up 114.24%. Door count was up 22.27% compared to last year, and down 26.94% from 2019. Computer use is up 84.79% compared to last year, and is down 26.94% from Feb. 2019.

Dr. Griffiths asked if the people count and meeting room bookings were rebounding post-pandemic. Ms. Bedel said that the numbers were climbing but were not back to 2019 figures. Mr. Harr asked for clarification regarding the number of cancellations reported from the Family History and Learning Center. Ms. Bedel replied that the one-on-one sessions are often booked far in advance and, while reminders are given, patrons will forget the appointment or no longer need it and forget to inform the library. She added that the number of patrons missing these appointments do not factor into the total of people visiting the center.

**Communications:** Ms. Bedel shared a thank you note from Ashley Krause, Executive Director of the Children's Center of Medina County. They received about a dozen of the 74 "Snuggle Up & Read" pajama and book packets collected at the libraries. Other agencies receiving them include HeadStart, Birthcare, and Catholic Charities.

**Personnel Report:** Mr. Parker moved, and Mr. Koran seconded the motion to approve the Personnel Report. HR highlights for February include that five staff members left employment, two changed status, and we welcomed four new colleagues. There were 10 leaves of absence (compared to four last month), with none being due to COVID. Preparations for Staff Development Day in November are in progress. Revision to the performance evaluation system as begun. Active shooter staff training, presented by the Medina County Sheriff's office is scheduled for March and April and three sessions of AED/CPR training will also be available for staff in April. In preparation for the collective bargaining process, the negotiations team and I attended a Negotiation Skills training session last week presented by the US Federal Mediation and Conciliation Services. Finally, three staff members reached benchmark anniversaries in February. At five years we celebrated Lauren Kuntzman (FHLC Manager) and Connie Sureck (Brunswick Manager). Sue Skrobacs (Library Associate at Buckeye) reached 20 years of service. Many thanks and congratulations to all!

Dr. Griffiths read in the report that AED and CPR training classes were being offered to employees and asked if it was mandatory. Ms. Bedel explained that the combined training was optional, but all staff are instructed on the use of the AED unit during their onboarding process.

The motion to approve the Personnel Report carried.

**Board Committee Reports:** No committees had met since the February regular meeting.

**Unfinished Business:** None

**New Business:**

**Buckeye Library Presentation:** Branch Manager Laura Kettering gave a presentation focusing on the many ways Buckeye Library staff members aid in creating connections between patrons and staff, patrons and resources, and patrons and each other. She gave uplifting examples of specific experiences demonstrating the importance of these connections to both staff and patrons.

**Disposal of Obsolete Printer:**

**Resolution 23-06:** Upon a motion by Mr. Carlson and seconded by Ms. McGarr, the Medina County District Library Board of Trustees hereby declares asset #000831 (Xerox printer) as surplus and authorizes the Interim Fiscal Officer to dispose of it through Wulff Enterprises effective immediately.

**Waiver of \$.50 Replacement Fee for Library Card Replacement:**

**Resolution 23-07:** Upon a motion by Mr. Koran and seconded by Mr. Parker, the Medina County District Library Board of Trustees, in celebration of National Library Card Month, hereby welcomes all community members back to the library and waives the \$.50 library card replacement fee for the month of September 2023.

**Interim Fiscal Officer: Extension of Term and Bonding:**

**Resolution 23-08:** Upon a motion by Mr. Koran and seconded by Mr. Harr, the Medina County District Library Board of Trustees hereby extends the Interim Fiscal Officer appointment of Allison Gaebelein with a surety bond of \$250,000 and a salary equal to an hourly rate of \$35.55 through June 19, 2023. This interim appointment is subject to extension or termination by Board action, pending the successful recruitment and appointment of a permanent Fiscal Officer.

**Fiscal Officer Vacancy:** Mr. Harr moved to enter Executive Session at 6:26 p.m. to consider the employment of a public employee and Mr. Carlson seconded the motion. Ms. Bedel was asked to attend and a roll call vote was taken with the following results:

Mr. Carlson-aye, Mr. Koran-aye, Mr. Krosse-aye, Mr. Harr-aye, Ms. McGarr-aye, Mr. Parker-aye, Dr. Griffiths-aye.

Regular session resumed at 6:44 p.m. and the following actions were taken:

Mr. Krosse moved to authorize the Personnel Committee to act as a search committee in the recruitment of a permanent fiscal officer and Mr. Parker seconded the motion. Motion carried

**Resolution 23-09:** Upon a motion by Ms. Garr, and second by Mr. Parker the Medina County District Library Board of Trustees hereby approves Educational Service Center of Medina County to act as an executive recruiter and consultant in the search and selection of a permanent Fiscal Officer. Motion carried.

**Resolution 23-10:** Upon a motion by Mr. Koran, and a second by Mr. Harr, the Medina County District Library Board of Trustees hereby approves the following transfers in appropriations in the 101 General Fund to cover fees for a Fiscal Officer search consultant:

From: 101.5.8900                      Contingency \$4000  
To: 101.5.3700                        Professional Services \$4000

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

For VWM Family History Center:

1. Society of Mayflower Descendants: Mayflower Descendants Documents
2. Robert T. Hyde: Beyond the Storefronts Website Domain and Database
3. Debra L. Hallock: Hallock Family Genealogy Books

In Memory of Barb Barrett:

4. Judy and David Scaife: \$75
5. Theresa Laffey: \$25

Motion carried.

Labor Negotiation Preparations: Mr. Harr made the motion to enter Executive Session at 6:46 p.m. to consider collective bargaining matters and Mr. Krosse seconded the motion. Ms. Bedel, Ms. Gaebelein, Jenna Elswick, Jason Brzezinski and Eric Lucius were invited to attend. A roll call vote was taken with the following results:

Mr. Carlson-aye, Mr. Koran-aye, Mr. Krosse-aye, Mr. Harr-aye, Ms. McGarr-aye, Mr. Parker-aye, Dr. Griffiths-aye.

Regular session resumed at 7:06 p.m.

### **Trustees Comments:**

William Koran thanked Ms. Kettering for her inspiring presentation.

Mark Krosse also thanked Ms. Kettering and praised the creativity so prevalent in library programs system-wide.

Caleb Parker also complimented Ms. Kettering on her presentation and expressed congratulations to staff celebrating milestone anniversaries. He noted that he had enjoyed the OLC new trustee workshop he attended in Columbus. He found it to be helpful and appreciated meeting other trustees.

Brian Harr congratulated staff reaching milestones and thanked the management members of the negotiating team for their work in preparation of the upcoming contract negotiations. He thanked Ms. Gaebelein for stepping up to fill the responsibilities of the business office during such a difficult time.

Ryan Carlson thanked Ms. Gaebelein for assuming the fiscal responsibilities and Ms. Kettering for bringing a human element to her branch presentation.

Jill McGarr had participated in the new trustee workshop virtually and was grateful to have had the opportunity to attend. She thanked Ms. Kettering for her presentation. She noted that she was impressed by the art shows exhibited in the B. Smith Gallery at Medina Library and wondered if they could be moved to a different location on the first floor where they would be more visible.

Dr. Griffiths echoed the sentiments and accolades of the other trustees and said she was pleased with how Ms. Kettering's presentation reflected the humanistic arm of the library institution. She thanked Commissioner Harrison for attending.

**Adjournment:** There being no further business, Mr. Carlson moved, and Mr. Parker seconded the motion to adjourn the meeting at 7:13 p.m. Motion carried.

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**Maria Griffiths, President**

**Caleb Parker, Secretary**

NEXT BOARD MEETING  
Monday, April 17, 2023  
6:00 p.m.  
Medina Library