

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

March 15, 2004

The Medina County District Library Board of Trustees met in regular session on Monday, March 15, 2004 at the Medina Library in the Annex Building.

Roll Call was taken with the following members noted as present: Philip Duke, Michael Tefs, Cindie Schneider, Patricia Walker and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris, Director, Pauline Chapman, Deputy Clerk-Treasurer, Theresa Laffey, Judy Leuthaeuser, Tina Sabol, Judy Scaife, Al Scheimann and Elaine Frankowski.

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

Recognition of Guests and Comments from the Public - There were no guests in attendance.

A motion was made by Michael Tefs and seconded by Patricia Walker to approve the February 16, 2004 meeting **Minutes**. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

Mike Harris discussed the February 29, 2004 **Financial Report** that was distributed this evening. Harris indicated that revenues look good and the State may not need to make an adjustment in July as we had anticipated. Some of the Bonds were called. Pat Ahern from Fifth Third Bank is advising on reinvestment. A motion was made by Cindie Schneider and seconded by Shereen Lakhani to accept the financial report as distributed. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

Director's Report – Mike Harris announced an upcoming Ohio Library Council Trustee Dinner to be held Wednesday, April 7, 2004 at the Cleveland Airport Marriott. There will be a speaker on “Why Libraries Matter – How to Make Sure Our Elected Officials Know.” Please email or call Elaine by the end of the week if you wish to attend. In addition to the written report submitted, Harris indicated that circulation increased in February by about 8,000, which puts us ahead of last year. We received a tremendous amount of publicity on all of our programs from the local newspapers this past month. To mention a few, the “Warm Up America Campaign” wherein afghans were hand-crafted and donated to Hospice of Medina, the Red Cross, the Battered Women’s Shelter of Medina County and the Salvation Army and the Dr. Seuss program “Green Eggs & Ham” with Bob Evans providing free breakfast. Sabol was thanked for all her hard work in working on all this publicity. There were also some nice articles on Food For Fines, with Dianna Wertz featured, and an article on our new vision impaired equipment demonstrated by Medina Library Branch Manger, Christine Gramm. There will also be information later in the meeting about a possible Hinckley facility.

The **Personnel Report** was reviewed. A motion was made by Patricia Walker and seconded by Cindie Schneider to approve the Personnel Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

The **Finance Committee** had no report.

Thomas Horwedel reported that the **Personnel Committee** met on March 6, 2004 to conduct interviews for the Business Manager position, however no recommendations were made. We will need to re-advertise. In the meantime, we are considering hiring a consultant to fill in during this interim period. The Board indicated that they agreed with Director Harris, if he felt this was the right thing to do at this time.

Planning Committee – Building Update – Final review of the Construction Document for the Buckeye Library should be ready for presentation at the April Board meeting. A resolution will be presented this evening asking to transfer \$250,000 from the proposed construction budget for Buckeye to the proposed construction budget for Lodi and then a comparative estimate will be presented. We are holding meetings with the Historic Preservation Board, the City of Medina and the Planning Committee to present our plans for the Medina facility. There is another meeting scheduled with the Historic Preservation Board on March 24, 2004 (*changed to March 31, 2004.*) The publicity has been sent out for the “Blue House” and a sign has been placed on the property. Updates will continue.

Notebooks containing current information, pictures, tentative drawings, etc. for all our proposed new buildings were distributed to all Board members. Material will be added as it becomes available. This will be a great tool for the Board members to use when talking with patrons to update them on our progress. The Board was very happy to receive these and indicated they will be very helpful.

Patricia Walker indicated that the **Policy and By-Laws Committee** had no report. Harris indicated that Diane Dermody has been working on updating the manual and a meeting will be scheduled as soon as time permits.

There were no **Communications**.

There was no **Unfinished Business**.

New Business: Amended Appropriations Fiscal Year 2004 – Debt Service Fund (301) and Facility Construction & Renovation Fund (402.) Presented tonight is a recommended resolution that would replace last month’s abbreviated (301) and the (402) budgets with an itemized list of expected revenues and expenditures.

Deputy Clerk-Treasurer, Pauline Chapman and Mike Harris, Director have been advised by the Business Manager of the Akron Summit County Library, consulting on our behalf, that greater detail is expected and required in our budgeting process. We have already created the appropriate accounts, but needed to further develop the level of detail in our Appropriations Budget.

This is a temporary solution, with our best estimates, that we believe will allow the library to conduct necessary business until such time as we have a full time Business Manager on board to further refine the numbers. Chapman has done a fantastic job keeping everything current and correct. **RESOLUTION 04-11** Upon motion made by Cindie Schneider and seconded by Shereen Lakhani, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the amendments to the 2004 Appropriation Budget for the Debt Service Fund (301) and the Facility Construction & Renovation Fund (402) and authorizes the Deputy Clerk- Treasurer to certify such appropriations as necessary and required to meet fiscal needs of the remainder of 2004.** The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

The next item was **Transfer of Construction Funds From Buckeye to Lodi** - Presented tonight is a recommended resolution to transfer \$250,000 from our Buckeye construction budget into our Lodi construction budget.

As noted in last month's Building Project Update, we currently have a surplus in Buckeye of more than \$200,000, as well as an untouched owner's contingency of \$342,000. I am very comfortable recommending that we reallocate this money to keep both projects on track. The transfer will make up Lodi deficits and maintain a Lodi owner's contingency in excess of \$100,000. Our architects are confident that both projects can be achieved with the funds currently available. The resulting budgets will total \$5,678,000 for Buckeye and \$4,205,000 for Lodi. **RESOLUTION 04-12** Upon motion made by Cindie Schneider and seconded by Michael Tefs, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby amends the proposed budgets for the Buckeye Library to \$5,678,000, and the Lodi Library to \$4,205,000.** The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

The next item was **Temporary Hinckley Facility** - Presented tonight is a recommended resolution to formalize our commitment on a temporary Hinckley Community Library.

While the death of the property owner and subsequent sale of the property has delayed our move to the new storefront location, the new owners are ready to proceed with a lease agreement with Hinckley Township Trustees. They have asked for reassurance from us that our resolution 03-41 dated October 23, 2003 remains in effect despite the delay.

The new owners have agreed to retrofit the restroom to ADA specifications, add an office to our needs, and create Handicapped parking and entry. We have agreed to paint and carpet the interior, which will fall well within our agreed upon expenditure limits.

It is not possible to specify an exact opening date at this time, but we expect it will occur between May 1 and May 15, both Saturdays. Our conversion to SIRSI and the resultant upheaval at Cleveland Public is one variable, our ability to run a demarcation point for T-1 phone lines is another.

This process has taken a few months longer than we had hoped, but the result will be a renewal of service through a period of construction and growth. It will offer the library an opportunity to provide materials to a community that has demonstrated strong support for library

services. **RESOLUTION 04-13** Upon motion made by Michael Tefs and seconded by Patricia Walker, it was: RESOLVED The Medina County District Library Board of Trustees hereby authorizes the Director to draft a letter of commitment to the Hinckley Township Trustees to provide library service at our temporary location until March 31, 2007, unless another termination date is approved by both parties. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

The tentative opening of the Hinckley facility is scheduled for May 10, 2004.

The last item was **Fine-Free Period** - Presented tonight is a recommended resolution that would designate the period from March 23, 2004 through April 5, 2004, a fine free period. Items returned and discharged during this period will not create fines, even if overdue. They will accomplish this by setting that time period as CLOSED days in the library policy records.

The Director of Cleveland Public Library is seeking permission from their Library Board to designate March 23, 2004, through April 5, 2004, a fine-free period in cooperation with Cleveland Public Library. Items returned and discharged during this period will not create fines, even if overdue. They will accomplish this by setting that time period as CLOSED days in the library policy records.

If other CLEVNET libraries would like to do the same, the Director must direct a request to Cleveland Public Library's attention no later than Friday, March 22. They will not have time to make calendar changes for libraries responding after that date.

While Cleveland Public Library has done everything they can to ensure continuous circulation service throughout the conversion period, those two weeks will be processed in a batch mode that may cause heavy disruption to the normal overdue fine process. I believe it is in the best interests of our customers to acknowledge that disruption by eliminating overdue fines completely during this period. **RESOLUTION 04-14** Upon motion made by Shereen Lakhani and seconded by Patricia Walker, it was: RESOLVED The Medina County District Library Board of Trustees hereby authorizes the Director to notify Cleveland Public Library of our intent to join in the fine-free period from March 23, 2004, through April 5, 2004. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

The Board asked about the SIRSI conversion and Harris indicated that there is a massive campaign planned to inform and educate the patrons and staff.

Upon motion made by Patricia Walker and seconded Cindie Schneider the following donations were accepted **with gratitude**:

- \$50 FROM LEONARD & EMALENE MACHLES IN MEMORY OF RONALD TOLLAFIELD
- \$100 FROM FIRSTMERIT BANK IN MEMORY OF MICHAEL DOLANSKY
- \$25 FROM WILLIAM RICHMOND FOR GENEALOGY SERVICES RENDERED

The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Trustees' Comments – Cindie Schneider indicated she saw Brunswick Manager, Carole Kowell, on the Brunswick Area Cable Station interview on Jeannette League's "Scope" program and congratulated Carole on a great job. Patricia Walker thanked Tina Sabol for the notebook with the building plans and updates. It will be very helpful to everyone when they talk about the building plans. Shereen Lakhani thanked everyone who participated in her Orientation. She enjoyed it very much. Philip Duke thanked everyone who participated in the Business Manager interviews and giving up a Saturday to do so. It was unfortunate that no candidates were recommended for further consideration. Harris reminded everyone of the Public Forum scheduled for March 30, 2004 at the Medina Library Annex.

At 8:05 p.m. upon a motion made by Patricia Walker and seconded by Shereen Lakhani, the Board moved to enter into **Executive Session** to discuss compensation of a public employee and land acquisition. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

The Board came out of **Executive Session** at 8:45 p.m. upon motion made by Cindie Schneider and seconded by Patricia Walker. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye. No action was taken.

The meeting was adjourned at 8:46 p.m. upon motion made by Cindie Schneider and seconded by Patricia Walker. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye

NEXT BOARD MEETING

Monday, April 19, 2004, Medina County Library Annex, 7:30 p.m.

Philip Duke
President

Karen Hammon
Secretary

