

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

September 15, 2003

The Medina County District Library Board of Trustees met in regular session at 7:30 p.m. on Monday, September 15, 2003 at the Medina Library in the Annex.

Vice President, Michael Tefs will preside over the meeting in Philip Duke's absence.

Roll Call was taken with the following members noted as present: Michael Tefs, Dale Lynk, Cindie Schneider, Thomas Horwedel, Patricia Walker and Karen Hammon. Also present were Library **Staff** members: Mike Harris, Director; Mike Dolansky, Business Manager; Judy Leutheuser, Tina Sabol, Judy Scaife and Elaine Frankowski. Guests in attendance were Paula and Jim Banks, David Milling and Helen Milling from David Milling & Associates.

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

Recognition of Guests & Comments From the Public – Michael Tefs welcomed Paula Banks as a guest this evening. Paula thanked the Board and Staff for her retirement party and gifts. She reminisced briefly on her many years with MCDL and wished everyone continued success. She will continue to be an interested patron. She was again wished a happy retirement.

A motion was made by Karen Hammon and seconded by Thomas Horwedel to approve the August 18, 2003 meeting **Minutes**. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - abstained, Karen Hammon - aye, and Michael Tefs - aye.

Mike Dolansky discussed the August 31, 2003 **Financial Report**. Mike discussed the Investment report on page one and indicated that our funds at STAROhio were at an all-time low of .99%. Construction funds are being invested for less than one year at local banks with certificates of deposit. He is discussing investment strategies with local lending institutions for longer terms. The revenue report on page 11 of the report shows a year to date net revenue over expenditures of \$611,398, which is very encouraging. A motion was made by Dale Lynk and seconded by Cindie Schneider to accept the August 31, 2003 Financial Report as distributed. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker – aye, Karen Hammon - aye, and Michael Tefs - aye.

Director's Report - In addition to the written report submitted, Mike Harris indicated that library visits and program attendance saw increases over this time last year, but circulation was down for the first time in a number of months. This was due in part to system failures at Clevnet, blackouts, and continuing questionable weather. Beginning October 1 both of the Medina Buehler's stores will have service desk slots, similar to our book drops, at the River Styx and Forest Meadows locations. The store floral vans will make daily deliveries of returned materials to the Medina Library. Tina Sabol is working on the publicity for this new service. Special thanks to Marilyn Sobotincic and the many volunteers who made our SRC Grand Finale a very successful event. More than 250 people enjoyed games, crafts, face painting, popcorn, etc. This summer 5,313 children registered to play "READiscover Ohio" game, up from 5,280 last year.

Christine Gramm analyzed some of the responses we are now able to collect from the new library card application forms. Not all of the information can be entered into our current DRA system, but should become very helpful when we migrate to SIRSI next year. Of the 166 people who registered for new cards, 64 gave their e-mail address so they can receive net notice. Medina staff represented the library at the Medina Health Department's Baby Fair and Brunswick hosted a highly successful Fall Children's Workshop for MCDL staff. Finally, Staff Development plans are all set up for November 7, 2003 at Westfield. There will be a speaker on change, updates on the building project, training on the new SIRSI system, along with luncheon entertainment, etc.

The **Personnel Report** was reviewed. A motion was made by Patricia Walker and seconded by Karen Hammon to approve the Personnel Report as distributed. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Michael Tefs - aye.

Finance Committee – Chair, Karen Hammon, asked Mike Dolansky to discuss the two amended appropriations for fiscal year 2003 for Debt Service Fund (301) and Facility Construction & Renovation Fund (402). With the successful passage of the May 6, 2003 one mill bond issue for \$42,300,000 the Board, bond counsel, architect, construction manager, bond underwriter and staff have been deeply involved in creating an appropriate funding structure for issuance of Library general obligation bonds to meet project financing demands for the next three-and-a-half years. As a result of this focused team effort, we were very successful in the issuance of the Library bonds by securing an overall average interest rate of 4.48%. On September 10, 2003 the Library bonds officially closed and we received all proceeds for our construction and renovation projects. Therefore, it is necessary to establish legal appropriations to utilize these funds for their intended purposes.

In the Debt Service Fund (301), the majority of budgetary activity will not begin to occur until 2004. Payments for debt service will be made only two times per year. June 1st accrued interest payments are due on December 1st both accrued interest and the annual principal payments are due. Property tax receipts will accrue monthly throughout the entire year as they do now via our Request for Property Tax Advances that are submitted to the County twice a year. The \$460,730 listed under the account Premium/Accrued Interest Bonds Sold (301-000-4-7910) is a result of premium bonds being sold and must be deposited in this Fund and set aside for payment of debt service. Originally, a larger premium was anticipated in the initial draft of this budget but final bond sales figures reduced the final amount needed.

The Facility Construction & Renovation Fund (402) has a number of budgetary demands for the remainder of 2003. Foremost is receipt of \$42,749,740 in Proceeds from Sale of Bonds (402-000-4-7110), and of that amount, \$449,740 is obligated towards paying for Bond Issuance Fees (402-000-5-6500). The net effect of this action results in total proceeds of \$42,300,000. The only other revenue to be garnished this fiscal year will be interest earnings, which will be minimal because the majority of investments will be for a period longer than 90 days taking the actual cash receipts of interest earnings into 2004. The other costs for the remainder of 2003 will be primarily architectural fees, minor construction management services, legal fees, as well as

some possible relocation costs for Medina facilities. Also, there may potentially be some reimbursements to the General Fund (101) and Building & Repair Fund (401) for expenses incurred on behalf of the project prior to receipt of bond proceeds. These transfers are optional and may be postponed until a later date.

The Finance Committee met on Thursday, August 28, 2003 and favorably recommended the proposed resolutions. **RESOLUTION 03-37** Upon motion made by Thomas Horwedel and seconded by Karen Hammon, it was: RESOLVED: . That the Medina County District Library Board of Trustees hereby adopts the amendments to the 2003 Appropriations Budget for the Debt Service Fund (301) and the Facility Construction & Renovation Fund (402) and authorizes the Business Manager to certify such appropriations as necessary and required to meet the fiscal needs of the remainder of 2003. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Michael Tefs - aye.

Thomas Horwedel reported that the **Personnel Committee** met earlier this evening with Mike Harris and Judy Scaife to discuss the upcoming union negotiations. The full Board will be updated in October/November regarding these negotiations.

Planning Committee – **Building Update** – David Milling and Mike Harris updated the Board on current items. The Library is working with the Hinckley Trustees to find a place to possibly relocate the Hinckley Library until the Highland facility is completed. The Board will continue to receive updates.

The **Medina** facility was discussed briefly. Discussions and planning are continuing. David Milling will be working with Merle Myers, architect here in Medina, to help with the planning. We are also working diligently to find a location that would house not only the Administrative Staff, but also the Library itself, during the building phases. This is also proving to be quite a challenge. Updates will continue.

Lodi Schematic Plans – David Milling displayed samples of exterior brick, cement options, etc. that could be used for Lodi. Computer renderings were displayed, along with floor plans. These options and drawings will be given to (TRC) The Ruhlin Company for cost estimates, which could determine what choices are used. We will have another look at the project budget at our October Board meeting.

In order to proceed with the program for the Lodi Community Library, it is necessary to approve the schematic plans for the Lodi facility so that TRC, the Construction Management Company, can produce initial cost estimates. This resolution will authorize DMA (David Milling & Associates) to formally proceed with the accepted schematic design for Lodi Community Library. Mike Harris indicated an amended budget will be needed to account for the two-story design already approved by the Board. Accepting that the approved plan will require additional square footage to accommodate stairs, an elevator, and redundancies of usable space on a lower level, it is noted that \$250,000 may need to be transferred from general land acquisition funds to Lodi owner contingency funds to accommodate this growth in the original

estimated program. We believe we have more money budgeted in land acquisition contingency than will be needed.

On September 10, 2003, the Planning Committee of the Library Board unanimously recommended the approval of Lodi schematic design to the full Board for final approval. A discussion was held with David Milling and Mike Harris answering questions from the Board. **RESOLUTION 03-38** Upon motion made by Karen Hammon and seconded by Cindie Schneider, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the schematic design presented by David Milling for the Lodi Community Library.** The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - abstained, Karen Hammon - aye, and Michael Tefs - aye.

Buckeye Schematic Plans – A resolution is recommended authorizing DMA to formally proceed with the accepted schematic design for Buckeye Library. Cost estimates from TRC may yet impact design considerations on the Buckeye facility, but it is important to proceed with these schematic designs in order to receive sound cost estimates.

The original plans for the building combined 17,000 square feet of Extension Services space with 8,000 square feet of dedicated public library, in a configuration that would allow 2,000 square feet of the Extension Service footprint to serve as shared space. We have not been able to accomplish this effort with 100% efficiency, so the existing program now appears closer to 27,000 square feet. We want to obtain cost estimates from TRC before making decisions on what, if anything, will need to be cut from the program. We believe the plan is very strong, but remain committed to maintaining our budget. On September 10, 2003, the Planning Committee of the Library Board unanimously recommended the approval of Buckeye schematic design to the full Board for approval. **RESOLUTION 03-39** Upon motion made by Karen Hammon and seconded by Thomas Horwedel, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the schematic design presented by David Milling for the Buckeye Library.** A discussion was held explaining that the schematic design needed to be approved so that cost estimates could be received from Ruhlin Company to determine how close to budget we are. After an appropriate time for discussion, Dale Lynk called for the Motion. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - nay, Karen Hammon - aye, and Michael Tefs - aye. Motion carried.

Policy and By-Laws Committee Patricia Walker, Committee Chair, indicated there was no report

Communications - None

Unfinished Business - None

New Business: Upon motion made by Thomas Horwedel and seconded by Karen Hammon the following donations were accepted **with gratitude:**

- \$6,000 FROM THE FRIENDS OF THE MEDINA LIBRARY FOR 2003-2004 WRITER'S LIVE PROGRAM
- \$180 FROM BRIAN & TRACY DYE, ET AL IN MEMORY OF BRENNAN LEE FARRIS
- \$1,000 FROM WAL-MART FOUNDATION FOR VARIOUS AGE GROUP LITERACY PROGRAMS
- \$25 FROM MEDINA NEEDLEWORK GUILD IN MEMORY OF MINA HEWITT
- \$25 FROM CHUCK & KATHY WALBURN IN MEMORY OF HENRY FRISCONE
- \$25 FROM LORETTA T. BROEKER IN MEMORY OF HENRY FRISCONE
- \$25 FROM CHRISTINE FRISCONE IN MEMORY OF HENRY FRISCONE
- \$25 FROM LINDA C. HALEY IN APPRECIATION OF GENEALOGICAL RESEARCH

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

Trustees' Comments – None

At 8:35 p.m. upon a motion made by Thomas Horwedel and seconded by Patricia Walker, the Board moved to enter into **Executive Session** to discuss the purchase of real estate. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Michael Tefs - aye.

The Board came out of **Executive Session** at 9:04 p.m. upon motion made by Thomas Horwedel and seconded by Cindie Schneider. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Michael Tefs - aye. No action was taken.

The meeting was adjourned at 9:05 p.m. upon motion made by Thomas Horwedel and seconded Karen Hammon. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Michael Tefs - aye.

NEXT BOARD MEETING

Monday, October 20, 2003, Medina County Library Annex, 7:30 p.m.

Philip Duke
President

Dale Lynk
Secretary

