

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

July 16, 2007

The Medina County District Library Board of Trustees met in regular session on Monday, July 16, 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, Shereen Lakhani and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager, Diane Dermody, Betsy Gilder, Craig Harwick, Theresa Laffey, Judy Leuthaeuser, Kym Lucas, Keith Maynard, Sandy Nannfeldt, Deborah Pawlik, Tina Sabol and Elaine Frankowski. Guest in attendance was Sophia Lakhani.

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

**Recognition of Guests and Comments From the Public** – Director Harris introduced Deborah Pawlik, who spoke on behalf of the Citizens for the Library. The Board thanked Pawlik for a very impressive report and indicated they would entertain a report each month.

A motion was made by Shoukat Ali Bhamani and seconded by Patricia Walker to approve the June 18, 2007 Regular Meeting **Minutes** as distributed. The vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

Brian Hertzal discussed the distributed June 30, 2007 **Financial Report** and indicated there were no unusual events this month. He reported that the Ohio Governor has signed the budget which indicates that the freeze on library funds will remain for 2007. There is some speculation that there may be a slight increase in 2008 but this is not known for sure. An updated monthly Building Construction Analysis Report and Investment Portfolio as of June 30, 2007 was also included. A motion was made by Philip Duke seconded by Patricia Walker to accept the June 30, 2007 Financial Report as distributed. The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

**Director's Report** – In addition to the distributed Director's Report, Harris indicated that in spite of being in temporary quarters, the Summer Reading Celebration is very successful, with registration being higher than last year and circulation continues to be up from last year. A second resignation by a Bookmobile Driver has forced us to post one of the openings. The need for drivers is such that we were unable to fill all the hours on a temporary basis. If we can fill one position, we will get by with temporary and substitute help for the other position for now. Harris also thanked Dave Gulley for his detailed construction report, which he made a part of his report for the month.

The **Personnel Report** was reviewed and discussed. There were minor changes in hours and status and our part time Technology Assistant, who has recently graduated from college, has resigned to take a full-time position at another company. Attendance at Educational opportunities were noted. A motion was made by Philip Duke and seconded by Shereen Lakhani to approve the Personnel Report as distributed. The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

Scott Snyder indicated that the **Finance Committee** had no report.

Patricia Walker indicated that the **Personnel Committee** met prior to this meeting and discussed the following:

**Premium Conversion Plan – Plan Provisions** – A recommended resolution was presented that would permit the Premium Conversion Plan which authorizes the use of pretax dollars to pay for benefit premiums to automatically set employees up for the pretax deductions where applicable instead of requiring them to complete an election form. This would establish a negative election process where it happens automatically as pretax and if the employee doesn't want the pretax then they need to complete a form to opt out of this deduction process.

This request permits the library to establish an administratively free process in setting everyone up for pretax deductions where applicable and only needing a form completed if the employee wants to use post-tax dollars. A motion was made by Scott Snyder and seconded by Patricia Walker to recommend that the Medina County Board of Trustees authorize the HR Coordinator to administer the Premium Conversion Plan in accordance with IRS policy that now allows for automatic deduction of certain premiums on a pretax basis unless the employee specifically waives this option and elects post-tax deductions. **RESOLUTION 07-30** Upon motion made by Patricia Walker on behalf of the Personnel Committee, it was: **RESOLVED: That The Medina County District Library Board of Trustees hereby authorizes the HR Coordinator to administer the Premium Conversion Plan in accordance with IRS policy that now allows for automatic deduction of certain premiums on a pretax basis unless the employee specifically waives this option and elects post-tax deductions.** The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The next item was **Premium Payment for Bookmobile Trainer** – A recommended resolution was presented that would permit the management of MCDL to negotiate with the bargaining unit a premium pay for individuals doing formal training on the bookmobile as it relates to the driving of the vehicle and obtaining a CDL license. This request permits the library to establish a premium which would be paid for those hours when an employee is being used as a formal trainer for the CDL and the bookmobile driving. This would not require a new job description or salary scale, but just a development of a premium to be paid in addition to regular wages when in a training mode. **RESOLUTION 07-31** Upon motion made by Patricia Walker on behalf of the Personnel Committee, it was: **RESOLVED: That The Medina County District Library Board of Trustees hereby authorizes the HR Coordinator to negotiate with the bargaining unit to obtain a premium pay rate that will be paid to an individual when that individual is acting as a formal trainer on the bookmobile to help an employee achieve their CDL. This rate would be paid in addition to their regular rate of pay.** The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The **Planning Committee** had no report but Director Harris gave a **Building Update**. Harris indicated that as we mark the 100<sup>th</sup> anniversary of Franklin Sylvester Library a special time capsule event was held at the new location. Due to the Medina building still being under construction, a small group was invited for this ceremony. Patricia Walker represented the Board

and the Mayor, along with representative from the county and the school system, were present. A tour was provided after the ceremony and we received some nice publicity in the local newspapers. We are on target with Medina and hope to have the third floor and basement employees move in late October or early November, with the Library opening sometime in December. Updates will follow. In Brunswick, we had a couple of issues with the light fixtures but these have been resolved and the fixtures will be replaced. We are looking at the week of August 13 to begin the shelving, opening day collection to be done the week of August 27 and possibly a move in date of sometime between September 4-10. We are looking at closing the temporary facility at Laurel Square around September 8 with the new Library opening about September 24. Updates will follow on these dates as well. "Let the Sunshine In" is the theme chosen for Brunswick. Seville is on track with a tentative opening day of September 17, 2007. We have chosen "Good Things Come in Small Packages" as our theme. Highland is also on schedule and are anticipating a February opening. Opening day collections will be ordered in the next week or two. Harris indicated that we may need to transfer money into the technology budget as this budget was developed prior to the installation of our Cassie equipment, and we did not fully reflect the added responsibilities that were placed on the Technology department to provide the audio visual equipment for our meeting rooms. Harris also indicated that he is working with the Board of Education with regard to sharing parking with the school system, and talks continue with regard to the purchase of the adjoining property.

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

There were no **Communications**.

There was no **Unfinished Business**.

**New Business – Approval of Replacement Tax Levy** – A recommended resolution was presented which is the final resolution pertaining to the replacement tax levy. The resolution that was passed at last month's Board Meeting declared the necessity of a replacement levy and requested tax information from the County Auditor. The County Auditor has submitted the requested information and now it is necessary to pass a resolution requesting that the County Commissioners submit the proposed replacement tax levy to the electors. A 2/3 majority vote (5 votes) is needed for passage. **RESOLUTION 07-32** Upon motion made by Patricia Walker and seconded by Scott Snyder, it was: **RESOLVED: That The Medina County District Library Board of Trustees hereby approves the resolution determining to proceed with a request to the Medina County Board of County Commissioners to submit to the elector of the Library District the question of a replacement tax levy for the purpose of providing sufficient funds for the current expenses of the Library District and authorizes the Director and Business Manager to proceed with the necessary documentation to the County Commissioners.** The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

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

- \$2,024 FROM MOMS CLUB OF MEDINA FOR CHILDREN'S READING GARDEN AT NEW MEDINA LIBRARY

- \$35 FROM KENNETH & SUSAN PARR IN MEMORY OF NANCY ANN WILL
- \$400 FROM FRIENDS OF THE BUCKEYE LIBRARY FOR 2007 SUMMER READING CELEBRATION
- \$30 FROM KEN & SHIRLEY DUSKY IN RECOGNITION OF WAYNE R. SMITH FOR A FATHER'S DAY GIFT
- \$50 FROM RALPH & JOI PHELPS TO PURCHASE A SPECIAL BOOK IN RECOGNITION OF CLOUDY FAMILY CHILDREN
- \$25 FROM JUDITH A. ANDERSON IN THANKS FOR OBITUARY INFORMATION

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

**Trustees' Comments** – The Board thanked Deborah Pawlik for the Levy Committee presentation and look forward to future updates. They were also pleased with the simple message to be used in our campaign and appreciated information on how they could be helpful. The Board also thanked all those involved in the 100<sup>th</sup> Anniversary/Time Capsule event, which turned out to be very nice. Lastly, the Board thanked Staff for their positive attitude in spite of the setback of the levy failure.

There was no need for an **Executive Session**.

The meeting was adjourned at 8:00 pm upon motion made by Scott Snyder and seconded by Patricia Walker. The vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani – aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

### **NEXT BOARD MEETING**

**Monday, August 20, 2007, 7:00 pm  
Buckeye Library**

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**Thomas Horwedel  
President**

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**Scott Snyder  
Secretary**