

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

September 18, 2023

The Medina County District Library Board of Trustees met in regular session on Monday, September 18, 2023 at Medina Library. With a quorum present, President Maria 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, and Jill McGarr.

Library staff members in attendance: Allison Gaebelein, Fiscal Officer; Suzie Muniak, Assistant Director; Tina Sabol, Community Engagement Manager; Sue Schuld, Technology Services Manager; Chris Weaver-Pieh, Collection Resources Manager; Katie Graefnitz, Seville Branch Manager; and Jennifer O’Neill, Deputy Fiscal Officer acting as recording secretary.

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

Recognition of Guest and Comments from the Public: Dr. Griffiths welcomed all in attendance.

Disposition of Meeting Minutes: Mr. Parker motioned, and Mr. Harr seconded the motion to approve the July 17, 2023, regular meeting minutes. Motion carried. Mr. Carlson moved and Ms. McGarr seconded the approval of the August 28, 2023, special meeting minutes. Mr. Koran abstained. Motion carried.

Approval of Financial Report: Mr. Carlson motioned, and Mr. Harr seconded the motion to approve the July 2023 financial report. Motion carried. Mr. Harr motioned, and Ms. McGarr seconded the motion to approve the August 2023 financial report. Motion carried.

Fiscal Officer Allison Gaebelein highlighted that August 2023 receipts totaled \$962,484.30 while expenses totaled \$1,038,310.64. There was an unexpended cash balance of \$20,430,656.47 minus outstanding encumbrances of \$5,900,000.45 leaving an ending unencumbered balance of \$14,530,656.02 in all funds. General Fund revenues are up 3% over prior year-to-date and General Fund expenses are up 5.5% compared to the same year-to-date period.

The Library received \$1,587.40 in settlement funds related to the First Energy “Ohio Electricity Litigation” settlement. The Library also received a refund from The Ohio Department of Job & Family Services for unemployment claims during 2020. A refund of \$49,003.35 was receipted into the General Fund.

August 2023 PLF came in at \$339,517.84. This is \$9,899.73 higher than prior year, but \$6,797.16 lower than budgeted. Year-to-date PLF is up 0.7% over last year and 2.12% over

budget.

August 2023 investments earned \$66,471.95. Year-to-date interest totals \$393,047.04 at an average weighted interest rate of 4.039%.

Director's Report: Assistant Director Suzie Muniak highlighted that circulation for August 2023 was up 1.85% compared to August 2022. E-media circulation was up 10.79%. When compared to 2019, overall circulation is down 2.91%, while e-media is up 104.81%. Door count was up 17% compared to last year and down 19.95% compared to 2019. Computer usage was up 17.47% compared to last year and down 30.62% compared to 2019.

Assistant Director Muniak highlighted that the Library was able to secure \$23,000 from the federal Emergency Connectivity Fund. This added 40 additional wireless hotspots to the collection, bringing our system total to approximately 122 wireless hotspots.

The Summer Reading Game concluded in August. Teen participation was down 13% from last year with 1,149 teens registered logging 755,405 minutes of reading. Juvenile participation was up 1.77% compared to last year with 6,952 registered participants. Seville had the highest increase of children's participation in SRG with 38.10% compared to 2022.

Communications: None

Personnel Report: Mr. Koran motioned, and Mr. Parker seconded the motion to approve the July and August Personnel Reports. Motion carried.

Human Resources highlights from August 2023 included one new employee in August, our Deputy Fiscal Officer. Five staff members left employment. There were four leaves of absence (four last month).

In July and August, we congratulated 31 staff for work anniversaries, including three milestones. Congratulations to Julianne Bedel (Director) on five years of service, and Gail Ebey (Lodi Manager) and Annetherese Biesiada (Highland Librarian) on ten years of service.

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:

Seville Library Presentation: Manager Katie Graefnitz highlighted some of the challenges of being our smallest branch. There is no dedicated space for programs, so everyone pitches in on a regular basis moving items in and out of the Children's area for programming. The community room that was only used sparingly, was turned into the staff area. Seville does not have a dedicated parking lot, only street parking which can be challenging to both patrons and staff. The Circulation and Reference departments share space at the front desk. The flex associates have been helpful in the Seville branch because they can answer both reference and circulation questions. Katie wanted to give a shout-out to her staff for really stepping up when they are needed.

Resolution 23-28: Library Closings (2024) Mr. Carlson moved and Mr. Koran seconded, that the Medina County District Library Board of Trustees hereby approves Policy BRD-05 (Library Closings for 2024). Motion carried.

Resolution 23-29: Appointment of Deputy Fiscal Officer Mr. Koran moved and Mr. Parker seconded that the Medina County District Library Board of Trustees hereby appoints Jennifer O'Neill as Deputy Fiscal Officer effective August 28, 2023, through December 31, 2023, at a rate of \$23.50 per hour with a surety bond in the amount of \$250,000. Motion carried.

President Griffiths shared the ceremonial oath of office with Ms. O'Neill. (Duly notarized oath is on file.)

Service Recognition for Sue Skrobacs: Dr. Griffiths recognized Buckeye Library Associate Flex Sue Skrobacs for her 20 years of dedicated service to MCDL. The Board of Trustees expresses deep appreciation for Sue Skrobacs and the role that she played in the MCDL family for 20 years. We wish her health and happiness in the next chapter of her life.

Donations: Ms. McGarr motioned, and Mr. Koran seconded the motion to approve the following donations for July. Motion carried. Mr. Krosse motioned, and Mr. Koran seconded the motion to approve the following donations for August. Motion carried.

July:

1. Anonymous: \$100
2. Anonymous: Cricut Machine & Craft Items
3. Hilary Filipowicz: three copies of Busy Buzzing Worker Bees
4. Tina Hanlon: copy of Grave Secrets
5. Robert William Boyer: \$60 in appreciation for help received from Lauren Kuntzman

August:

1. Cleveland Metroparks Zoo: copy of Baby K's Big Day
2. Jon Mickle: \$500
3. Heather Davis: wagon and books
4. Peggy Abraham: \$20 in memory of Mary Ellen Hargrove
5. Victoria Druley: \$100 in memory of Mary Ellen Hargrove
6. 85 award-winning books in memory of Mary Ellen Hargrove from:

Jan Figola
Meghan Frazer
Terry Oblander
Marilyn C. Bratt
Rose Rogers
Carol Murphy
Rachel M. Rosen
Francine A Serafin
Shannon Gibson
Eleni Santarelli
Kate Mozingo
Lisa Baranovic
Lindsey Doermann
Leah Rebekah Ford
Jennifer H. Hallman
Jennifer Moore

Mairen Baker
Maria Lewarchick
Christy Survoy
The Nguyens
Shannon Paidas
Sara M. Reith
Ellen Glenn & Samantha Bohan
Shelly & Stewart Rea Family
Jessica Maag & Family
Jane & Jim Tucker
Marianne Cramer
Sarah Covelli Brewster
Marcia O. Young
Laura
Anonymous

7. Daniel Moss: When It's Time to Say Goodbye in memory of Josie Novak
8. Brunswick Library Staff: \$155 for French books in memory of Johna Large

The donations were accepted with gratitude.

Trustees Comments:

Mr. Krosse thanked Katie for her presentation while noting that Seville is his hometown library. He welcomed our new Deputy Fiscal Officer.

Mr. Harr thanked Katie for her presentation and welcomed our new Deputy Fiscal Officer. He also asked about what we had planned for next year's eclipse.

Mr. Koran wanted to acknowledge the great relationship that Medina school districts have with the Library in pursuing education.

Mr. Carlson thanked Ms. Graefnitz for her presentation and welcomed our new Deputy Fiscal Officer.

Mr. Parker also thanked Ms. Graefnitz for her presentation and welcomed our new Deputy Fiscal Officer. He congratulated all the staff for their hard work on the Summer Reading Game.

Ms. McGarr welcomed our new Deputy Fiscal Officer and thanked Ms. Graefnitz for her presentation. She also congratulated Ms. Ebey on 10 years of service. She wished happiness for Sue Skrobacs in her retirement.

Dr. Griffiths thanked the Friends of the Library for their donation of books to SRG. She welcomed the new Deputy Fiscal Officer and thanked Ms. Graefnitz for her presentation. Dr. Griffiths also congratulated staff reaching milestones.

Adjournment: There being no further business, Mr. Koran motioned, and Mr. Parker seconded the motion to adjourn the meeting at 6:47 p.m. Motion Carried.

Dr. Maria Griffiths, President

Caleb Parker, Secretary

NEXT BOARD MEETING
Monday, October 16, 2023
6:00 p.m.
Lodi Library