

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

March 17, 2003

The Medina County District Library Board of Trustees met in regular session at 7:30 p.m. on Monday, March 17, 2003 at the Medina Library in the Annex.

**Roll Call** was taken with the following members noted as present: Philip Duke, Michael Tefs, Dale Lynk, Cindie Schneider, Patricia Walker and Karen Hammon. Also present were Library **Staff** members: Mike Harris, Director; Mike Dolansky, Business Manager; Paula Banks, Stacy Boycik, Judy Leutheuser, Judy Scaife, Diane Pajk and Elaine Frankowski.

The **Agenda** was approved upon a motion made by Patricia Walker and seconded by Karen Hammon. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Stacy Boycik, the new Children's Supervisor in Brunswick, was introduced and welcomed to MCDL by the Board and all present.

The **Minutes** of the February 17, 2003 Board meeting were approved by a motion made by Patricia Walker and seconded by Dale Lynk. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - abstained, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Mike Dolansky discussed the February 28, 2003 revised **Financial Report**. Mike has added detailed investment information on Page one of the report. This information will be reported each month so that current information will be available to the Board. Mike has also added a new final Page to the report showing an overview of total gross revenue and expenditures for MTD and YTD for the current year and two prior years, which will give a snapshot of fiscal wealth. It was pointed out that we are actually doing better than last year. The Board appreciated both additions to the monthly report. A motion was made by Dale Lynk and seconded by Karen Hammon to accept the February 28, 2003 Financial Reports as distributed. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

**Director's Report** – In addition to the Director's Report found in the Board packets, Mike Harris reported the following:

- Too much winter has affected library attendance, program attendance, and the moods of our visitors. A rash of short tempers led to a couple of incident reports and one police call, but nothing really serious.
- MCDL collected hundreds of signatures on our Valentine's Week/Ohio Loves Libraries campaign. These will be shared with Chuck Calvert.

- Food for Fines is doing very well. Our largest results generally come the final week, but our incoming up to this point has been comparable to past efforts.
- The New Director's workshop from OLC was an outstanding program.
- Mike spoke to about half dozen groups so far, and the results have been pretty positive. Next is the Medina Preschool PTA and State of the Library messages to both Valley City and Brunswick Chambers. Fundraising is keeping up with our expectations, with the Quilt Raffle being a particularly pleasant surprise with over \$700 raised to date. The quilt will be on display at different times at all the branches for patron viewing.
- Jonathan Buchter, David Milling, Mike D. and Mike H. spent two mornings on the phone in he last week and are close to having a contract proposal ready for Board consideration in April.
- A call was received from Cathy Keys, who grew up in Medina and now lives in DC area. She had moved her parents out to be closer to her and her father recently passed away. He had indicated before his death that he wanted to make a donation to the library. We believe it will be in the vicinity of \$25,000, and Mike proposed that we use it as seed money to begin a library foundation. With a building project on the horizon, this would be a good time to consider an alternative opportunity to deal with memorial gifts. Mike will meet with a local bank to investigate this further.
- A Bond Issue Endorsement Resolution will be available shortly to take to the various political subdivision presentations.
- Mike announced that the Adult Services Department Supervisor position was just filled today by Tim Burns. He had previously worked for us in a part-time position and has been with Black River and Cloverleaf Schools.

A motion was made by Patricia Walker and seconded by Cindie Schneider to accept the **Personnel Report** as presented. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Committee Chair, Karen Hammon, reported that the **Finance Committee** met prior to tonight's Board meeting and discussed the following:

**Amended Appropriations Fiscal Year 2003 - Grant Fund (201)** – From 1999 through 2002 the Medina County District Library participated in a three-year literacy grant program sponsored by the Ohio Department of Education that awarded a total of \$43,355 to Medina County. Locally these funds were coordinated by the Literacy Coalition, which included Project Learn, ABLE (Adult Basic & Literacy Education), the Wadsworth Public Library, and the Medina County District Library. The purpose of this special organization was to increase

awareness of literacy programming in Medina County. Medina County District Library served as the clearinghouse for fund administration.

The members of the Literacy Coalition determined last year that they would not pursue additional funding for these aforementioned purposes, thus ending our past three year relationship. Upon concluding this program, approximately \$3,300 was left unspent. As a result, by the guidelines of the grant program, all excess funds had to be reimbursed to the Ohio Department of Education immediately. Since our original Certificate of Available Resources for 2003 did not allow for adequate appropriation at the start of 2003 within the Grant Fund (201), this reimbursement was promptly paid from the General Fund last month, as was reported at the February 17, 2003 Finance Committee meeting.

The Grant Fund (201) balance as of December 31, 2002, as reported in the 2002 Annual Financial Report, indicated that there was \$4,656 remaining within the Grant Fund for available appropriation. Per Ohio Revised Code, this figure was reported to the County Auditor for the purpose of issuing an Amended Certificate of Available resources for fiscal year 2003. With the Amended Certificate of Available Resources from the County Auditor pending, the formal action of the Board is needed to appropriate money in the Grant Fund (201) so that we may assess this expenditure to the appropriate fund within our budget. **RESOLUTION 03-15** Upon motion made by Karen Hammon on behalf of the Finance Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby authorize the Business Manager to appropriate up to \$3,300 within the Grant Fund (201), under the account Refunds & Reimbursements (201-000-5-7500), for the purpose of appropriately accounting for the refund to the Ohio Department of Education and to meet the fiscal needs of the remainder of 2003. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

**Update On State Funding LLGSF** - Mike Dolansky reported that the recent budget correction legislation (HB 40) enacted by the State government will result in a reduction of the LLGSF by \$10.6 million for the remainder of their fiscal year, ending June 30, 2003 for the State of Ohio. Additionally, the above reduction will also be met with a “corrective adjustment” as a result of the previous budget correction legislation (HB 405), that called for two “adjustment” periods, one in the March distribution and another in the July distribution. The disbursement in July of 2003 will be reduced \$26.8 million to account for disbursements that have exceeded the “frozen” LLGSF allocation levels over the past several months.

What does this mean for MCDL for the fiscal year 2003? The “corrective adjustment” in July is a simple reduction to meet our targeted “frozen” allocation level, which we adequately estimated for in our revenue projection. However, the \$10.6 million reduction will be in addition to the aforementioned and will result in \$90,100 less revenue than what we had anticipated. Altogether these two items will basically mean that we get no LLGSF distribution in the month

of July this year. Fortunately we have no cash flow issues due to our beginning year cash balance in the General Fund of almost \$3.8 million. For the short term we continue to be on solid ground, though the \$90,100 shortfall does nothing to improve our fiscal stance by the end of fiscal year 2003.

The State will have many issues to address when their fiscal year 2004 – 2005 budget discussions begin in earnest around May. Our hope is that LLGSF is maintained at the original statutory levels of 5.7% of all State income tax receipts or at worst case a continued freeze for no more than half of the next biennium budget. If this is the case our budget estimations will be close enough to save off another year without any significant detriment to our General Fund balance. Mike will keep the Board apprised of updates as legislation and economic conditions dictate.

In Thomas Horwedel's absence, Dale Lynk reported that the **Personnel Committee** had met on March 11, 2003 to discuss a proposed new description for a professional librarian position in the Outreach Services Department. The reason this position was reviewed at this time was due to an upcoming April retirement of the individual in the current position. Basically, we are proposing that the position continue to be a professional librarian and have the same essential job functions of serving our outreach patrons, but remove the supervisory responsibilities. This would maintain the position at grade 25 just as our other entry level librarian positions, including its counterpart in the Outreach Department, the Early Childhood Librarian. That individual serves our young outreach patrons and their caregivers with library services to Head Start programs, day-care and nursery schools.

As our number of outreach patrons continue to grow in the county at new varying locations, it is necessary for the Outreach Services Librarian to administer more facets of outreach service. The position divides very easily into two major divisions: that of service to individuals who are homebound and the administration of the volunteer bookmates who help deliver materials to some of these individuals, and that of service to individuals in facilities where we would like to increase our programming. Additionally we are proposing that instead of searching for one full-time individual, we post for two part-time positions. This would also allow our system to have some part-time entry-level professional positions. Currently of 20 professional positions at MCDL, only six are non-supervisory, and of those six, only two are part-time professionals. Although we have many part-time bargaining unit positions available, our lack of professional part-time positions is causing us to lose some very good professionals who do not wish to work full-time. The current Outreach position is 37.5 hours, and we are proposing an increase of 2.5 professional hours so that we may post two 20-hour positions. The 20 hour positions would not be eligible for health benefits, as 25 hours is the minimum for health insurance eligibility. This savings would cover the additional cost for the extra hours.

**RESOLUTION 03-16** Upon motion made by Karen Hammon on behalf of the Finance Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees**

creates the position of Outreach Services Librarian and adopts the attached position description (that will be part of the minutes). The Board also approves an additional 2.5 professional librarian hours in the Outreach Services Department. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Committee Chair, Michael Tefs, Mike Harris and Mike Dolansky give an update for the **Planning Committee.** Jonathan Buchter, of Squire, Sanders & Dempsey, David Milling, Architects, Mike D. and Mike H. continue working through the contract process and hope to have a contract proposal ready for Board consideration in April. A Planning Committee meeting is scheduled for Tuesday, April 1 at 5:15 p.m. to review the RFQ's received for Construction Management Services. We will use the same procedure that was done for the architect selection, by ranking the candidates and then choose the top several for interviews by the Planning Committee. We are thinking of a Saturday morning in April for these interviews. Michael Tefs suggested that it might be a good idea to have David Milling involved in the final interview process.

Patricia Walker, Committee Chair, indicated that the **Policy and By-Laws Committee** had no report.

**Communications** - Mike Harris read a letter from OLC congratulating and thanking Mike Dolansky on his outstanding work on the completion of the new OLC Clerk-Treasurer's Handbook.

There was no **Unfinished Business.**

Upon motion made by Dale Lynk and seconded by Karen Hammon the following donations were accepted **with gratitude:**

- \$4,500 FROM FRIENDS OF THE MEDINA LIBRARY FOR 2003  
SUMMER READING PROGRAM
- \$35 FROM BOOK EXCHANGE CLUB TO MEDINA LIBRARY
- \$120 FROM THURSDAY MORNING GROUP TO BRUNSWICK  
COMMUNITY LIBRARY FOR USE OF COMMUNITY ROOM FOR THE  
YEAR

The vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

**Trustee Comments** It was stressed that all Board members should ask questions of the Board President, Vice President and all Committee Chairs if something is not clear to them and to keep abreast of what is going on so that if you are approached by patrons and others you will

be aware of what is going on. If the Bond Issue passes, things will be moving very rapidly and all messages may not delivered as quickly as they normally would be.

Members of the Board in attendance at the Brunswick City Council meeting indicated that Mike Harris gave an excellent presentation. Karen thanked staff for all their hard work with the levy campaign. The Board indicated that the latest Library Live and the four page fold out about the building process was excellent. Mike Harris has additional copies for anyone interested. Philip Duke indicated that we should try to obtain the Bond Issue Endorsement Resolution from all the various political subdivision locations we visit. All agreed that the feedback to date has been very good.

An **Executive Session** was not necessary.

The meeting was adjourned at 8:05 p.m. upon motion made by Karen Hammon and seconded by Cindie Schneider. The vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

#### **NEXT BOARD MEETING**

**Monday, April 21, 2003, Medina County Library Annex, 7:30 p.m.**

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**Philip Duke**  
President

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**Dale Lynk**  
Secretary

