

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

May 19, 2003

The Medina County District Library Board of Trustees met in regular session at 7:30 p.m. on Monday, May 19, 2003 at the Brunswick Community Library.

Roll Call was taken with the following members noted as present: Philip Duke, Dale Lynk, Cindie Schneider, and Patricia Walker. Also present were Library **Staff** members: Mike Harris, Director; Mike Dolansky, Business Manager; Diane Dermody, Carole Kowell, Judy Leutheuser, Diane Pajk, Judy Scaife and Elaine Frankowski. Guests in attendance were David Milling and Dan Whisler from David Milling & Associates, Architects.

The **Agenda** was approved upon a motion made by Cindie Schneider and seconded by Patricia Walker. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Patricia Walker – aye and Philip Duke - aye.

Carole Kowell, Brunswick Manager, was recognized and thanked for hosting the meeting this evening.

The **Minutes** of the April 30, 2003 Board meeting were approved by a motion made by Cindie Schneider and seconded by Dale Lynk. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Patricia Walker – aye and Philip Duke - aye.

Thomas Horwedel had been delayed and arrived at the meeting at this time.

Mike Dolansky discussed the April 30, 2003 **Financial Report**. Mike indicated that two CD's matured in the General Fund and Endowment Fund. This information is shown in the "Notes" section of page one. Mike also indicated that he didn't want to tie up our money for a long term, so he placed these CD's into a 90-day maturity, so that we would have ready cash available if necessary. Page 11 of the financial report shows that we are right on target with net revenues over expenditures. A motion was made by Patricia Walker and seconded by Cindie Schneider to accept the April 30, 2003 Financial Report as distributed. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

Director's Report - Mike Harris indicated that the Writer's Live Luncheon and Volunteer Breakfast were very successful and enjoyed by all. Circulation was down 4% from April of last year, but we feel it is due to one less Monday in the month compared to last year. This is usually our busiest day. Meetings have been held with David Milling & Associates and members of the Ruhlin Company. Of course the most exciting news was the passage of our bond issue. A Program Plan for the building process will be prepared very soon. A Board Retreat is also being planned for sometime in June. Other information for the month can be found in the Director's Report previously distributed.

The **Personnel Report** was discussed. All vacancies have been filled to date. Paula Banks will be retiring effective 5/30/03. A motion was made by Patricia Walker and seconded by Cindie Schneider to accept the Personnel Report as presented. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

In **Finance Committee** Chair, Karen Hammon's absence, Committee member, Cindie Schneider asked Mike Dolansky to discuss the **Custodial Services Contract** that was recommended for approval at the Finance Committee meeting on May 8, 2003. Dolansky prepared a spreadsheet with an overview of the responses to the Request for Proposals for custodial services received. Last year we did not ask for bids, as our current provider, ADW, indicated they would honor the same prices for another year so we stayed with them. This year several items were eliminated from the normal service scope in the RFP's. They were 1) deep extraction cleaning of all carpeted areas, 2) resilient and hard floor stripping and waxing, and 3) cleaning exterior and interior windows. These items were included as additional cost services to be contracted as requested because they are very expensive to perform due to the fact that they require specialized equipment and capabilities. It was found that specialized firms who provide these services do so with a higher degree of quality for less money. A total of five contractors responded to the RFP, including ADW, Inc., Service Master, Inc. and Custom Care Cleaning, who have direct experience with MCDL. ADW, Inc. provided a significantly lower quote for all regular services being bid at an annual total of \$67,200. The current costs for all services being provided by ADW, Inc. is \$86,220, or a difference of \$19,020 in cost savings over the current annual contract. This cost savings will be utilized judiciously in providing carpet, window and floor cleaning on an as needed basis by other specialized professional firms ultimately saving about \$5,000 over total annual cost and providing better quality services. Several other addendum issues were also added to the scope of contract provisions, all of which will add significant value to the services being rendered by ADW, Inc. One such value added item will be monthly meetings held on a rotating basis at each facility with an ADW, Inc. supervisor. **RESOLUTION 03-20** Upon motion made by Patricia Walker and seconded by Thomas Horwedel, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager to enter into a one (1) year renewable service agreement for custodial services with ADW, Inc. per the costs denoted in the Request for Proposals for Custodial Services 2003 – 2005 submitted April 9, 2003 and any applicable contractual addendum.** The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

The next item was **Delivery Van Update**. At the February 17, 2003, Board meeting, the Business Manager was authorized to purchase a new cargo van for the Delivery/Maintenance Division through the State of Ohio's Cooperative Purchasing Program (SOCPP) in the amount not to exceed \$16,900. This new GMC one-ton cargo vehicle was placed into service around the start of April and will allow us to continue to provide daily delivery and shipping services with two staff members dividing the increasing workload volume. The 1992 Chevy cargo with 161,000 miles was then taken out of active service for future public auction, since the transmission was showing signs of pending failure. In the past month, we discovered a severe

frame problem with the remaining older vehicle, a 1989 Dodge with 116,000 miles. Our original intentions were to replace the second maintenance vehicle in 2004 with another identical SOCPP one-ton cargo van. Our options are not favorable so staff recommends obtaining a unit now instead of waiting until next year. We have \$8,000 left unencumbered in the 2003 Capital Improvement Plan for vehicles and over \$100,000 of appropriated building repairs that are not going to be performed due to passage of the bond issue, so some of these funds could be re-appropriated. **RESOLUTION 03-21** Upon motion made by Dale Lynk and seconded by Thomas Horwedel, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager to purchase a new GMC cargo van from Bob Ross Buick Auto through the State of Ohio Cooperative Purchasing Program at a cost not to exceed \$17,350.** The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

The next item was **2003 Re-Appropriations**. A recommended resolution is offered that would authorize the Business Manager to transfer funds within the Building & Repair Fund (401) to meet the fiscal needs of the remainder of 2003. Since the Board approved the resolution to purchase a new GMC Cargo Van for the Maintenance Division for \$17,350 via the State of Ohio Cooperative Purchasing Program, a transfer of funds will now be needed to cover this expenditure. The total appropriated for the Building & Repair Fund (401) for fiscal year 2003 will remain \$761,300; this measure would simply move money within the fund.

Originally \$25,000 was appropriated in the Vehicles account (401-000-5-5700) and approximately \$16,900 was utilized for the purchase of a 2003 GMC Cargo Van for the Delivery/Maintenance Division, leaving \$8,100 in available appropriations. To allow for the purchase of this additional vehicle another \$9,500 must be transferred from the Buildings account (401-000-5-5400) to the Vehicles account. The Buildings account line had a total of \$181,500 appropriated at the start of 2003. With the passage of the bond issue the majority of the scheduled capital improvement projects will now be incorporated into the expansion and renovation program and many of these projects will not be performed. Additionally, over \$300,000 had been set aside within the Building & Repair Fund for miscellaneous capital expenditures that currently are not set aside for specific purposes. **RESOLUTION 03-22** Upon motion made by Thomas Horwedel and seconded by Cindie Schneider, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager to re-appropriate within the Building & Repair Fund (401) for fiscal year 2003 by transferring up to \$9,500 from the Buildings (401-000-5-5400) account to the Vehicles (401-000-5-5700) account to meet the fiscal needs of the remainder of 2003.** The roll call vote was as follows: Dale Lynk - nay, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye. Motion carried.

The last item was the **2004 Tax Budget** – The Finance Committee met on May 8, 2003 to review the preliminary budget document to determine if it is an appropriate initial request for the upcoming fiscal year. The Tax Budget is used to justify the amount of the Local Library Government Support Funds (LLGSF) that the MCDL receives as a major source of operational

funding. Since we now have a formal LLGSF distribution agreement with Wadsworth Library, the Tax Budget is largely an opportunity to take a first look at the upcoming fiscal year. The Tax Budget for the upcoming fiscal year is required by O.R.C. to be filed with the County Budget Commission by the end of May.

Overall the balances for each fund continue to grow, or at the very worst are estimated to decrease only slightly over this year and next. The primary cause for a decrease in the General Fund balance is the State legislated freeze in LLGSF income disbursement for 2003 and the 2% cap being proposed for 2004 and into 2005. Revenue in each fund has also been impacted by absolutely dismal investment returns due to the sluggish economic recovery over the past year and continued worries that growth will be slow and long term. Expenditures are being kept in check as much as possible, but the demands of ever increasing circulation and patron visits, combined with continued requests for more programming and more materials, continue to place extreme pressure upon both physical and human resources within MCDL.

As we prepare the 2004 Appropriations Budget in the late fall, our concerns will primarily center upon any State budgetary legislative responses to worrisome income tax receipts and the possible effects upon LLGSF distributions, as well as how the economy will fare over the next six months. Additionally we will need to carefully examine our requests for additional personnel increases, expenditures for various supplies and professional services, planned capital purchases to maintain technology, and materials acquisition levels all of which must be considered in relation to future facility expansions. **RESOLUTION 03-23** Upon motion made by Thomas Horwedel, on behalf of the Finance Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the 2004 Tax Budget for submittal to the Medina County Budget Commission. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

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

Architect Agreement For Services – Over the past several months, Mike Harris, Director and Mike Dolansky, Business Manager have been intimately involved with the contract negotiations, led by the intrepid advice and guidance of our legal counsel, Jonathan Buchter of Squire, Sanders, & Dempsey. As a result, it is believed that we have finally crafted a legal document that truly reflects our intentions with David Milling & Associates/Architects (DMAA). The **Planning Committee** concurs after meeting on May 7, 2003 to discuss the detailed summary of the recommended contract previously provided to the Planning Committee and the entire Board. A thorough discussion and analysis was held at this meeting with David Milling being available in person to discuss all the major revisions and Jonathan Buchter was on speakerphone providing insight into various contract specifics. The Planning Committee unanimously recommended that the Board consider formalizing the recommended contract with David Milling & Associates/Architects. Now that the funding has been secured with the successful passage of the May 6, 2003 ballot issue for expansion and renovation, we must proceed with all due haste in preparing appropriate architectural designs and specifications for

each site. **RESOLUTION 03-24** Upon motion made by Cindie Schneider, on behalf of the Planning Committee, it was: **RESOLVED**: That the Medina County Library Board of Trustees hereby authorizes the Business Manager to enter into an *AIA Standard Form of Agreement Between Owner and Architects – Where the Construction Manager is Not a Constructor* with David Milling & Associates/Architects for architectural services for the renovation and expansion of public library facilities for the Medina County District Library in an amount not to exceed \$3,212,000 for basic services and \$400,00 for reimbursable expenses. A discussion was held. Patricia Walker addressed David Milling asking if he believed the contract will be completed in six years. Mr. Milling indicated that it would be and perhaps sooner, with significant completion by the end of 2006. Walker then asked Milling what the per diem would be for meals billed to MCDL. Discussion ensued and it was agreed that they would not exceed \$40 per day per person as is the MCDL per diem. Walker asked Milling about the wording “reasonable period of time” with regard to item 7.4 on page ten of the contract. The explanation was that this would be open for dialogue at different phases of the project. Due to there being multiple projects beginning and ending at different times it was difficult to place a specific time period to this item and MCDL legal counsel felt it was best to simply identify a reasonable period of time. Reimbursable Expenses were then discussed. It was noted that excluding travel, meals, etc. all other reimbursable expenses could be charged the multiple of one point one five (1.15) times the expenses incurred by the Architect, the Architect’s Employees and consultants. It was also noted that the total amount not to exceed \$400,000 did include the additional expense costs of those items that could be assessed this premium. **RESOLUTION 03-24** was then amended to amend Paragraph 11.4.1 by adding, “excluding subparagraph 10.2.1.1” after “paragraph 10.2” Reimbursable Expenses. **RESOLUTION 03-24** will now read as follows: That the Medina County Library Board of Trustees hereby authorizes the Business Manager to enter into an AIA Standard Form of Agreement Between Owner and Architects – Where the Construction Manager is Not a Constructor with David Milling & Associates/Architects for architectural services for the renovation and expansion of public library facilities for the Medina County District Library in an amount not to exceed \$3,212,000 for basic services and \$400,00 for reimbursable expenses and that Paragraph 11.4.1 be amended to add “excluding subparagraph 10.2.1.1” after “paragraph 10.2” Reimbursable Expenses. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - nay and Philip Duke - aye. Motion carried.

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

There were no **Communications**.

There was no **Unfinished Business**.

Upon motion made by Thomas Horwedel and seconded by Cindie Schneider the following donations were accepted **with gratitude**:

- \$850 FROM FRIENDS OF THE SEVILLE LIBRARY FOR 2003
SUMMER READING PROGRAM
- \$569.10 FROM FRIENDS OF THE HINCKLEY LIBRARY FOR 2003
SUMMER READING PROGRAM
- \$50 FROM MEDINA NEEDLEWORK GUILD FOR USE OF
BRUNSWICK COMMUNITY ROOM
- \$50 FROM LODI GARDEN CLUB TO PURCHASE FLOWERS TO
LANDSCAPE LODI LIBRARY GROUNDS

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

Retirement Recognition – Paula Banks – Mike Harris announced Paula Bank’s retirement effective May 30, 2003 and talked about her long career and many accomplishments with the library. **RESOLUTION 03-25** Upon motion by Patricia Walker and seconded by Cindie Schneider, it was: RESOLVED: That the Medina County Library Board of Trustees congratulates Paula Banks on her retirement and wishes her well as she begins the next stage of her life. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker – aye and Philip Duke - aye.

Trustees’ Comments - The Board indicated that they look forward to working with David Milling & Associates on the building plan. The Board also commended Mike Harris, Director, on his outstanding work with the levy campaign and talking to all the community leaders early in the project to get their input. Staff was also commended for their outstanding job in all aspects of the levy campaign. The Board asked about the precinct results of the election. Harris indicated that they could be available next week.

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

The meeting was adjourned at 8:25 p.m. upon motion made by Patricia Walker and seconded by Dale Lynk. The vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker – aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, June 16, 2003, Lodi Community Library, 7:30 p.m.

Philip Duke
President

Dale Lynk
Secretary

