

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

November 16, 2004

The Medina County District Library Board of Trustees met in regular session on Tuesday, November 16, 2004 (changed from usual Monday date) at 7:30 pm at the Medina Library Annex Building.

Roll Call was taken with the following members noted as present: Philip Duke, Karen Hammon, Cindie Schneider, Thomas Horwedel and Patricia Walker. Also present were Library **Staff** members: Mike Harris; Director, Brian Hertzelt; Business Manager, Diane Dermody, Theresa Laffey, Tina Sabol, Judy Scaife, Al Scheimann and Elaine Frankowski. There were no Guests in attendance.

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

A motion was made by Thomas Horwedel and seconded by Cindie Schneider to approve the October 19, 2004 meeting **Minutes**. The roll call vote was as follows: Karen Hammon - abstained, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

Brian Hertzelt discussed the distributed October 31, 2004 **Financial Report** noting that there was no unusual activity and that the footnotes on the last page of the report explains the report in further detail. The Board again indicated that Hertzelt is doing a great job with the report; it is very easy to read and understand. A motion was made Karen Hammon and seconded by Patricia Walker to accept the financial report as distributed. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

Director's Report – In addition to the written report in the Board packets, Harris indicated that circulation statistics again show us down slightly, but the door count remains stable and new card registration is significantly higher than last year. Again, we feel the reduced hours in Hinckley has some bearing on the circulation totals. Judy Scaife has formed an Ergonomic Committee as we build and remodel our new facilities. One of their first tasks will be to test drive the demo Circulation Desks for Buckeye and Lodi, that Keith, Dave and the maintenance staff have built to maximize our efforts in a physically demanding area. The Committee includes Judy Scaife, Jim Haprian and a cross section of staff. Bonnie Jablonski of Advocare and Steve Hanna from Ohio Bureau of Worker's Compensation have been helping on this project as well. The purpose of this Committee is to make sure we are accommodating all staff with the best possible equipment and set up with employee effectiveness in mind.

The **Personnel Report** was reviewed and discussed. Interviews have begun for the Department Secretary-Human Resources and Young Adult Supervisor/Assistant. We hope to have a recommend to hire for the Young Adult position very soon, with the Human Resource position to follow shortly thereafter. We have received quite a few very qualified candidates. Harris indicated that it should be noted that we have a good number of staff participation on the OLC level, with seven staff members holding an officer or committee position. 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: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

The **Finance Committee** had no report but will need to meet prior to the December Board meeting.

The **Personnel Committee** had no report but will also need to meet prior to the December Board meeting.

Planning Committee - Building Update - Harris distributed several handouts pertaining to his building update discussion. The first handout was an updated detailed Budget Comparison for the Medina facility. We are over budget but Harris indicated that it is not as bad as it looks. It will, however, be a challenge to find ways to save some money. We hope to save some money with the temporary facility and interior materials and still have infrastructure funds to work with. We could also delay the resurfacing of the parking area that we hope to share with Garfield Elementary School. Discussions will continue. We continue to look for space for the temporary facility.

The Buckeye project is pretty much on target and there was a few days delay for Highland due to supplies being delivered a little later. Harris distributed a preliminary map, provided by Dan Whisler, showing our portion of the property, a 4.91 acre parcel. We will now have a survey done to determine exactly where the wetlands are. It appears that we will have a 12,000 square foot facility. Dan Whisler met with Diane Dermody and went over some preliminary elevations, designs, etc. for the proposed facility. Diane seemed pleased with the designs so far.

Additional permits for Lodi have been received and the building process is continuing pretty much on schedule.

Harris will speak at the Brunswick Friends of the Library later in the week and asked Whisler to provide him with some possible ideas to present to the group for discussion. Harris distributed very preliminary designs for possible floor plans at Brunswick. He wanted the Board to look at them first before his presentation. We should remember that these are very preliminary ideas and are to be used to begin discussions only. Our goal is to have 29,000 to 30,000 square feet, although the Program called for 32,000 square feet. Harris will meet with Brunswick Manager, Carole Kowell and the Friends of the Brunswick Library before proceeding any further.

President Duke commented that he would like us to spend the least amount of money possible when considering our temporary facility to help the budget figure to balance.

Chair, Patricia Walker, reported that the **Policy and By-Laws Committee** met prior to this meeting and discussed **Approval of New Format for Board of Trustees Manual**. Harris once again thanked and Diane Dermody on an outstanding job she did with revising the manual. A lot of hard work and time was spent on this project. The Committee met on October 18, 2004 and reviewed the format and revisions made to date. It was decided to return any suggestions to Diane prior to the second week of November, at which time we would incorporate any further recommendations into a resolution to take to both a Bylaws Committee meeting and the full Board meeting on November 16, 2004. The Committee found no other corrections or revisions that needed to be made at this time and were very satisfied with the new format. **RESOLUTION 04-38**

Upon motion made by Patricia Walker, on behalf of the Policy & Bylaws Committee, it was RESOLVED: That the Medina County District Library Board of Trustees approve the reformatted MCDL Board of Trustees Manual, effective November 16, 2004, with the following revisions:

Additions:

Friends of the Library information
Public Services Teams
A short history of MCDL
Abbreviations and Acronyms used in the library

Policy Deletions:

Ohio Children's Library Bill of Rights	(#87-8, dated 04/20/87)
Circulation – Audio-Visual Equipment	(#88-13, dated 02/15/88)
Freetnet	(#94-11 dated 03/21/94)
L.O.A.N. program	(#88-15 dated 02/25/88)
North Central Library Cooperative	(#92-37 dated 12/21/92)
Online Information Services	(#90-59 dated 10/15/90)
Wages & Benefits – Cleaners	(#00-50 dated 07/17/00)

Policy Revisions:

ADM-8	Interlibrary Loan Code (policy updated)
ADM-1	ALA Policies & Statements (ALA statements now appendices)
FIN-1	Investment Policy (investment policy document now appendix)
FIN-4	Staff Activities Financial Issues (rewritten from a memo)
HR-1	Code of Ethics (Code moved to appendix)
HR-6	Family & Medical Leave (Act moved to appendix)
HR-10	Personnel - Personnel Manual rewritten to provide for updates
HR-15, HR-16, HR-17	Wages & Benefits - (salary schedules in appendix)
MAN-6	Records Retention (schedule moved to appendix)
MAN-10	Volunteers (combines two resolutions)
PUB-2	Access/Limited Access (updated terminology)
PUB-4	Blocked Account (updated terminology)
PUB-6	Bills (updated terminology)
PUB-8	Displays and Exhibits (text revision)

New Policy:

MAN-5 OPLIN - approves participation in OPLIN

New Board Procedure:

PRO-7 Expense Reimbursement

New Statement:

Appendix - ALA Statement: Libraries: An American Value

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

Communications – President Duke commented on a letter that was received from a patron thanking Keith Maynard, Maintenance Supervisor, for helping her with a flat tire when she was all alone and in need of help. She was very appreciative of his kind assistance.

There was no **Unfinished Business**.

New Business: New Logo Discussion – Before introducing Tina Sabol, Community Relations Coordinator, Director Harris explained how Tina and her department have been working on designing a new logo for MCDL for about five months. We feel that we have a new design for the Board’s review that reflects the goals, objectives and mission of MCDL as we continue to expand our buildings and service to the public. Tina distributed the examples that were designed and the reasoning behind them. We wanted to retain the colors of yellow and teal, as MCDL is so widely recognized by these colors, not only in Medina County but throughout the entire State of Ohio. The sun represents expanding libraries, expanding minds and each ray coming from the sun represents all of our branches, new and existing. We feel the logo reflects a very welcoming and warm effect. It was tested on our business cards, stationery, book bags, etc. and looks very nice. Director Harris indicated that this entire project was done in-house and had we sent it out to another firm, it would be very costly and not be ready before our grand opening. A discussion was held and the Board members present felt that this was a very nice and acceptable design. A Resolution will be presented at the December Board meeting to adopt this new logo for MCDL. The Board thanked Sabol for her hard work and excellent presentation.

The next item was **Proposed 2005 MCDL Board of Trustees Meeting Dates** – A tentative schedule for the new year was discussed and will be attached to these minutes. These dates will be voted upon at our December meeting. A motion was made by Karen Hammon and seconded by Thomas Horwedel that we amend the starting time of the meeting dates to 7:00 pm instead of the usual 7:30 time frame. A discussion was held and the Board members present agreed to the new time frame, however, they decided to vote on the time and dates for the 2005 MCDL Board of Trustee Meeting Dates at our December meeting. In this way, all the Board members will have had an opportunity to indicate their preference as well. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

The next item was **Announcement of \$2,000 Target Corporation Grant for Leap Pads for Children’s Area**. Harris indicated that Carole Kowell, Manager of our Brunswick Library, had applied for a grant last year and was received and used for the Leap Pads. It was decided to submit another proposal and it was awarded again. Carole participated in the presentation ceremony representing MCDL. A motion was made by Karen Hammon and seconded by Cindie Schneider accepting this Grant with gratitude. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker – aye and Philip Duke - aye.

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

- \$1,915.34 FROM ESTATE OF HELEN V. THOMAS - FINAL DISTRIBUTION
- \$5,000 FROM GEORGE YOUNG TO BE USED FOR ACCOUNTEMENTS FOR THE FIREPLACE AREA OF NEW LODI LIBRARY
- THREE - EIGHT FOOT BENCHES FOR USE AT HINCKLEY LIBRARY FROM FRIENDS OF THE HINCKLEY LIBRARY

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

Trustees' Comments - A discussion was held about the date that we would hold the December MCDL Board meeting. It was decided that President Duke would poll the entire Board and come up with a suitable date. Several Committee meetings were tentatively planned and will be confirmed later in the week.

At 8:40 pm upon a motion made by Karen Hammon and seconded by Patricia Walker, the Board moved to enter into **Executive Session** to discuss contract negotiations and compensation of a public employee. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

The Board came out of **Executive Session** at 9:15 pm upon motion made by Patricia Walker and seconded by Karen Hammon. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye. No action was taken.

The meeting was adjourned at 9:16 pm upon motion made by Thomas Horwedel and seconded by Cindie Schneider. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye

NEXT BOARD MEETING

Monday, December 13, 2004, Medina County Library Annex, 7:30 p.m.

(Date later changed to Monday, December 20, 2004)

Philip Duke

Karen Hammon

President

Secretary