

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

**August 16, 2021**

The Medina County District Library Board of Trustees met in regular session on Monday August 16, 2021, at Medina 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, Sharon Jenks, Mary Schultz, and Kyle White.

Library staff members in attendance: Julianne Bedel, Director; and Kelly Conner, Fiscal Officer acting as recording secretary.

**Approval of the Agenda:** Ms. Jenks moved, and Ms. White seconded to approve the agenda. Motion carried 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:** Ms. Schultz moved, and Ms. White seconded to approve the July 19 regular meeting minutes. Motion carried unanimously. Ms. Jenks moved, and Ms. White seconded the approval of the July 29 special meeting minutes. Motion was carried unanimously.

**Approval of Financial Report:** Ms. White resolved, and Ms. Schultz seconded to approve the July 2021 financial report. Fiscal Officer Kelly Conner reported that July 2021 receipts totaled \$4,434,536 due to the receipt of the second half real estate taxes. Expenses totaled \$796,393. There was an unexpended cash balance of \$18,049,136, less outstanding encumbrances of \$2,787,892 which left an ending unencumbered balance in all funds of \$15,261,244.

General Fund expenses were at about 44% of the budget versus a target of 58%, but the budget is weighted for more expense in the second half of the year.

July 2021 investments earned \$7,642 with a principal balance of \$18,347,778 in bank accounts and investments at an average weighted interest rate of .355%. Year-to-date interest totals \$53,157 as compared to prior year interest to date of \$104,655

The July Public Library Fund came in at \$435,931 which is \$80,755 over prior year, a 22.7% increase. We are currently \$493,387 YTD higher than 2020 (24%) and \$343,496 YTD higher than 2019 (15.5%).

MCDL just received the August PLF report, which was \$70,145 less than August 2020, which was most likely due to the timing of the tax payment extension last year. Including August, we are 17% higher year to date from last year. **Roll call vote:** Mr. Carlson - aye; Ms. Jenks – aye; Ms. Schultz – aye; and Ms. White – aye. Motion carried.

**Director's Report:** Director Julianne Bedel gave a brief update that for the week of August 9, 2021, STAT Courier delivery had delivered on four of the five contracted days. The new

bookmobile had been taken to Freightliner in Akron for warranty work. She offered congratulations to the Friends of the Library for being recognized in the Ohio Library Council's annual awards. She then presented an overview of CLEVNET governance, as compiled by Timothy Diamond, Cleveland Public Library's Special Assistant to the Director.

**Communications:** There were no formal communications to the trustees.

**Approval of Personnel Report:** Ms. Jenks moved, Ms. White seconded to approve the Personnel Report. The motion carried unanimously.

**Board Committee Reports:** The Finance, Policy and By-laws, and Buildings Committees did not meet. Ms. White reported that the Personnel Committee met on July 23 and the minutes were included in the board packet.

**Unfinished Business:** None.

**New Business:** Ms. Schultz moved and Ms. White seconded to approve depository agreements with Huntington National Bank, First Federal of Lakewood, and S&T Bank.

**Resolution 21-16:** The Medina County District Library Board of Trustees hereby approves depository agreements with the maximum amounts of \$5,000,000 for Huntington National Bank and First Federal of Lakewood, and for S&T Bank with a maximum at \$8,000,000. The motion carried unanimously.

Ms. Jenks moved and Ms. White seconded the motion to discuss declaring the following technology equipment obsolete:

Konica Minolta microfilm reader model #MS6000MKII

Konica Minolta microfilm reader model #MS6000MKII

Konica Minolta Printer – asset tag #000356

**Resolution 21-17:** The Medina County District Library Board of Trustees hereby approves the technology equipment discussed to be declared obsolete and authorizes the Fiscal Officer to sell them to Tronitech for \$100 each. The motion carried unanimously.

It was moved by Ms. White and seconded by Ms. Jenks to consider the library's 2001 Dodge Ram 2500 and 2008 Ford E-350 Super Duty van as obsolete surplus so they may be traded in towards the purchase of a new van.

**Resolution 21-18:** The Medina County District Library Board of Trustees hereby declares the 2001 Dodge Ram 2500 truck and 2008 Ford E-350 Super Duty van obsolete and authorizes the Fiscal Officer to trade in these assets against the purchase of a new delivery van. The motion carried unanimously.

**Donations:** Ms. Schultz moved, and Ms. Jenks seconded, to approve with gratitude the following donations:

1. Nancy Chizmar: \$20
2. Islam Sabra: \$100
3. Abbey Clark: \$20
4. Shannon Just: \$100
5. Nancy Porter: \$100
6. Terry Ann Zver: Bronze art piece for Brunswick Library
7. Phillip Obermiller: Obermiller family archive for the VWM Center
8. Dick Walsh: vase for Lodi Library

The motion carried unanimously.

**Other:** None.

**Trustees' Comments:**

Ms. Schultz had no comments to share this month.

Ms. White extended congratulations to the Friends of the Library for their recognition by the Ohio Library Council. She noted that the recent newsletter looks wonderful and is happy that we have the new bookmobile.

Ms. Jenks reiterated congratulations to the Friends of the Library on their award and thanked Director Bedel for the overview of CLEVNET governance. She expressed gratitude for this month's generous donations.

Mr. Carlson thanks Community Engagement Manager Tina Sabol and staff for another excellent newsletter. He congratulated Kelly Conner on her new role with the library and thanked the generous donors for their thoughtful donations.

**Executive Session:** Ms. Jenks moved, Ms. White seconded to move into Executive Session to discuss the employment of a public employee at 6:30 pm. Ms. Bedel was asked to attend. **Roll call vote:** Mr. Carlson – aye; Ms. Jenks – aye; Ms. Schultz – aye; Ms. White - aye.

Open session resumed at 8:24 pm with no action taken.

**Adjournment:** There being no further business, Ms. Jenks moved, Ms. White seconded to adjourn the meeting at 8:25 pm. Motion carried unanimously.

**NEXT BOARD MEETING**

**Monday, August 20, 2021, at 6:00 p.m. at Medina Library**

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**Ryan Carlson – President**

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**Sharon Jenks – Secretary**