

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

April 21, 2003

The Medina County District Library Board of Trustees met in regular session at 7:30 p.m. on Monday, April 21, 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, Thomas Horwedel, Patricia Walker and Karen Hammon. Also present were Library **Staff** members: Mike Harris, Director; Mike Dolansky, Business Manager; Paula Banks, Tim Burns, Judy Leutheuser and Elaine Frankowski. Guests in attendance were James Burns, Mike Deiwart, Jim Fenske and James Ruhlin from Ruhlin Company.

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, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Director, Mike Harris introduced Tim Burns, new Medina Adult Services Supervisor, to the Board. Tim had worked previously at the Brunswick library and the Cloverleaf and Black River school systems. The Board welcomed Tim Burns to MCDL.

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

Mike Dolansky discussed the March 31, 2003 **Financial Report**. Mike mentioned several items on the "Notes" section of page one wherein he reports on investments. There are some CD's that will mature at the end of the month, and he will continue to look for alternative investments for our money. Audit adjustments made were also shown. All in all our revenue looks good and expenditures are doing very well. Michael Tefs asked if we have heard anything new about the future funding of LLGSF. Mike Dolansky indicated that we will probably not know anything until late June or early July. A motion was made by Dale Lynk and seconded by Thomas Horwedel to accept the March 31, 2003 Financial Reports as distributed. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Director's Report - Mike Harris indicated that circulation was up 6% from March of last year. Design-a-Bookmark contest was held with many great entries. David Milling worked with Mike Harris on the entries on the Design-a-Library affair. Mike also had an opportunity to speak with Chuck Calvert about the House Appropriations Bill. He is very aware of Library Finance and the importance of Public Libraries in Medina County. Other information for the month can be found in the Director's Report previously distributed.

With regard to the Bond Issue, we are ready and have done all that we can do. There are a few more groups that we will speak to. Mike Harris thanked the Board for their excellent participation and all the staff for their unending help. Donations have been made from the staff, more than has ever been made, and everyone is involved in helping to get the word out. We have had great support from many of the community leaders, more than we have in the past. Tell your friends and family to vote.

Due to time constraints, we have not been able to set up a Policy & Bylaws meeting, but this will be done as soon as possible after the Bond Issue is completed. A reminder that the Writer's Live Luncheon is Thursday, April 24. Mike Harris and Mike Dolansky have been working with Jonathan Buchter on the contract with David Milling & Associates Architects and should wrap everything up very soon.

President, Phil Duke complimented Director, Mike Harris on an outstanding job that he has done since being appointed Director, not only with the Bond Issue but will all phases of the Library.

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

Committee Chair, Karen Hammon, reported that the **Finance Committee** will set up a meeting for next month.

Thomas Horwedel reported that the **Personnel Committee** had no report.

Committee Chair, Michael Tefs, reported that the **Planning Committee** met on April 1, 2003 to review the seven RFQ responses that were submitted for Construction Management Services. In the performance of this selection process the parameters as set forth in O.R.C. 9.33 to 9.333 were closely adhered to. We appropriately advertised the release of a RFQ in a public notice and mailed out approximately 14 RFQ packets to various firms. The Committee met again on April 15, 2003 to interview the short list of the three most qualified firms. After the interviews were conducted, the Committee ranked the three firms in order of preference based on their qualifications 1) The Ruhlin Company, 2) Summit Construction, and 3) PCS, Inc. Architect, David Milling, was present during the interview process since he will be working very closely with the Construction Management Company. All three firms had excellent presentations.

The Ruhlin Company is a Medina County based firm that has been recognized both locally and nationally as an excellent contractor and construction management firm. Their family-owned business has been in operation since the early 1900's and they were one of the first northeast Ohio contractors to begin offering professional management services to independently oversee the construction process for others. Their RFQ, interview presentation, experience, depth of professional and support staff, as well as their local project references were all outstanding. Clearly they stood above the rest of the applicants as the most qualified firm to complete our project team for this vital project.

RESOLUTION 03-17 Upon motion made by Michael Tefs, on behalf of the Planning Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager to proceed with negotiating a contract with The Ruhlin Company for construction management services for the renovation and expansion of public library facilities for the Medina County District Library, said contract to be contingent upon passage of the May 6, 2003 bond issue.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

All in attendance congratulated The Ruhlin Company for being chosen.

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

Communications - The Board received a thank you note from the Staff for providing donuts to all in thanks for all their efforts.

There was no **Unfinished Business.**

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

- \$\$852 FROM FRIENDS OF THE LODI LIBRARY FOR 2003 SUMMER READING PROGRAM
- \$200 FROM FRIENDS OF THE LODI LIBRARY FOR 2003 LET'S TALK ABOUT IT PROGRAM
- \$200 FROM THE FRIENDS OF THE HINCKLEY LIBRARY FOR 2003 LET'S TALK ABOUT IT PROGRAM
- \$100 FROM JEAN A. MORSE IN MEMORY OF LAURA HANDY
- \$25 FROM MEDINA COUNTY SHOW BIZ COMPANY IN MEMORY OF EDWARD KLOPP

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

Retirement Recognition – Judy Nelson - Mike Harris announced Judy Nelson's retirement and talked about her long career and accomplishments with the library. **RESOLUTION 03-18** Upon motion made by Dale Lynk and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Judy Nelson on her retirement and wishes her well as she begins the next stage of her life.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Trustee Comments. The Board recognizes that the passage of the bond issue will be due in a great part to the efforts of the Staff and their outstanding customer service. They certainly make a difference. Dale reminded everyone of the annual Volunteer Breakfast to be held on April 29th at Best Western. Thanks and appreciation were extended to all volunteers. Pat thanked all Staff for their hard work on the levy campaign. A suggestion was made that everyone should call five of their friends and remind them to vote. Phil also thanked Staff for all their campaign efforts. He also commended Diane Dermody for the outstanding job in handling all the Hinckley patron comments so professionally.

At 8:00 p.m. upon a motion made by Cindie Schneider and seconded by Karen Hammon, the Board moved to enter into **Executive Session** for the purpose of reviewing a real estate contract. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

The Board came out of Executive Session at 8:15 p.m. upon motion made by Dale Lynk and seconded by Karen Hammon. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

RESOLUTION 03-19 Upon motion made by Thomas Horwedel and seconded by Patricia Walker, it was **RESOLVED:** That the Medina County District Library Board of Trustees accepts the draft Real Estate Purchase Option Agreement with the Board of Education of the Medina City School District for the purchase of the bus garage. A discussion was held and the resolution was amended to include an additional statement. **RESOLUTION 03-19** will now read as follows: **That the Medina County District Library Board of Trustees hereby approves the Real Estate Purchase Option Agreement with the Board of Education of the Medina City School District for the purchase of the bus garage with the possible elimination of the last sentence in Article 12, on page five, due to the questionable legal nature of the sentence referring to confidentiality. Also that "Purchaser" be changed to "Buyer" throughout Article 12.** The roll

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

The Board was reminded that the May meeting will be held at the Brunswick Community Library.

The meeting was adjourned at 8:22 p.m. upon motion made by Thomas Horwedel and seconded by Patricia Walker. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, May 19, 2003, Brunswick Community Library, 7:30 p.m.

Philip Duke
President

Dale Lynk
Secretary

