

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

May 21, 2007

The Medina County District Library Board of Trustees met in regular session on Monday, May 21, 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, Philip Duke, Karen Hammon and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzelt, Business Manager, Diane Dermody, Craig Harwick, Judy Leuthaeuser, Sandy Nannfeldt, Deborah Pawlik, Tina Sabol and Elaine Frankowski. Guests in attendance were Practicum Student, Theresa Kline and Sophia Lakhani.

The **Agenda** was approved upon a motion made by Karen Hammon and seconded by Philip Duke. 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.

Recognition of Guests and Comments From the Public – Director Harris introduced and welcomed Practicum Student, Theresa Kline and Shereen Lakhani’s daughter, Sophia. There were no comments from the Public.

A motion was made by Patricia Walker and seconded by Karen Hammon to approve the April 16, 2007 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - abstained, Karen Hammon - aye, Shereen Lakhani – aye and Thomas Horwedel - aye.

Brian Hertzelt discussed the distributed April 30, 2007 **Financial Report** and indicated that there was nothing unusual this month. He also mentioned that receipts were ahead and are 2.5% above the five-year average and that disbursements are 5% behind the five-year average. Our \$13 million of CD’s matured and were renewed for ninety days at 5.22%. Included with the monthly report was an updated Building Construction Analysis Report. A motion was made by Philip Duke seconded by Scott Snyder to accept the April 30, 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 – In addition to the distributed Director’s Report, Harris indicated that in spite of the closing of the Seville Branch, circulation was still up. The Summer Reading Celebration is all set to begin on June 4, 2007. Harris also indicated that the levy did fail but it was a very close election. We anticipate going on the ballot in November but we need to begin to start planning for some cuts this year should the levy not pass. We will need to do more publicity via newspapers, cable and in other media areas to help explain the levy better. Harris would like to plan a Board Retreat sometime before our June meeting.

The **Personnel Report** was reviewed and discussed. A rehire and leave of absence was announced, along with several educational opportunities. A motion was made by Philip Duke 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.

Board member, Shoukat Ali Bhamani arrived at the meeting at approximately 7:10 pm.

Scott Snyder, Chair of the **Finance Committee**, indicated that they met on May 14, 2007 and discussed the 2008 Tax Budget. Hertzell provided the proposed 2008 Tax Budget with a memo showing an overview listing assumptions and explanations as follows:

- Actual results for the fiscal years of 2005 and 2006
- The Appropriation Budget for 2007
- The proposed Tax Budget for 2008

The tax Budget, as presented, assumes that there will be no revenues from local property taxes in 2008. This is due to the failure of the May tax proposal coupled with the fact that there is no guarantee that the levy proposal will pass if it appears on the November ballot.

Utilizing the projected \$1.3 million surplus at the end of 2007, Administration eliminated approximately \$3.2 million of expenditures in order to operate within the financial means of the Library. Expenditures pertaining to some line items such as dues and memberships, conferences, local workshops and library materials were completely eliminated. Other line items were reduced to the 2007 appropriation budget levels. After all of the adjustments, it was necessary to reduce salaries and wages by twenty percent (20%) in order to balance the budget.

RESOLUTION 07-25 Upon motion made by Scott Snyder, on behalf of the Personnel Committee, it was: **RESOLVED: That The Medina County District Library Board of Trustees hereby approves the 2008 Tax Budget for submittal to the Medina County Budget Commission.** The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

Patricia Walker indicated that the **Personnel Committee** had no report.

Karen Hammon indicated that the **Planning Committee** had no report but asked Director Harris to give a **Building Update.** Harris indicated that Al Scheimann, Construction Manager, will be out for several months due to medical reasons. Harris has asked Business Manager, Brian Hertzell and Keith Maynard, Maintenance Supervisor, to help in the interim. David Milling Associates Architects and The Ruhlin Company have also offered to help. Harris will attend the construction meetings. Harris also indicated that all projects are on schedule and on budget.

Harris also announced that Public Services Administrator, Judy Leuthaeuser, will now head the Strategic Planning process and could now be held up by thirty or sixty days. Harris did indicate that this is still a priority and necessary to complete on a timely basis.

Shoukat Ali Bhamani indicated that the **Policy & Bylaws Committee** had no report.

Communications – Harris indicated that we received a letter from the Medina County Safety Council announcing that MCDL received three different awards at the recent luncheon. They are:

Group Award – best safety record within group of like companies

100% Award – for outstanding effort by supervisory personnel and employees in operating the entire year without a lost time injury.

Achievement Award – for outstanding effort by supervisory personnel and employees in reducing the annual incident rate by 25% or more in 2006.

There was no **Unfinished Business**.

New Business – Transfer of Funds – Reimbursables to Design Services - A recommended resolution was presented that would transfer \$50,000 from David Milling Architects Reimbursables Account to our Design Services Account. Harris indicated that as the Medina Library progresses; there have been a number of redesign items that have led to perfectly legitimate extra services requests from DMA and their engineering firm Thorson Baker and Associates. A few of these, such as a water feature that was deemed too high maintenance by both architects and staff, involve significant architectural time to evolve to the current plan for a glass mosaic landscape. While the construction costs are almost identical, the redesign is a good example of the need to have some contingency for evolving architectural needs.

Business Manager, Brian Hertzell and Director Harris have noted that there is more in DMA's Reimbursables account than is likely to be accounted for. While those dollars are committed to DMA as long as the expenses can be documented, David Milling has agreed that it would require more travel and office costs than they are going to accumulate through the rest of our building project. We have discussed moving some of that money from his reimbursables line item to a more flexible account that could accommodate these justifiable extra services. David has agreed to this arrangement pending Board approval. While we could alternately transfer the money from our investment income line item, it seemed more appropriate to use funds that had already been committed to DMA. The Board asked for further explanation as to what some of these design changes are and why they had to be done. Harris explained the various changes, why they needed to be done and indicated they would all be documented and invoiced. A discussion followed. **RESOLUTION 07-26** Upon motion made by Philip Duke and seconded by Karen Hammon, it was: **RESOLVED: That The Medina County District Library Board of Trustees upon recommendation from staff, hereby approves the transfer of \$50,000 from David Milling Architects' Reimbursables Account to our Design Services Account to pay for justified extra services.** The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - abstained and Thomas Horwedel - aye.

The next item was **Bills & Fees Policy Change** - A recommended resolution was presented to approve a change in the Bills and Fees policy of the Medina County District Library. Harris asked Diane Dermody of the Circulation Committee to explain this policy change. At our last Policy and Bylaws Committee meeting the outline of this recommendation was discussed, and it was agreed that we should bring it to the Board at a regular meeting upon completion. It will involve changes to "Bills and Fees Appendix A" and Policy "PUB-5 Circulation Fees."

With our move to SIRSI, it became practical to catalog more paperbacks. Under our current policy, it became less expensive to keep a paperback than to return it and pay the fine. We also have different prices for similar types of software and would prefer to consolidate this structure as well. The recommendations are the result of collaboration between our Circulation Committee and our Collection Resources Department. **RESOLUTION 07-27 Upon motion made by Scott Snyder and seconded by Karen Hammon, it was: RESOLVED: That Upon recommendation from staff, The Medina County District Library Board of Trustees hereby approves the attached change to our Bills and Fees Policy, as recommended by the Medina County District Library Circulation Committee and Collection Resources Department.** The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

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

- \$850 FROM FRIENDS OF THE LODI LIBRARY FOR 2007 SUMMER READING PROGRAM
- \$1,000 ADDITIONAL DONATION FROM HOMESTEAD INSURANCE AGENCY FOR DONOR WALLS AT MEDINA, BRUNSWICK & BUCKEYE LIBRARIES
- \$1,000 FROM ESTHER JO SPECHALSKE FOR DONOR WALL AT LODI LIBRARY
- \$5,000 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR FIREPLACE AND ADULT READING ROOM FURNITURE AT BRUNSWICK LIBRARY
- \$300 FROM FRIENDS OF THE HINCKLEY LIBRARY FOR 2007 SUMMER READING PROGRAM
- \$4,500 FROM FRIENDS OF THE MEDINA LIBRARY FOR 2007 SUMMER READING PROGRAM

The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye. President Horwedel indicated that he is always overwhelmed and grateful by the generosity of the public to MCDL.

Trustees' Comments – The Board thanked Staff for all their hard work during the Levy Campaign. A discussion was held about holding a Board Retreat to decide if we should go on the ballot in November and how to better prepare. It was agreed to hold this Retreat on Tuesday, June 12, 2007 at 1:00 pm at the Buckeye Library. Thomas Horwedel, Philip Duke, Karen Hammon and Shereen Lakhani indicated they would be there. Patricia Walker will need to check her work schedule and will let us know. Scott Snyder and Shoukat Ali Bhamani indicated they will be out of town. It was urged that those not able to attend should share their thoughts and ideas with one of the members that will be attending. All material for this Retreat will be sent to the entire Board for their review and input.

Philip Duke also mentioned that he recently attended a very good Public Debate program and suggested that the Library consider doing this for one of their future programs.

At 7:40 pm upon a motion made by Karen Hammon and seconded by Shereen Lakhani, the Board moved to enter into **Executive Session** to discuss employment of a public employee. The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The Board came out of **Executive Session** at 8:07 pm upon motion made by Karen Hammon and seconded by Scott Snyder. The vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye. No action was taken.

The meeting was adjourned at 8:08 pm upon motion made by Karen Hammon and seconded By Scott Snyder. The vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

NEXT BOARD MEETING

Monday, June 18, 2007, 7:00 pm
Buckeye Library

Thomas Horwedel
President

Scott Snyder
Secretary

