

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

April 19, 2004

The Medina County District Library Board of Trustees met in regular session on Monday, April 19, 2004 at the Medina Library in the Annex Building.

**Roll Call** was taken with the following members noted as present: Philip Duke, Michael Tefs, Karen Hammon, Cindie Schneider, Thomas Horwedel, 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. Guests in attendance were Debbie Malenock and Keith Williams.

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, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

**Guests and Comments from the Public** – Debbie Malenock asked the Director and Board about CIPA and if MCDL has made any decisions about compliance. Director Harris indicated that we are waiting to see what the results are of Senate Bill 144. President Duke thanked Ms. Malenock for her attendance.

A correction was made to the February 16, 2004 minutes and a motion was made by Patricia Walker and seconded by Shereen Lakhani to approve the February 16, 2004 minutes as corrected. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

A motion was made by Cindie Schneider and seconded by Thomas Horwedel to approve the March 15, 2004 meeting **Minutes**. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - abstained, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

Mike Harris discussed the March 31, 2004 **Financial Report**. Harris indicated that revenues still look good and the State may not need to make an adjustment in July as we had anticipated. The Board noticed that some of the expenditures were up slightly and Harris indicated that this was due to architect fees, start up of building projects, such as building permits, etc. and some building repairs.

A motion was made by Karen Hammon and seconded by Patricia Walker to accept the financial report as distributed. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

**Director's Report** – Harris indicated that circulation in March continued very strong. In addition to the written report submitted, Harris announced that Theresa Laffey was selected to be our new Outreach Services Manager. A special meeting with the Historic Preservation Board is scheduled for May 3, 2004 at 5:30. The Planning & Zoning Committees have also been invited. SIRSI conversion continues. It has been a tremendous challenge, but we are fortunate that some of our staff have been the trainers. We are working through it. Reminder that the Buckeye ground-

breaking is tomorrow, Tuesday, April 20<sup>th</sup>, with Mrs. Steingass-Riggs as our special guest. Lodi groundbreaking will be on Thursday, April 22<sup>nd</sup>.

The **Personnel Report** was reviewed. In addition to the announcement that Theresa Laffey is our new Outreach Services Manager, we are happy to report that Heather Rollins is our new Community Relations Associate. She will be introduced to the Board next month. There will be two retirees, Anne Hamrick and Bev McMillen. A motion was made by Karen Hammon and seconded by Cindie Schneider to approve the Personnel Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

The **Finance Committee** had no report.

**Update on Business Manager Position** - Thomas Horwedel reported that the **Personnel Committee** met prior to this meeting and reviewed applications for six candidates. Three were selected to be interviewed on April 26 or April 28, depending on availability of candidates.

Also discussed was to **Amend Job Description For HR Coordinator - HIPAA Requirement for a Privacy Official** - As an employer, MCDL is required by the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) to implement safeguards for the protection of protected health information within MCDL itself and with our providers; Anthem, Guardian, and NEO Administration Company. As part of this legislation, the position of **Privacy Official** is required to be established. This position is responsible for coordinating Medina County District Library's policies and procedures under HIPAA's privacy rules and monitoring and deciding any issues that occur under the rules.

As the position of Human Resources Coordinator is already responsible for all employees Benefit programs of MCDL, library administration proposes that the position of the Human Resources Coordinator be charged with the necessary responsibilities and tasks of the Privacy Official. These revisions to the position description will not change the grade placement of the position on the salary scale. **RESOLUTION 04-15** Upon motion made by Thomas Horwedel, on behalf of the Personnel Committee, it was RESOLVED: That the Medina County District Library Board of Trustees hereby appoints the Human Resources Coordinator to be the Privacy Official for HIPAA purposes and adopts the revised position description for the Human Resources Coordinator. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

**Planning Committee** – Building Update – In Medina, we continue to meet with the City of Medina, Historical Preservation Board, etc. and think there will be many more meetings held before all issues are resolved. We continue to keep in touch with the Brunswick City Manager for updates and look for any other land opportunities in Highland. Lodi and Buckeye are moving along on schedule.

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

There were no Communications.

There was no Unfinished Business.

**New Business: Buckeye Library – Approval of Construction Contract Documents & Authorization to Solicit Bid Proposals.** A recommended resolution is offered recommending approving the Construction Contract Documents prepared by David Milling and Associates for the Buckeye Library, dated April 8, 2004, and authorizing The Ruhlin Company to solicit bid proposals for the construction of the building and associated site work.

We believe the plans for the Buckeye Library, as they are being sent out for bids, represent an opportunity to provide outstanding public library service to the Buckeye area and Extension Service capabilities to the entire service district.

The bidding process will commence upon Board approval and lead to a tentatively scheduled opening of bids the last week of May. It may require a special meeting of the Library Board to award bids in a timely fashion. **RESOLUTION 04-16** Upon motion made by Karen Hammond and seconded by Cindie Schneider, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Construction Contract Documents for the Buckeye Library and authorizes The Ruhlin Company to solicit bid proposals for the construction of the building and associated site work. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

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

- \$100 FROM PATRICIA K. MAY IN MEMORY OF MARJORIE CLARK
- \$500 FROM THE FRIENDS OF THE LODI LIBRARY FOR 2004  
SUMMER READING PROGRAM
- \$50 FROM COL. JAY & ELIZABETH CARK FOR GENEALOGY  
SERVICES
- \$60 FROM THURSDAY MORNING DISCUSSION GROUP FOR USE OF  
BRUNSWICK COMMUNITY ROOM FOR THREE MONTHS

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

**Trustees' Comments** – Cindie Schneider reminded everyone of the upcoming Volunteer Breakfast and urged everyone to attend this very worthwhile event. Theresa Laffey was congratulated again as our new Outreach Service Manager. President Duke thanked everyone's efforts around town promoting our new facilities. A reminder was given that the May meeting will be held in Seville.

At 7:55 p.m. upon a motion made by Patricia Walker and seconded by Karen Hammon, the Board moved to enter into **Executive Session** to discuss land acquisition. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

The Board came out of **Executive Session** at 8:35 p.m. upon motion made by Karen Hammon and seconded by Cindie Schneider. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye. No action was taken.

The meeting was adjourned at 9:10 p.m. upon motion made by Cindie Schneider and seconded Karen Hammon. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye. Shereen Lakhani - aye, and Philip Duke - aye.

#### **NEXT BOARD MEETING**

**Monday, May 17, 2004, Seville Community Library, 7:30 p.m.**

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**Philip Duke**  
President

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**Karen Hammon**  
Secretary

