

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

February 19, 2007

The Medina County District Library Board of Trustees met in regular session on Monday, February 19, 2007 at 7:00 pm at the Buckeye Library.

Roll Call was taken with the following members noted as present: Thomas Horwedel, Patricia Walker, Scott Snyder, Karen Hammon and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager; Diane Dermody, Christine Gramm, Craig Harwick, Jim Haprian, Judy Leuthaeuser, Debbie Pawlik, Tina Sabol, Al Scheimann and Elaine Frankowski. Guests in attendance were Chuck Parsons and Kathy Compton from The Parsons Group and Nancy & Bob Abbott, Maria and Katerina Griffiths, Marilyn Schigulinsky and Tama Schodowski who were representing the Friends of the Hinckley Library.

The **Agenda** was approved upon a motion made by Karen Hammon and seconded by Scott Snyder. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye

Recognition of Guests and Comments From the Public – President Horwedel recognized Maria M. Griffiths, M.D., President of the Friends of the Hinckley Library. Ms. Griffiths thanked the Board for their past support of the library in Hinckley and asked that they continue a library presence in Hinckley. A letter was distributed to the Board outlining their commitment and desire to work with the library regarding a library presence in Hinckley. President Horwedel thanked Ms. Griffiths and all in attendance for their opinions and passionate support of libraries and indicated that the Board will need to wait and see how the budget looks as we get to the end of our building projects and will discuss further.

A motion was made by Karen Hammon and seconded by Patricia Walker to approve the January 15, 2007 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye

Brian Hertzal discussed the distributed January 31, 2007 **Financial Report** and indicated that once again there was nothing unusual occurring. It is noted on Page one of the report that the \$2,000,000 CD that matured was placed in a Money Market account at Western Reserve Bank. A motion was made by Patricia Walker and seconded by Karen Hammon to accept the January 31, 2007 Financial Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye

Director's Report – Harris indicated that in addition to his monthly report he wanted to mention that circulation continues to increase by double digits over last year and that we are maintaining our level of service while in temporary headquarters. Brunswick Library registered a daily door count in excess of 1,500 on January 23, the first time that many visited Laurel Square in one day. Lodi programming is a testament to what our new libraries can accomplish

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with inspiring facilities and remarkable initiative of our staff. Due to the extreme weather, the Bookmobile was off the road for two nights, and we needed to close the entire Library for one day under advisement of the Highway Patrol and the County. Also please note the year end report from Judy Leuthaeuser included in your packets, along with an invitation to attend an OLC Trustee dinner.

The **Personnel Report** was reviewed and discussed. Craig Harwick, Human Resources Coordinator, brought to the Board's attention that this report will now contain information for the entire prior month rather than from Board meeting to Board meeting. A motion was made by Karen Hammon and seconded by Scott Snyder to approve the Personnel Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye

The **Finance Committee** had no report

The **Personnel Committee** had no report.

The **Planning Committee** had no report but Director Harris gave a brief **Building Update**. We are on track with our timelines and on budget with all projects. The bad weather presented some minor leaking problems in Medina, but was resolved, and Lodi had a frozen drinking fountain, but that was taken care of as well. Bids were sent out for Seville and there is a pre Bid meeting scheduled for tomorrow, February 20. Highland is actually progressing faster than we had anticipated.

The **Policy and By-Laws Committee** had no report.

Communications – Community Relations Coordinator, Tina Sabol, announced that the Medina Sunrise Rotary Club will be sponsoring our Community Room at the new Medina Library and will be sending us a check in the amount of \$10,000. This donation will also be in memory of Mike Dolansky. Sabol also indicated that we received a silver and bronze award for our recent Lodi & Buckeye publications that were submitted by David Printing in our behalf. Harris shared a letter from the Ohio Humanities Council thanking Diane Dermody and committee for the outstanding “Let’s Talk About It” program.

There was no **Unfinished Business**.

New Business – Petty Cash Adjustment - A recommended resolution was presented that would adjust the levels of cash on hand at the various branches. Due to the increase in activity at the branches, there are occasions where we are unable to provide change to our patrons for the payment of fines and fees. In order to serve the needs of our customers and to

reduce the level of frustration in not being able to provide change, it is recommended that the cash levels maintained at the branches be increased as follows:

- \$2.00 is added to the circulation cash at Buckeye, Hinckley, Lodi and Seville.
- \$18.00 is added to the copier cash in Buckeye, Hinckley, Lodi and Seville.

Hertzel provided the following table that reflects the levels of cash on hand after the aforementioned adjustments:

	Supply Cash	Circulation Cash	Copier Cash	Total Cash
Administration	50.00			50.00
Bookmobile		20.00		20.00
Brunswick	50.00	75.00	25.00	150.00
Buckeye	40.00	20.00	20.00	80.00
Hinckley	40.00	20.00	20.00	80.00
Lodi	40.00	20.00	20.00	80.00
Medina	50.00	75.00	50.00	175.00
Outreach	50.00			50.00
Seville	40.00	20.00	20.00	80.00
Total	360.00	250.00	155.00	765.00

RESOLUTION 07-11 Upon motion made by Patricia Walker and seconded by Shereen Lakhani, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the adjusted levels of cash on hand at the various locations.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye

The next item was **MCDL Surplus Equipment Auction** - A recommended resolution was presented that would declare all items listed on the attached 2007 Surplus Equipment Inventory list (which will become a part of these minutes) as surplus and further authorizes the Business Manager to advertise the public auction of such equipment. All items have been found to be of an unfit nature, obsolete, or no longer needed for public use by the Medina County District Library. All items will be sold as is, with all sales final and no refund or returns will be allowed. Proceeds from the sale, less any auctioneer fees, will be deposited into the General Fund. The date of the auction will be announced in a day or two and will be placed in the local newspaper. (*Auction date was later announced to be Saturday, March 10.*) **RESOLUTION 07-12** Upon motion made by Karen Hammon and seconded by Scott Snyder, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby declares the items denoted on the 2007 Surplus Equipment Inventory to be of an unfit nature, obsolete, or no longer needed for public use by the Medina County District Library and further authorized the Business Manager to advertise and conduct a public auction for sale of such equipment to the highest bidder, with any items not sold being appropriately disposed of as refuse.** The roll call vote was as follows:

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Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye

The next item was: **Food for Fines Discussion** - Harris began a discussion pertaining to the Food for Fines event that MCDL holds each year. As we continue to be in temporary facilities and our space is very limited, we are not able to collect food as we have done in the past. Harris suggested that we defer our fine free tradition until we are close to opening the new facilities, which hopefully will be at the end of this year. Perhaps this could be done during the time the server will be down in preparation for our move. We could suggest that in the spirit of giving, patrons could give to their favorite charity, etc. This will be revisited when we get closer to the move dates. The Board agreed with this suggestion.

Upon motion made by Karen Hammon and seconded by Patricia Walker the following **Donations** were accepted **with gratitude**:

- \$50 FROM JAMES & JANICE CLARK FOR NEW LODI LIBRARY
- \$40 FROM MR. & MRS. JACK ESGAR IN MEMORY OF PAULA ARNER FRO BRUNSWICK

The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye

The last item was **Strategic Planning Update & Discussion** – Harris introduced Charles Parsons to begin this discussion and indicated that both he and Kathy Compton are available for questions. A PowerPoint presentation was shown with key staff committees reporting on various goals. Parsons and Compton indicated that it has been a pleasure to work with staff on preparing these goals and further commented that staff are very focused on research and data collecting and are open to listening to all involved so that all are represented. Horwedel indicated that he became a part of this project at the retreat last year and urged that three or four Board members try to find some time to work with staff on this very worthwhile project. Staff will try to work around the Board's availability in order to have the Board's input. The various Goals and Strategies were discussed by the Committee Chairs that included Judy Leuthaeuser, Debbie Pawlik, Christine Gramm, Tina Sabol, Jim Haprian, Craig Harwick and Brian Hertzell. Harris indicated that he would like to have a Planning and Policy & Bylaws Committee meeting prior to our regular March Board meeting to begin some of the preliminary planning. The Committees will be contacted shortly to check on their availability.

Trustees' Comments – The Board thanked The Friends of the Hinckley Library for taking time from their busy schedule to attend the Board meeting and give their opinion. It is very clear how passionate they are about the libraries. As indicated earlier, we will continue this

discussion at a later date. The Board also thanked staff for their hard work and passion as we work through the Strategic Planning process.

At 8:10 pm upon a motion made by Karen Hammon and Patricia Walker, the Board moved to enter into **Executive Session** to discuss compensation of a Public Employee. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye

The Board came out of **Executive Session** at 8:37 pm upon motion made by Shereen Lakhani and seconded by Patricia Walker. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

The Resolution that was drafted by Craig Harwick, Human Resources Coordinator, indicated that in light of the fact that at a prior Board meeting approval was given for increases to all bargaining unit employees, the professional/administrative employees, and the Business Manager, and that the Board has now negotiated a new contract with the Director of the Medina County District Library, a recommendation is being made that the Director receive a salary increase of 4 ½ % for 2007 to be calculated on his current base salary and that this increase be calculated retroactive to January 1, 2007. **RESOLUTION 07-13 Upon motion made by Patricia Walker and seconded by Scott Snyder, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby declares the approval of a 4 ½% increase to the salary of the Director effective January 1, 2007.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

The meeting was adjourned at 8:40 pm upon motion made by Patricia Walker and seconded by Scott Snyder. The vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

NEXT BOARD MEETING

**Monday, March 19, 2007, 7:00 pm
Buckeye Library**

**Thomas Horwedel
President**

**Scott Snyder
Secretary**

