

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

November 14, 2005

The Medina County District Library Board of Trustees met in regular session on Monday, November 14, 2005 at 7:00 pm at the new Buckeye Library.

**Roll Call** was taken with the following members noted as present: Philip Duke, Patricia Walker, Shereen Lakhani and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertz, Business Manager; Theresa Laffey, Judy Leuthaeuser, Sandy Nannfeldt, Marilyn Plitt, Tina Sabol, Al Scheimann, Judy Scaife and Elaine Frankowski. There were no guests in attendance.

The **Agenda** was approved upon a motion made by Patricia Walker and seconded by Shoukat Ali Bhamani. The roll call vote was as follows: Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

**Recognition of Guests and Comments From the Public** – Board president Duke welcomed everyone to the new Buckeye Library. Prior to the meeting the Board and some staff toured the new facility. Everyone was very impressed. Theresa Laffey, Outreach Manager, whose offices are now at the Buckeye building, was welcomed as well as Kym Lucas, new Buckeye Library Manager. Lucas was busy shelving the books for the VIP reception and opening day. Both were thanked for their hospitality. Union representatives, Marilyn Plitt and Sandy Nannfeldt, were also welcomed to the meeting.

A motion was made by Patricia Walker and seconded by Shereen Lakhani to approve the October 17, 2005 regular Meeting **Minutes**. The roll call vote was as follows: Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

A motion was made by Patricia Walker and seconded by Shereen Lakhani to approve the October 24, 2005 **Special Meeting Minutes**. The roll call vote was as follows: Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - abstained and Philip Duke - aye.

Brian Hertz indicated that the distributed October 31, 2005 **Financial Report** shows we are well within budget numbers. One of our Investment Bonds is coming due. We plan to place the monies into a CD for a few weeks, until December 15, at which time all other CD investments mature. Hertz also reported that due to better rates at this time, our Investment Income by year end, should be up by \$50,000 from what we budgeted. The Building Project Analysis was also updated for the Board's information.

President Duke indicated that it is not too early to begin educating the public about the upcoming operating levy in 2007, as we take advantage of the excellent publicity we are receiving while we open up our new libraries.

A motion was made by Shoukat Ali Bhamani and seconded by Shereen Lakhani to accept the October 31, 2005 Financial Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

**Director's Report** – Harris indicated that he hoped everyone enjoyed the tour of the new Buckeye facility. It is all very exciting. Harris gave a brief very interesting report of how the first library was started in 1732. Louis Timothy was the first librarian hired in Philadelphia, who was then followed by Benjamin Franklin. In addition to the written report in the Board packets, Harris announced that circulation at Stonegate was down in September about 12%; however only 7% in October. We more than compensated at our other libraries and are ahead of last year. The Stonegate location is doing very well, teen circulation is actually higher than at the square, and adult is about the same. Children's circulation is down somewhat which is due to less programming because of space constraints. The "Let's Talk About It" program and "Book & Author Luncheon" were both a big success. Groundbreaking for Medina is scheduled for tomorrow and looks like we will have a big attendance. There is a lot going on right now, the VIP reception for Buckeye will be this coming Thursday, November 17, and we have a meeting with Brunswick City Council on Wednesday evening with regard to the plans for the Brunswick Library. Collection Resources have been very busy getting the collection ready for the Buckeye facility. We welcome Tina back from her leave and extend special thanks to Heather and Patti who did a tremendous job with the planning for all these events during her absence. We are very grateful. With regard to Highland, we only received one letter regarding EPA concerns and there may or may not be a public hearing. A change order had to be made with regard to who was responsible for the staining of the wood at Lodi and an alternate had to be approved. This should result in an additional \$16,000 item; however, there is money available in the budget.

The **Personnel Report** was reviewed and discussed. New hires were listed for Buckeye. A motion was made by Patricia Walker and seconded by Shereen Lakhani to approve the Personnel Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Patricia Walker indicated that the **Finance Committee** had no report; however, they will need to meet sometime before our December Board meeting.

The **Personnel Committee** had no report but they will also need to meet before our December Board meeting.

The **Planning Committee** had no report as Harris updated everyone in his Director's report.

Shereen Lakhani reported that the **Policy and By-Laws Committee** had no report.

**Communications** - Harris read a note from the Medina Country Office For Older Adults thanking MCDL for their donation of door prizes and program material for their recent event, in addition to all of our help throughout the year. The Board also received correspondence from Betty Sepe, Library Media Specialist at Highland High School, on her thoughts about the new Highland Library.

Harris discussed the reorganization of our state regionals and Mike Snyder's impending resignation from CAMLS. We have found that belonging to this group has provided us with marginal benefit and we are considering not rejoining. There needs to be an eighteen month Intent to Withdraw notice given to them if we wish to do this. Harris indicated he will do this as we do have an option to change our decision six months prior to our actual withdrawal. We will use this

additional time to further research the benefits. The Board agreed that Harris could do this providing we still have an option to reconsider. Harris assured the Board that this was the case.

There was no **Unfinished Business**.

**New Business: Appointment of Nominating Committee** – President Duke asked Patricia Walker, Karen Hammon and Shereen Lakhani to serve on the Nominating Committee to choose the officers for 2006.

Upon motion made by Patricia Walker and seconded by Shereen Lakhani the following donation were accepted **with gratitude**:

- \$400 FROM JEANNE M. HERTZEL TO OFFSET COST TO PURCHASE & INSTALL CARPETING IN ROOMS TO BE USED BY FINANCE PESONNEL AT 887 W. LIBERTY LOCATION.

The roll call vote was as follows: Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

**Trustees' Comments** – The Board commented that now that they have seen this first new building they are more aware of all the work that Building Coordinator, Al Scheimann, has done to coordinate all the work that must be done to produce such a beautiful building. Scheimann thanked the Board for their comment and indicated that there were also many other individuals involved making this happen and that he is grateful for the opportunity. One of the Board members asked if we could incorporate the new Library logo on the outside of our new buildings in some fashion. This will be looked into.

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

The meeting was adjourned at 7:25 pm upon motion made by Patricia Walker and seconded by Shereen Lakhani. The vote was as follows: Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

#### **NEXT BOARD MEETING**

**Monday, December 19, 2005, 7:00 pm at New Lodi  
Library, if complete or Buckeye Library if not.**

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**Philip Duke**  
**President**

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**Karen Hammon**  
**Secretary**

