

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

December 15, 2003

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

Roll Call was taken with the following members noted as present: Philip Duke, Michael Tefs, Dale Lynk, Cindie Schneider, Patricia Walker and Karen Hammon. Also present were Library **Staff** members: Mike Harris, Director, Judy Scaife, Judy Leutheuser, Tina Sabol, Pauline Chapman, Lynee Bixler, Stacy Goertzen, Lois Huff, Sheila Loomis, Dolores Mcilvaine, Beverly McMillan, Carole Mullen, Sandra Nannfeldt, Kathy Petras, Marilyn Plitt, Susan Spencer, Carol Tamulewicz, Dawn Yonek and Elaine Frankowski.

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

Guests or Comments from the Public – President Duke recognized Sandra Nannfeldt, who was representing MCDL members of SEIU local 1199. Ms. Nannfeldt read a Letter of Dissatisfaction pertaining to the recent ratified union contract. Duke thanked Nannfeldt and union staff members for their comments.

A motion was made by Cindie Schneider and seconded by Karen Hammon to approve the November 19, 2003 meeting **Minutes**. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Patricia Walker - abstained, Karen Hammon - abstained and Philip Duke - aye.

Mike Harris discussed the November 30, 2003 abbreviated **Financial Report** that was distributed this evening. This includes the Statement of Fund Position and Statement of Cash and Investments. The Fund Balance as of 11/30/03 is \$49,279,482.05. Harris once again thanked Pauline Chapman for all her help in preparing this report. A full statement will be prepared for January, which will include all year-end totals as well. Harris thanked the Board for their patience during this difficult time. A motion was made by Karen Hammon and seconded by Dale Lynk to accept the financial report as distributed. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Thomas Horwedel arrived at the meeting at approximately 7:40 p.m., after being detained from a previous meeting.

Director's Report - In addition to the written report submitted, Mike Harris indicated that the Medina and Brunswick branches, along with the Bookmobile, have increased in circulation due to the Hinckley closing. Bookmobile visits were made to York and Liverpool Elementary schools as they make transitions to new buildings. There was a nice article in the local newspaper about our extra efforts visiting the schools. Our latest Writer's Live was the most successful so far with over 191 attendees. Barbara Gillespie retired and Keith and the Maintenance staff did a great job with the Auction. Keith was a little disappointed at the price we received for the vehicles, but these events are not scheduled to make money, but to dispose appropriately of items we can no longer use. Jim Haprian has been working on our phone

system as he has available time. He has been replacing voice messages and battery backups. Tina and Community Relations have launched a new partnership with Medina Channels 38/39, and their original Library Programming will be shared with Brunswick, Wadsworth, Sharon, Granger, and Buckeye area cable stations. There is an error in the items withdrawal report for the month, due to an incorrect purging of items by Clevnet, and will hopefully be corrected. Judy Scaife has been working very hard on many personnel items, which will be discussed later in the evening.

The **Personnel Report** was reviewed. Judy Leuthaeuser and Kym Lucas made presentations at the recent OLC Annual Conference, with about half a dozen of staff helping. A motion was made by Karen Hammon and seconded by Dale Lynk to approve the Personnel Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Karen Hammon reported that the **Finance Committee** met on December 12, 2003 and discussed the proposed 2004 Appropriations Budget, which included a narrative detail for ease of discussion. This budget was prepared by Harris, Pauline Chapman and Judy Scaife. Harris indicated that this was based on the figures and estimates using the same format used by Mike Dolansky. Harris thanked Judy and Pauline for all their efforts in preparing this budget. The total estimated expenditures for 2004 are \$6,855,993, or a net increase of 4.2%. Harris also indicated that this is a very conservative budget and all indications are that it is as accurate as possible at this time. Harris and the Finance Committee discussed each area and questions were answered where needed. **RESOLUTION 03-50** Upon motion made by Karen Hammon on behalf of the Finance Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the submitted 2004 Appropriations Budget. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Thomas Horwedel reported that the **Personnel Committee** met on December 12, 2003 and discussed and approved the following items:

Bargaining Unit Agreement – On December 7, 2003, District 1199 approved the tentative Bargaining Unit Agreement presented to them. This will once again be a three-year contract, as has been our history, except for this two-year contract we are now completing. The Personnel Committee, along with the full Board, received a copy of the tentative agreement prior to this meeting. A discussion was held with Judy Scaife and Mike Harris explaining this agreement and answering questions. A summary of this Agreement will be attached to these minutes. **RESOLUTION 03-51** 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 Collective Bargaining Agreement with District 1199 for the period of December 16, 2003 through December 15, 2006, as negotiated, and authorizes execution of the Agreement by appropriate Board and Library personnel. The Board also authorizes library personnel to revise all manuals to be in accordance with this agreement. The roll call vote was

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

Professional/Administrative Salary Scale Adjustment, Professional/Administrative Salary Increase, Professional/Administrative Medical Benefits and Page Wages were discussed using the documentation previously distributed. A discussion was held on how these figures were calculated, along with additional information. **RESOLUTION 03-52** Upon motion made by Thomas Horwedel and seconded by Dale Lynk, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Professional/Administrative Salary Scale by 2.5%, effective January 1, 2004.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

RESOLUTION 03-53 Upon motion made by Thomas Horwedel on behalf of the Personnel Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves a 4.5% salary increase for the Professional/Administrative staff, effective January 1, 2004.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

RESOLUTION 03-54 Upon motion made by Thomas Horwedel on behalf of the Personnel Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the following revisions to the Professional/Administrative staff benefit package, effective January 1, 2005:**

<u>Group Health Plan</u>	<u>Employee Contribution</u>
Single Coverage	12% of premium of \$60/month maximum
Family Coverage	18% of premium of \$190/month maximum

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

RESOLUTION 03-55 Upon motion made by Thomas Horwedel on behalf of the Personnel Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Page Salary Scale as listed below, effective January 1, 2004:**

Step 1	\$6.15
Step 1A	\$6.35
Step 2	\$6.55
Step 3	\$6.80
Step 4	\$7.00

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

Reclassification of Deputy-Clerk-Treasurer - Pauline Chapman, Bookkeeper, was recently appointed Deputy Clerk-Treasurer by the Board. This appointment and realignment of some responsibilities had been in the planning stage for some time, even before Mike Dolansky's tragic death. With Mike's death, it became a priority for the organization. The Bookkeeper position description has been revised to reflect the added responsibilities of this new position. The added responsibilities compel an upward grade reclassification. The Bookkeeper position is a grade 19, and we are proposing that the Deputy Clerk-Treasurer position be placed on grade 21. The revised position description will be attached to these minutes. **RESOLUTION 03-56** Upon motion made by Thomas Horwedel on behalf of the Personnel Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the renaming and reclassification of the Bookkeeper position to the Deputy Clerk-Treasurer. The Deputy Clerk-Treasurer position will be placed on grade 21. The current incumbent will be given a 5% reclassification increase. This is in addition to the 2004 salary increase for the Professional/Administrative staff.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Additional Hours for Assistant Technology Services Coordinator - The proposed additional professional/administrative hours are for the Technology Department. The additional hours for the Assistant Technology Coordinator are necessary to better address our computer training needs and expand the coverage of a technology supervisor on duty for system problems. The Board originally approved this position as a 20-hour position, increased it to 25 hour/week in 2003 and now, we are proposing to increase it to a 30-hours/week position.

Assistant Technology Assistant	5 hours/week	\$5,080.00 yr.
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RESOLUTION 03-57 Upon motion made by Thomas Horwedel on behalf of the Personnel Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves an additional five hours/week for the Assistant Technology Services Coordinator position, effective January 5, 2004.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

The final item is **Revision of the Drug/Alcohol Free Workplace Policy** – Our tentative agreement with District 1199 involves a revision to our Drug/Alcohol Free Workplace Policy. We have not revised this policy since it was adopted in 1996. Our current policy imposes drug/alcohol testing only for our CDL drivers and drivers of library vehicles. We propose to expand the testing to any employee involved in vehicular accidents while driving their own or MCDL vehicle on library time.

Criteria has been established and agreed to with the bargaining unit as to when testing is to occur, or it is not to occur, after an accident. Testing will not occur after minor accidents. Full explanation of criteria for testing can be found on page 27 of the report. Implementation of this policy will need extensive staff training, and the policy will not be implemented until training of all staff is completed. This revision is necessary to adopt the entire

bargaining agreement. **RESOLUTION 03-58** Upon motion made by Thomas Horwedel on behalf of the Personnel Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the revised Drug/Alcohol Free Workplace Policy. It will become effective after staff training is complete.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Planning Committee – Building Update – Harris indicated that the Buckeye plans are coming along very nicely. The Milling group has been working with Keith's area to help with the finalizing of this facility. Meetings are being held to finalize the plans for the second and third floor of the Medina facility. A group from Medina is also meeting with regard to the exterior design. The final changes for the Lodi facility should be done some time in January, due to the change from a two-story facility to a one-story.

Geotechnical Professional Services - A recommended resolution is submitted that would authorize the Director and our architects to engage Summit Testing and Inspection to perform necessary soil borings for the Buckeye, Lodi, and Medina building projects. Six different local companies were contacted and five responses were received. After the issuance of a request for proposal, Daniel Whisler, representing David Milling & Associates, recommends that we retain Summit Testing & Inspection as they had the best combination of immediate service and ability to provide further testing during the construction phase. **RESOLUTION 03-59** Upon motion was made by Dale Lynk and seconded by Thomas Horwedel, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director and David Milling & Associates to engage Summit Testing and Inspection to provide geotechnical professional services relating to the Buckeye, Lodi, and Medina projects, at a cost of \$10,717.50.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

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

Communications - Harris received a letter from The Ohio Humanities Council addressed to Diane Dermody congratulating her and MCDL for an outstanding job on the "Let's Talk About It" program.

There was no **Unfinished Business.**

New Business: Philip Duke presented the slate of officers for 2004 as follows:

President:	Philip Duke
Vice President:	Michael Tefs
Secretary:	Karen Hammon

RESOLUTION 03-60 Upon motion was made by Cindie Schneider and seconded by Thomas Horwedel, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby accepts the slate of officers for 2004 as stated.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

The next item was **MCDL Board of Trustees Meeting Dates for 2004** - The following are the dates for the 2004 year:

January 19
February 16
March 15
April 19
May 17
June 21
July 19
August 16
September 20
October 18
November 15
December 13

Meetings are held at 7:30 p.m. in the Medina Library Annex. May through August dates could be held at other library locations. This will be decided at a later date. **RESOLUTION 03-61** Upon motion was made by Michael Tefs and seconded by Patricia Walker, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves of the 2004 meeting dates as listed.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Update on Selection of New Board Member - The County Commissioners have received information on two candidates to date. We should have a new Board member prior to our January, 2004 Board meeting.

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

- \$50 FROM DON CANFIELD OF MEDINA COUNTY GENEALOGICAL SOCIETY FOR MATERIALS OR SERVICES
- \$25 FROM MEDINA COUNTY SHOW BIZ COMPANY IN MEMORY OF FRED J. HARGROVE
- \$25 FROM MEDINA COUNTY SHOW BIZ COMPANY IN MEMORY OF MARION A. FLEMING
- \$25 FROM MEDINA COUNTY SHOW BIZ COMPANY IN MEMORY OF ROBERT C. HOUSEMAN

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

The last item was **Recognition of Service – Dale Lynk** – A Service Recognition was read by President Duke of all Dale Lynk’s accomplishments since becoming a member in January, 1997. He will surely be missed. **RESOLUTION 03-62** Upon motion was made by Philip Duke and seconded by Michael Tefs, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby congratulates Dale Lynk on his service to the Library patrons of Medina County. The vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye. Mr. Lynk thanked the Board and indicated how much he enjoyed his time on the Board.

Trustees’ Comments – The Board again thanked Dale Lynk for his service on the Board and indicated how much they learned from his wisdom and appreciated his input.

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

The meeting was adjourned at 8:05 p.m. upon motion made by Cindie Schneider and seconded Patricia Walker. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, January 19, 2004, Medina County Library Annex, 7:30 p.m.

Philip Duke
President

Karen Hammon
Secretary

