

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

November 15, 2021

The Medina County District Library Board of Trustees met in regular session on Monday November 15, 2021, at Medina Library. With a quorum present, President Ryan Carlson called the meeting to order at 6:05 p.m.

Roll call: The following members were present: Ryan Carlson, Dr. Maria Griffiths, Brian Harr, Gail Ostrowski, and Kyle White. Member Mary Schultz was absent.

Participating library staff members in attendance: Julianne Bedel, Director; Kelly Conner, Fiscal Director; and Allison Gaebelein, Deputy Fiscal Officer acting as recording secretary.

Approval of the Agenda: Mr. Harr moved, and Ms. Ostrowski 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 October 18 regular meeting minutes. Ms. Jenks abstained. The minutes were approved.

Approval of Financial Report: Mr. Harr moved, and Ms. Ostrowski seconded to approve the October 2021 financial report. Fiscal Officer Kelly Conner reported that October 2021 revenues totaled \$443,770; expenses totaled \$944,995. There was an unexpended cash balance of \$17,184,365 minus outstanding encumbrances of \$4,836,959, which left an ending unencumbered balance in all funds of \$12,347,406. The encumbrance balance increased significantly due to encumbering the bond principal and interest payment of \$2,900,000 due next month.

General Fund expenses were about 67% of the budget versus a target of 83%. If you include the encumbered amount, the General Fund expenses are at 82%.

October 2021 investments earned \$3,181 with a principal balance of \$17,514,556 in bank accounts and investments at an average weighted interest rate of .269%. Year-to-date interest totals \$74,907 as compared to prior year of \$141,731.

October PLF came in at \$354,733 which is \$45,317 higher that prior year – 14.72% increase. We are currently \$485,559 YTD higher than 2020 (15.6%) and \$461,474 YTD higher than 2019 (14.7%).

November PLF report shows that we will receive \$26,306 more than last year.

The Financial Report was approved unanimously.

Mr. Harr had questions regarding investments since we have three bonds coming due next year. He asked if it would be beneficial to deposit the investment money into the operating account to offset the bank fees. Fiscal Officer Conner responded that she would check the analysis report regarding bank fees.

Director's Report: Director Julianne Bedel highlighted that circulation for the month was down 1.2% compared to October 2020. However, the door count was up 47.5% for the same period. Computer usage was up 62.6% and the number of patrons attending programs has increased by 174% since this time last year.

Looking at our past six months of usage, circulation is holding relatively steady, fluctuating between 201,990 and 240,813 for the period with the normal increase that we generally see during the Summer Reading Game. E-media usage remains steady, varying between 59,000 and 65,000. The door count is steadily increasing ranging from 25,749 in May to 35,898 in October. Computer usage is following the same incremental monthly increases from 12,918 last May to 19,839 in October. Bedel will continue to monitor the rolling six-month window as a gauge of our short-term usage trends. Dr. Griffith's verified that we are open on Sundays since September. The Medina and Brunswick branches are open from 1-5 p.m.

Bedel also added that she was elected to the CLEVNET Executive Panel for a term January 2022 through December 2024. The Executive Panel is the governing body for CLEVNET member libraries, and she is looking forward to serving.

Communications: There was no formal communication for the trustees.

Approval of Personnel Report: Dr. Griffiths moved, and Ms. Ostrowski seconded to approve the Personnel Report. Ms. Bedel highlighted that Community Engagement Associate Jessica Giurbino celebrated her 15th anniversary with the library. The Personnel Report was approved unanimously.

Board Committee Reports:

Finance Committee: No Meeting

Personnel Committee:

Resolution 21-23 Employee Insurance Renewal: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library hereby authorizes the Fiscal Officer to enter a 12-month extension of the library's health insurance with Medical Mutual of Ohio and a 24-month extension of the library's dental, vision, and life insurances with Humana. Resolution carried unanimously.

Resolution 21-24 Revision to Policy HR-JD-02: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library resolves to amend policy HR-JD-02 as presented effective January 2, 2022. The page job description will be revised, Human Resources clerk will move from Grade 3 to Grade 4, and Payroll Clerk will move from Grade 4 to Grade 5. Resolution carried unanimously.

Resolution 21-25 Professional / Administrative / Page Salary Structure: Upon recommendation of the Personnel Committee, the Board of Trustees of the Medina County District Library resolves to amend HR-C-05 Professional/Administrative/Page Salary Structure as presented: 2% increase to minimums and maximums, effective January 2, 2022. (Note: This is a change to salary structure, not an increase to existing staff. The increase in existing staff will be discussed at the next Finance

Committee. Page compensation is adjusted to comply with 2022 minimum wage requirement.)
Resolution carried unanimously.

Ms. White noted that performance evaluations are forthcoming for Director Julianne Bedel and Fiscal Officer Kelly Conner.

Policy and By-Laws Committee: No meeting

Buildings Committee: Ms. Jenks gave an overview of the November 4, 2021, Buildings Committee meeting. The committee met with the director of the Parks District. Although it is still a few months away from being finalized, the library is excited to investigate a partnership with the Medina County Parks District.

Unfinished Business: None

New Business:

Resolution 21-26: Library Closings: Dr. Griffiths moved, and Ms. Ostrowski seconded that the Medina County District Library Board of Trustees approve the revised policy BRD-05 Library Closings. The resolution carried unanimously.

Resolution 21-27: Records Commission: As agreed by the Records Commission in their annual meeting, Ms. Jenks moved, and Mr. Harr seconded that the Medina County District Library Board of Trustees approve the disposal of the items listed on the Record Retention – 2021 Disposal List. The resolution carried unanimously.

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

1. Anonymous: \$100
2. Wayne Savings: \$200 for Winter Wonderland
3. Kiwanis Club of Medina: \$180 for children's books
4. Hollo's Papercraft Store: craft sticks
5. Bev Yaros: A cross-stitch piece for Brunswick children's room
6. Peninsula Library: copy of *Medina: The City, The County, The People*
7. William Arthrell: five copies of *Ukrainian Heart*

The Board unanimously accepted the donations with gratitude.

Other: None

Trustees' Comments:

Mr. Harr had recently attended a tour of the Virginia Wheeler Martin Center led by Lauren Kuntzman. He was very impressed with the Family History Learning Center and the Makerspace Lab available at the Medina Library.

Ms. White congratulated Jessica Giurbino for her 15 years of service, and Director Bedel on her position with CLEVNET Executive Panel. Ms. White thanked all donors.

Ms. Ostrowski echoed Ms. White's sentiments. She is also excited to connect with the parks district.

Ms. Jenks issued congratulations to Gail Ebey, Jessica Giurbino, and Julianne Bedel. She noted the additional hot-spot loans available to patrons. The Lodi windows & water projects are now complete. She issued a thank you to Tina Sabol and the Community Engagement team for their newsletter and is also thankful for the donations.

Dr. Griffiths is also glad to see the Lodi projects complete. She is thankful to the Outreach program for reaching out to our senior population.

Mr. Carlson echoed previous sentiments. He also added congratulations to Tina Sabol on her participation in Dancing with Medina Stars.

Executive Session: None

Adjournment: There being no further business, Dr. Griffiths moved, and Ms. Jenks seconded to adjourn the meeting at 6:26 p.m. The motion carried unanimously.

Ryan Carlson, President

Maria Griffiths, Vice President

**NEXT BOARD MEETING
Monday December 20, 2021, at 6:00 p.m.**