

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

February 20, 2006

The Medina County District Library Board of Trustees met in regular session on Monday, February 20, 2006 at 7:00 pm at the Brunswick Community Library.

Roll Call was taken with the following members noted as present: Philip Duke, Thomas Horwedel, Patricia Walker, Karen Hammon and Scott Snyder. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertz, Business Manager; Carole Kowell, Judy Leuthaeuser, Sandy Nannfeldt, Tina Sabol, Judy Scaife, Dawn Yonek and Elaine Frankowski. Guest in attendance was David Gulley from The Ruhlin Company.

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

Recognition of Guests and Comments From the Public – Director Harris introduced David Gulley from The Ruhlin Company who will be available to answer any questions when we discuss a Resolution later on the Agenda. Board president Duke thanked Carole Kowell, Brunswick Manager, for her hospitality this evening.

A motion was made by Thomas Horwedel and seconded by Karen Hammon to approve the January 16, 2006 **Regular** Meeting **Minutes** and the January 30, 2006 **Special** Meeting **Minutes**. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Scott Snyder - aye and Philip Duke - aye.

Brian Hertz, discussed the distributed 2005 Year End Appropriation Transfer Summary Report that the Board approved in December 2005. It shows a detailed overview of the necessary transfers that were made at the end of 2005 for the various Funds. The January 31, 2006 **Financial Report** was discussed and Hertz indicated it was a very quiet month. He noted that under Investments he listed the previous year activity for a better comparison. The CD totals look better due to better CD rates. A motion was made by Karen Hammon and seconded by Patricia Walker to accept the January 31, 2006 Financial Report as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Scott Snyder - aye and Philip Duke - aye.

Board member, Shoukat Ali Bhamani arrived at this time at approximately 7:12 pm.

Director's Report – In addition to the written report in the Board packets, Harris indicated that circulation continues to be very high. We are considering using the figures from Circulation By Transacting Library rather than by Owning Library for future circulation reporting, as we think it is a more accurate figure. The Board indicated that Harris should use whichever total he felt was most accurate. Judy Leuthaeuser completed a 2005 Public Services Planning report that will be helpful in setting our goals for this year and beyond. Pat Hurd, our Adult Reference Librarian, has indicated that she will be retiring after our next Writer's Live Luncheon. Pat started this project with a Library Grant and we have continued it with higher attendance every year. We will acknowledge Pat at a future Board meeting.

The architects have meet with Lynn Wiandt at Seville about our remodeling project there. The preparations and setting up went a lot smoother for Lodi than Buckeye, as we had more time and

learned from our prior new library opening. The Lodi Grand Opening was a big success with approximately 1,250 in attendance on Saturday. Everyone liked what they saw. Resolutions will be presented tonight for approval of contract awards for Medina Library – Phase 3. Brunswick Planning Commission approved the site plans for expansion and renovations of the Brunswick Library and further meetings have been set up for early March.

The **Personnel Report** was reviewed and discussed. A motion was made by Karen Hammon and seconded by Patricia Walker to approve the Personnel Report as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Patricia Walker indicated that the **Finance Committee** had no report

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

Planning Committee - Karen Hammon asked Director Harris to give an update on the various projects. Harris indicated that there was no other news other than the Lodi opening.

The **Policy and By-Laws Committee** had no report.

There were no **Communications**.

There was no **Unfinished Business**.

New Business: Vehicle Purchase - A resolution was presented that would authorize the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to purchase a new cargo van for the Maintenance Department through the State of Ohio Cooperative Purchasing Program. The 1998 half-ton step van needs to be replaced. The current configuration of the van makes it inadequate for use. A weak V-6 engine, coupled with a transmission that does not always shift correctly, prohibits the Maintenance Department from carrying the necessary equipment to perform departmental duties at the various branches. Because of the problems with this vehicle, \$20,000 was included in the 2006 Building and Repair Fund Appropriation Budget to replace the van. The budget was approved by the Board last December. The vehicle being recommended for purchase through the state program is a one-ton GMC Savannah – the same type of vehicle that was purchased in 2004. Keith Maynard investigated prices and has found a vehicle through Norris AutoMall. The cost of the base unit is \$16,215 and we are recommending package upgrades that total \$3,719 for a grand total of \$19,934. **RESOLUTION 06-08** Upon motion made by Thomas Horwedel and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or Deputy Clerk/Treasurer to purchase a new GMC cargo van from Norris AutoMall through the State Ohio Cooperative Purchasing Program at a cost not to exceed \$19,934.** The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **Approval of Contract Awards For Medina Library – Phase 3** - A recommended resolution was offered that would approve the awarding of the Bid item contracts (attached to these minutes) for the Medina Library, based upon recommendation from the

Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates Architects. The contracts involve bid items deemed by The Ruhlin Company and David Milling & Associates to be ready to award. These bid items represent the contractors that have satisfied The Ruhlin Company that their Bid Packages reflect the complete scope of the work needed during pre-award conferences.

The total package of base bids is within the budget. We are now considering which alternates are important enough to the library to warrant moving Owner Contingency money. The norm is to allocate that budget line at this time, but we would prefer to maintain some reserve to possibly add to our Owners Costs portion of the budget. It does appear that with one million for Construction Contingencies, half a million in Owner Contingencies, and another half million to cover Other Owner Costs, we are very well positioned financially for this project. A Board member had a question pertaining to Bid Item #7 and Bid Item #15 and Harris answered their questions to their satisfaction. **RESOLUTION 06-09** Upon motion made by Thomas Horwedel and seconded by Karen Hammon, it was: RESOLVED: That the Medina County District Library Board of Trustees upon recommendation from the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates Architects, hereby authorizes the award of contracts for those Bid items recommended by the Ruhlin Company, in accordance with the Construction Documents prepared by David Milling & Associates Architects and per the Bid Scopes indicated, and authorizes The Ruhlin Company to prepare Owner-Contractor Agreements for Construction for signature for the Contracts. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

President Duke, on behalf of the Board, thanked The Ruhlin Company for the fine job they have done so far for us on the entire building project.

The next item was **Strategic Plan Contract** – A recommended resolution was presented approving the Director and Business Manager to enter into a contract with the Parsons Group to facilitate a strategic planning process for the Medina County District Library during 2006 – 2007. The demands of our Building Project are straining the abilities of our staff to keep up, yet planning for the future is as important as anything we are doing. It is time to bring in an experienced facilitator to help us define future service priorities. Our best opportunity to accomplish this goal will occur after the opening of the Lodi Library and before we need to concentrate heavily on the next round of openings. Ideally, we will open the last of our libraries with a clear set of priorities for the coming years. The money for this year's portion of the project was included in our 2006 budget. We would like to begin collecting data and recruiting Board, staff, and our public to provide input over the next fifteen months on what our libraries could be like. Michael Tefs has graciously volunteered to participate based on his past experience with both MCDL and Charles Parsons. His recommendation and the need to act expeditiously have convinced us that it is time to bring this issue to the Board. A discussion was held. It was also mentioned that this should be in place and is necessary for a successful Levy campaign. President Duke would like Mr. Parsons to come to our next Board meeting and speak to the Board about this process. **RESOLUTION 06-10** Upon motion made by Thomas Horwedel and seconded by Karen Hammon, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director and Business Manager to begin negotiating a contract with the Parsons Group to facilitate a Strategic Planning process for the Medina County District Library and have Mr. Parsons speak at our March MCDL Board Meeting.

The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **Levy Discussion**. With the potential passage of the TEL/TABOR amendment in November, it is felt that we should go on the ballot in November with a replacement levy, rather than in May. Harris will bring a Resolution to the April MCDL Board of Trustees meeting for action.

Upon motion made by Karen Hammon and seconded by Patricia Walker the following **Donations** were accepted **with gratitude**:

- \$50 FROM JIM & JAN CLARK FOR NEW LODI LIBRARY
- \$5,280 (PROCEEDS FROM SHARES OF OMNOVA SOLUTIONS STOCK) FROM MR. & MRS. RORY H. O'NEIL FOR CHILDREN'S ACTIVITY ROOM IN NEW LODI LIBRARY
- \$500 FROM JAMES & MARIANNE SIDDALL FOR CLASSIC DVD MOVIES FOR NEW LODI LIBRARY
- \$500 FROM LODI AREA CHAMBER OF COMMERCE FOR REFRESHMENTS FOR GRAND OPENING DAY CEREMONY FOR NEW LODI LIBRARY
- \$500 FROM JIM & BETSY GILDER FOR WALL OF RECOGNITION AT THE NEW LODI LIBRARY
- \$590.14 FROM MCDOWELL CHARITABLE REMAINDER TRUST (FINAL DIVIDENDS EARNED) TO MEDINA LIBRARY
- \$150 FROM MONDAY MORNING DISCUSSION GROUP FOR USE OF BRUNSWICK COMMUNITY ROOM
- \$1,000 FROM JOHN & CLARA SNELL FOR WALL OF RECOGNITION AT THE NEW LODI LIBRARY

The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Trustees' Comments – The Board congratulated Library staff for the excellent job that was done for both the Preview night and Grand Opening at Lodi. A lot of planning went into these events and it showed. Both events were an awesome experience.

A Bookmobile and Feed-A-Family update was given. We have more than met our goal for the Bookmobile donations with additional money already promised to be sent in.

At 8:00 pm upon a motion made by Karen Hammon and seconded by Patricia Walker, the Board moved to enter into **Executive Session** to discuss land acquisition. The roll call vote was as follows Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The Board came out of Executive Session at 8:22 pm upon motion made by Patricia Walker and seconded by Karen Hammon. The roll call vote was as follows Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye. No action was taken.

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The meeting was adjourned at 8:23 pm upon motion made by Patricia Walker and seconded by Karen Hammon. The vote was as follows Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

NEXT BOARD MEETING

**Monday, March 20, 2006, 7:00 pm
Brunswick Children's Story Room**

**Philip Duke
President**

**Patricia Walker
Secretary**