

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

May 15, 2006

The Medina County District Library Board of Trustees met in regular session on Monday, May 15, 2006 at 7:00 pm at the Brunswick Community Library.

Roll Call was taken with the following members noted as present: Philip Duke, Patricia Walker, Karen Hammon, Shoukat Ali Bhamani, and Scott Snyder. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzelt, Business Manager; Sandy Nannfeldt, Tina Sabol, Al Scheimann, Dawn Yonek and Elaine Frankowski. There were no Guests in attendance.

The **Agenda** was approved upon a motion made by Karen Hammon and seconded by Patricia Walker. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Recognition of Guests and Comments From the Public – Board president Duke welcomed all to the meeting this evening.

A motion was made by Karen Hammon and seconded by Shoukat Ali Bhamani to approve the April 17, 2006 regular Meeting **Minutes**. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Ali Bhamani - aye, Scott Snyder - abstained and Philip Duke - aye.

Board member Thomas Horwedel arrived at approximately 7:05 pm.

Brian Hertzelt discussed the distributed April 30, 2006 **Financial Report** and indicated that the auditors have now completed their work and that was the reason for the delay in preparing this month's report. Hertzelt also indicated that there were no unusual day to day activities this month. Hertzelt also explained several items on the report, listed on the summary pages ten and eleven, pertaining to organizational dues and memberships, vehicle fuel increases and utilities, which is due to the opening of two new buildings. The Board indicated that they appreciate this explanation page each month. A motion was made by Karen Hammon and seconded by Shoukat Ali Bhamani to accept the April 30, 2006 Financial Report as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Director's Report – In addition to the written report in the Board packets, Harris indicated that circulation continues to show double digit increases. The highlight of the month was the beam signing at the Medina site. It was a really nice event with mayors, commissioners, staff, elementary school children and the media in attendance. The Focus Groups will begin to meet beginning with the educators. The Bookmobile title has been transferred to the Friends Group who will transfer it to the New Orleans Foundation so that it can be transported and transferred to the New Orleans Library. This is planned to happen next week. Donations were made of first aid kits, office supplies, lap top computer, books and other items. A check will be given as well for approximately \$4,000, which was raised from additional donations, to purchase an additional lap top computer, transportation and architectural work. Harris indicated that he met with Bob Arnold today and signed the contract for the Brunswick temporary location. The City of Brunswick has been very cooperative and supportive to help us with this move.

The **Personnel Report** was reviewed and discussed. Page, Rita Duplaga, will help out the CRO department several hours a week and several other changes and vacancies were announced.

The report also noted staff attendance and presentations at various educational opportunities. A motion was made by Thomas Horwedel and seconded by Karen Hammon to approve the Personnel Report as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Patricia Walker indicated that the **Finance Committee** met on May 15, 2006 and minutes were included in Board Packet this evening. The 2007 Tax Budget was discussed at this meeting and appears later on the Agenda.

The **Personnel Committee** had no report.

Planning Committee - Karen Hammon asked Director Harris to give an update on the various projects. Harris indicated that the beam signing event was a big success and the Medina project is on track. The bid openings for Brunswick are scheduled for May 23, 2006 and the estimates look good. The Brunswick temporary location is being prepared for the July 6, 2006 opening date and it appears that we will be under budget. We are waiting for the wetland permit in Highland and hope to have it in a week or two. Diane Dermody, Judy Leuthaeuser, Al Scheimann and Mike Harris are working with the architects for the wall planning so that engineer drawings can be prepared. Some changes will be made to the work flow from our experiences with the Lodi and Buckeye locations.

The **Policy and By-Laws Committee** had no report; however, Harris brought everyone's attention to the Ohio Department of Public Safety, Division of Homeland Security new forms that Hertzell received that everyone will need to comply with very soon. Copies of these forms were distributed to the Board this evening. We are obtaining an opinion from our legal council as to what companies/vendors, etc. will need to sign these forms for MCDL. All new employees will be required to sign these as well. The Policy and By-Laws Committee will meet to make these changes to the MCDL Policy and Procedures Manual.

Communications. Harris brought the Board's attention to the reply from Mary Olson and Kim Lycas pertaining to the recent Reader Forum article in a previous *American Libraries* publication.

There was no **Unfinished Business**.

New Business: 2007 Tax Budget - A recommended resolution was presented from the Finance Committee to approve the 2007 Tax Budget for submittal to the Medina County Budget Commission by the end of May, as required by state law. The Committee met on Tuesday, May 9, 2006 to review the report. In the past, the Tax Budget was used to justify the amount of the Local Library Government Support Fund (LLGSF) that MCDL receives as a source for operational funding. Since the library has a formal LLGSF distribution agreement with the Wadsworth Library, the Tax Budget has become a formality. A two-page financial report outlining: Actual results for the fiscal years of 2004-2005, Appropriation Budget for 2006 and Proposed Tax Budget for 2007 were discussed in great detail at this meeting. **RESOLUTION 06-15** Upon motion made by Patricia Walker on behalf of the Finance Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the 2007 Tax Budget for submittal to the Medina County

Budget Commission. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Upon motion made by Patricia Walker and seconded by Scott Snyder the following Donations were accepted with gratitude:

- \$50 FROM RICHARD & SANDRA PHILLIPS TO MEDINA LIBRARY IN MEMORY OF ELEANORE MIZEK
- \$25 FROM ANTHONY & VIRGINIA ARKO TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$50 FROM GEORGE & YOLANDAMANYAK TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$100 FROM RUBEN G. GERZENY IN MEMORY OF JOHN STRICKER
- \$25 FROM LOUIS & LINDA LAMARCA, JR. TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$25 FROM MARTHA V. FINN TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$100 FROM ROBERT & PATRICIA KEEL TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$200 FROM DORTHY NALLE GERZENY TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$200 FROM ROBERT & NANCY ABBOTT TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$100 FROM DOYLE & PATRICIA ANDERSON TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$50 FROM KENNETH & BRENDA YENKE TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$50 FROM RAYMOND I. GORNIK TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$50 FROM JOHN & SANDRA GUNNER TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$50 FROM LORI & JOSEPH PALMER TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$100 FROM MRS. JOHN R. BASKIN TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$50 FROM BILL & JEAN COOPER TO MEDINA LIBRARY IN MEMORY OF JOHN STRICKER
- \$1,000 FROM KEN & JOAN BRAUN FOR FIREPLACE READING NOOK IN NEW MEDINA LIBRARY
- \$500 FROM FRIENDS OF THE SEVILLE LIBRARY FOR 2007 SUMMER READING CELEBRATION

The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Trustees' Comments – The Board thanked all staff involved in planning for the Volunteer Breakfast and indicated that it was a great event. They also thanked Hertz and Harris for the

information on the Ohio Department of Public Safety Division of Homeland Security information that will need to be complied with. The Board also pledged their willingness to speak at various organizations on behalf of the proposed MCDL Library Replacement Levy. Tina Sabol and the Community Relations Department will have information ready for everyone's use.

At 7:23 pm upon a motion made by Karen Hammon and seconded by Patricia Walker, the Board moved to enter into **Executive Session** to discuss the purchase of real estate. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The Board came out of **Executive Session** at 7:34 pm upon motion made by Karen Hammon and seconded by Patricia Walker. The vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye. No action was taken.

The meeting was adjourned at 7:35 pm upon motion made by Karen Hammon and seconded by Patricia Walker. The vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye

NEXT BOARD MEETING

**Monday, June 19, 2006, 7:00 pm
Brunswick Community Room**

**Philip Duke
President**

**Patricia Walker
Secretary**