

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

January 20, 2003

The Medina County District Library Board of Trustees met in regular session at 7:30 p.m. on Monday, January 20, 2003 at the Medina Library in the Annex.

Roll Call was taken with the following members noted as present: Michael Tefs, Philip Duke, Cindie Schneider, Thomas Horwedel, Dale Lynk, Patricia Walker and Karen Hammon. Also present were Library **Staff** members: Mike Harris, Director; Mike Dolansky, Business Manager; Paula Banks, Judy Leutheuser, Diane Pajk, Judy Scaife and Elaine Frankowski. **Guests** included Evelyn M. Steingass-Riggs, John Steingass and Jim Gerspacher.

Election of 2003 Officers – RESOLUTION 03-01 Upon motion made by Cindie Schneider and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of trustees hereby accepts the following officers for 2003 as follows:**

<u>President -</u>	<u>Philip Duke</u>
<u>Vice President -</u>	<u>Michael Tefs</u>
<u>Secretary -</u>	<u>Dale Lynk</u>

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

Appointment & Renewal of Contract of Clerk-Treasurer for 2003 – At 7:35 p.m., upon motion made by Philip Duke and seconded by Michael Tefs, the Board entered into **Executive Session** to discuss compensation of a public employee. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

The Board came out of Executive Session at 7:46 p.m. upon motion made by Thomas Horwedel and seconded by Michael Tefs. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and - Philip Duke - aye. **RESOLUTION 03-02** Upon motion made by Thomas Horwedel and seconded by Michael Tefs, it was: **RESOLVED: That the Medina County District Library Board of trustees hereby approves the contract for Michael Dolansky, Business Manager/Clerk-Treasurer for one year at an increase of 4.25%.** The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - nay, Karen Hammon - aye and Philip Duke - aye. Motion carried.

Board Committee Appointment for 2003 - RESOLUTION 03-03 Upon motion made by Philip Duke and seconded by Michael Tefs, it was: **RESOLVED : That the Medina County District Library Board of trustees hereby appoints the following committees for the year 2003 as follows:**

Finance Committee – Karen Hammon – Chair
Members – Thomas Horwedel and Cindie Schneider

Personnel Committee – Thomas Horwedel – Chair
Members – Dale Lynk and Patricia Walker

Planning Committee – Michael Tefs – Chair
Members – Karen Hammon and Dale Lynk

Policy & By-Laws Committee – Patricia Walker – Chair
Members – Michael Tefs and Cindie Schneider

The vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

The **Agenda** (revised from original mailing) was approved upon a motion made by Cindie Schneider and seconded by Dale Lynk. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Special guests Evelyn M. Steingass-Riggs, John Steingass and Jim Gerspacher were introduced and will be recognized later on the Agenda.

The **Minutes** of the December 16, 2002 Board meeting were approved by a motion made by Patricia Walker and seconded by Karen Hammon. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Mike Dolansky reported that the **Financial Report** is not available this evening due to year-end closing procedures. He indicated that he hopes to have the 2002-year closed by the end of the week. He distributed a draft financial report, which should reflect the final figures for the year. He reported that the actual closing revenues are higher than projected and the expenditures are lower than anticipated, which is all very good. There will be some unused money left in the Grant Fund that will need to be re-appropriated so that we can reimburse the State of Ohio. There should be approximately \$200,000 from the General Fund that we can transfer into the Building & Repair Fund. This year, we will still be able to carry over approximately \$155,000 in the General Fund. A motion was made by Michael Tefs and seconded by Karen Hammon that we table the approval of the Financial Report until our February meeting. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Director's Report - Mike Harris indicated that highlights of the month are included in the December Director's Report included in the Board Packets. Also included is MCDL 2002 Annual statistics.

Mike also reported the following:

- Holiday programming was the main draw in December, and Santa Claus tended to be the main attraction.
- Other programs were down in attendance from previous years due to a problem of *Gazette* delivery of the newsletter to some Medina areas and the short holiday season.
- Mike took a road trip through Michigan visiting libraries in Kalamazoo, Midland, Auburn Hills, Rochester, Clinton, West Bloomfield, Chelsea and Ypsilanti. Two of these were David Milling's work and colleagues recommended the others. He obtained a good perspective of current practices for various sized libraries.

Communication regarding all building issues is becoming pretty consuming. The following meetings were held:

- Mike Harris and Mike Dolansky met with Steve Hambley, John Stricker, and Chris Jakab on Bond Issue procedure.
- Met with Squire, Sanders, Dempsey law firm representative, Jonathan Buchter, to plan language and make sure all bases had been covered.
- Informal session with Scott McCarthy from the Ruhlin Company to learn more about construction management services. Also attended by Michael Tefs.
- Met with representatives of Zarembo to outline our expectations and present a timeline of our plans for Brunswick.
- Phone call from Charles Irish of the Medina School Board suggesting we have Jim Shields draft a tentative option document for the bus garage. It will rely on a price to be determined by appraisal, but will include a timeline for possession of the property assuming passage of the Bond Issue.
- Meeting scheduled with the Hinckley Trustees on Friday, January 24, 2003 with Mike Harris, Mike Dolansky and Diane Dermody.
- Will attend Lodi Historical Society meeting with Betsy Gilder on Thursday, January 23, 2003.

A motion was made by Patricia Walker and seconded by Cindie Schneider to accept the **Personnel Report** (revised from original report) as presented. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

New Committee Chair, Karen Hammon, reported that the **Finance Committee** had no report.

Thomas Horwedel reported that the **Personnel Committee** had no report.

New Committee Chair, Michael Tefs, asked that Mike Harris and Mike Dolansky give an update for the **Planning Committee**. A complete report of the most recent cost estimates for the proposed expansion program was distributed to the Board prior to tonight's meeting, along with a draft of a formal resolution, prepared by bond counsel at Squire, Sanders & Dempsey. This resolution would initiate the process of placing a bond issue on the May 6, 2003 ballot for construction and renovation of District Library facilities. A sample of the bond issue ballot language was also distributed. The Planning Committee of the Medina County Board of Trustees met on Wednesday, January 15, 2003 to review the distributed documentation. The recommended amount to be levied for this bond is estimated to be 1 mill for a period of twenty years at a conservative 5.0% interest rate for a total issuance amount of \$42,300,000. A spreadsheet was also distributed showing a financial summary of the recommended bond issuance and the costs to the homeowner at various levels of property value. This documentation was thoroughly reviewed at the January 15, 2003 Planning Committee meeting and a great deal of thoughtful discussion ensued. In addition, a meeting was held with County Officials on January 8, 2003 to review the necessary steps in presenting this bond issue to the voting electorate and to discuss the various roles being played by all the concerned parties in the issuance of these bonds. The County will assume all legal responsibility for issuing the general obligation notes and bonds, but all proceeds less administrative expenses will be turned over to the Library for project management.

RESOLUTION 03-04 Upon motion made by Michael Tefs and seconded by Karen Hammon, it was: **RESOLVED** : That the Medina County District Library Board of Trustees hereby requests that the Board of County Commissioners of the County of Medina submit to the Electors of the Medina County District Library the question of issuing bonds of the Library District in the aggregate principal amount of \$42,300,000 for the purpose of constructing, furnishing, equipping and otherwise improving new Library facilities; renovating, furnishing, equipping and otherwise improving existing library facilities; and acquiring and improving new and existing library facility sites. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

The Board thanked Mike Dolansky and Mike Harris for all their hard work in preparation of all this documentation. Michael Tefs also congratulated Mike Harris for the very smooth transition as Director in such a short period of time. His knowledge and confidence is very much appreciated by the Board.

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

Communications - Correspondence was received from patron, Franz Zrilich, and an email from Ann Palomo from CPL pertaining to the current problems with Automated Calling and Verizon and thanks for Medina staff for all their help.

Unfinished Business. 2003 Board Meeting Dates - RESOLUTION 03-05 Upon motion made by Dale Lynk and seconded by Patricia Walker, it was: **RESOLVED** : That the Medina County District Library Board of Trustees hereby announces the following meeting dates and locations for the year 2003 as follows:

<u>Date</u>	<u>Location</u>
January 20	Medina Library Annex
February 17	Medina Library Annex
March 17	Medina Library Annex
April 21	Medina Library Annex
May 19	Brunswick Library Community Room
June 16	Lodi Library
July 21	Seville Library
August 18	Outreach Services Building
September 15	Medina Library Annex
October 20	Medina Library Annex
November 17	Medina Library Annex
December 15	Medina Library Annex

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

New Business: First item was Property Tax Advances Request – First Half of 2003 – A recommended resolution is made to authorize the Business Manager to submit for an advance on property taxes collected by Medina County, and distributed by the Medina County Auditor to MCDL. This permits MCDL to receive a portion of the tax collections monthly, which allows for a steady cash flow and increased investment income. **RESOLUTION 03-06** Upon motion made by Patricia Walker and seconded by Karen Hammon, it was: **RESOLVED** : That the Medina County District Library Board of Trustees hereby authorizes the Business Manager, to request on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the first half of 2003 The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

The next item was 2003 Banking Resolutions. A recommended resolution was made that would provide the necessary authorizations related to performing various banking functions throughout the 2003 fiscal year. This request allows for the normal day-to-day financial functions of the Library to be performed in accordance with the Ohio Revised Code and Ohio Administrative Code. In summary, these resolutions authorize various appointed positions in the Medina County District Library to have access to any safe deposit boxes, to sign any checks, drafts, notes or order drawn against checking or savings accounts, and to invest or redeem

investments through wire transfers at various banking institutions. This motion will provide the appropriate authorization to conduct various banking functions throughout the 2003 fiscal year.

RESOLUTION 03-07 Upon motion made by Dale Lynk and seconded by Patricia Walker, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the following 2003 Fiscal Year Banking Resolutions A – C.

2003 FISCAL YEAR BANKING RESOLUTIONS

RESOLUTION 03-07A That the Medina County District Library Board of Trustees authorizes the following individuals to have access to any safe deposit box rented by the Library: Medina County District Library President of the Board of Trustees; Director; Clerk-Treasurer; and the Bookkeeper by direct authorization of any of the aforementioned.

RESOLUTION 03-07B That the Medina County District Library Board of Trustees resolves that all checks, drafts, notes or orders drawn against the accounts at First Merit/Old Phoenix, STAR Ohio-Provident Bank, or any other Board approved Depository Financial Institutions for the Library be signed by two of the following: Medina County District Library President of the Board of Trustees; Vice President; and Clerk-Treasurer.

RESOLUTION 03-07C That the Medina County District Library Board of Trustees resolves that any one of the following are currently authorized to act with full power to invest or redeem investments through wire transfers at First Merit/Old Phoenix, STAR Ohio-Provident Bank, or any other Board approved Depository Financial Institutions for the Library; Medina County District Library Director; Clerk-Treasurer; and the Bookkeeper by direct authorization of any of the aforementioned.

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

The next item under New Business was Interest on Investments. This item would authorize the Clerk-Treasurer to segregate and accrue all interest earned on investments within each specific fund to that particular fund or any other as shall be designated for the fiscal year 2003. H.B. 674 went into effect on March 30, 1999 and amended O.R.C. 135.21 that had required libraries to credit all investment earnings from any funds, other than fiduciary funds, to the General Fund. The amendment, O.R.C. 3375-391, provides for an exception wherein a board of library trustees may pass a resolution designating that all investment earning accrued within a specific fund may be credited to that fund or any other as the board specifies. **RESOLUTION 03-08** Upon motion by Karen Hammon and seconded by Patricia Walker, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk-

Treasurer to credit investment earnings from the General Fund, Building and Repair Fund, Grant Fund, and the Endowment Fund to the respective funds from which they accrued for fiscal year 2003. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

The next item was Proposal to Recognize March, 2003 as Food For Fines Month. March has been food for Fines Month at the Medina County District Library for many years. The food collected is used in countywide programs to feed those in need. The efforts of the library provide fully three-fourths of what is collected in the month long food drive. The promotion also helps the library retrieve long overdue materials. **RESOLUTION 03-09** Upon motion by Cindie Schneider and seconded by Karen Hammon, it was **RESOLVED: That the Medina County District Library Board of Trustees recognizes March, 2003 as Food for Fines Month at all library outlets.** The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Retirement Recognition – Beverly Zeigler – A Retirement Recognition plaque was made for Beverly indicating all of her accomplishments while at MCDL. **RESOLUTION 03-10** Upon motion made by Karen Hammon and seconded by Patricia Walker, it was: **RESOLVED: That the Board of Trustees of the Medina County District Library congratulates Beverly Zeigler on her retirement and wishes her well as she begins the next stage of her life.** The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Recognition of Donated Property – The Board and Mike Harris, Director recognized Mrs. Evelyn M. Steingass-Riggs for her most generous donation of five acres of property located in York township located in direct proximity to the Buckeye School District's main educational campus on Columbia Road. The Board and the architects are very excited about this beautiful piece of property that will house a new facility for this under served area of our county. Mrs. Steingass-Riggs is a lifelong resident of Medina County and was inspired to donate this parcel to the Medina County District Library for the purposes of developing the site into a Library Facility. The property offers a very unique opportunity due to its direct adjacency to the Buckeye School District's main educational complex. Mrs. Steingass-Riggs' son, Jonathan Steingass, was thanked for his stewardship with the donation process. Mr. Jim Gerspacher, Realtor, was acknowledged and thanked for being instrumental in finding this available parcel of land and his help in the completion of the project. Additionally, President Philip Duke added extra thanks to Mrs. Steingass-Riggs for her thoughtful donation and added that the gift came at a perfect time.

Upon motion made by Karen Hammon and seconded by Cindie Schneider a donation was accepted **with gratitude** for:

- \$35 FROM FRANK D. CHAMBERLAIN, JR TO GENEALOGY DEPT. FOR RESEARCH ASSISTANCE - IN MEMORY OF EARLY LEROY PIONEERS

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

Upon motion made by Karen Hammon and seconded by Cindie Schneider a donation was accepted **with gratitude** for:

- \$30 FROM BUEHLER'S PHARMACY EMPLOYEES IN MEMORY OF HARRIET HAYES

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

Upon motion made by Thomas Horwedel and seconded by Cindie Schneider a donation was accepted **with gratitude** for:

- \$600 FROM ROBERT J. FELLENSTEIN FROM VARIOUS DONORS IN MEMORY OF BEATRICE FELLENSTEIN

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

Upon motion made by Michael Tefs and seconded by Cindie Schneider a donation was accepted **with gratitude** for:

- \$25 FROM I BELIEVE CIRCLE OF KING'S DAUGHTERS IN APPRECIATION OF BOOK REVIEW DISCUSSION.

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

Trustee Comments. All the Board members once again thanked Mrs. Steingass-Riggs for her generous donation. It was also expressed that the timing of this donation was perfect as we go forward placing the bond issue on the ballot in May.

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In addition, Michael Tefs was thanked for the very worthwhile Board Retreat held in December. Philip Duke thanked Michael Tefs for serving as Board President and accomplishing so much in the past year. He also indicated that a Levy Committee has been organized and Karen Hammon will be the fund raising contact. A Political Subdivisions list was prepared for all the districts in the County, and President Duke asked the Board members to select at least three district meetings to attend. Please notify Elaine as you complete your visits and she will keep track of the visits made.

An additional **Executive Session** was not necessary.

The meeting was adjourned at 8:32 p.m. upon motion made by Karen Hammon and seconded by Cindie Schneider. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, February 17, 2003, Medina County Library Annex, 7:30 p.m.

Philip Duke
President

Dale Lynk
Secretary

