

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

September 18, 2006

The Medina County District Library Board of Trustees met in regular session on Monday, September 18, 2006 at 7:00 pm at the Lodi Library.

Roll Call was taken with the following members noted as present: Philip Duke, Thomas Horwedel, Patricia Walker, Shoukat Ali Bhamani and Scott Snyder. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager; Betsy Gilder, Craig Harwick, Judy Leuthaeuser and Elaine Frankowski. Guests in attendance were Dave Gulley from The Ruhlin Company and new practicum student, Amanda Kiscoe.

A **Revised Agenda** was distributed and then a correction was made as to the dates of the Disposition of Minutes listed, it should read July 17 and August 3. The **Corrected Agenda** was then approved upon a motion made by Scott Snyder and seconded by Patricia Walker. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Recognition of Guests and Comments From the Public – Board president Duke welcomed all to the meeting and thanked Manager, Betsy Gilder for her hospitality this evening. Director Harris introduced new Human Resources Coordinator, Craig Harwick to MCDL. The Board welcomed him to MCDL. Harris also introduced Amanda Kiscoe, a student at Kent State University, who is presently a practicum at MCDL. Dave Gulley will report later in the meeting.

A motion was made by Scott Snyder and seconded by Thomas Horwedel to approve the July 17, 2006 regular Meeting **Minutes**. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

A motion was made by Patricia Walker and seconded by Thomas Horwedel to approve the August 3, 2006 **Special Meeting Minutes**. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - abstained, Scott Snyder - abstained and Philip Duke - abstained.

Brian Hertzal discussed the distributed August 31, 2006 and previously distributed July 30, 2006 **Financial Reports** and indicated that for both months the receipts were received on a timely basis and expenditures were in line with the budget. Investment Income has exceeded the budget due to higher than anticipated short-term interest rates coupled with larger amounts of cash on hand to invest.

The \$17.9 million of First Merit Certificates of Deposit were rolled over on September 11th for 60 days at a 5.2% investment rate. Also, a \$2.0 million agency bond matured on September 15th and a CD will be purchased through Western Reserve Bank.

On page two of the report, the year-to-date receipts in the General Fund represent 75.7% of the budget as compared to the four-year average of 73.5% as of August 31st.

On page four of the report, the year-to-date expenditures in the General Fund represent 60.2% of the budget as compared to the four-year average of 63.0% as of August 31st.

On the Construction Project Expenditures, it should be noted that the \$100,000 transfer was made from the Buckeye Project to the Brunswick Project. This month's report now also includes a report for the Brunswick Construction Project. A motion was made by Thomas Horwedel and seconded by Scott Snyder to accept the July 30, 2006 and August 31, 2006 Financial Reports as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Director's Report – In addition to the distributed report, Harris reported that circulation continues to be very high. We are trying to catch up with the backup of crates from the tremendous circulation and the temporary closing of the Brunswick facility. We are offering temporary extra page hours in Medina to help us with this backup. We will do all we can with additional page hours, and then look at temporary clerical hours if still needed. We are able to do this so far within our existing Personnel Budget. Staff Development Day was a big success and staff enjoyed the breakout sessions, building updates and time spent with other staff. Harris gave a brief update on the Strategic Planning. Internal committees are being formed to begin the process. After some strategic plans are determined, we may need to have a Board Retreat to help finalize this process. The Board indicated that it appears that the facilitators and staff have a good process started.

Both the August and September **Personnel Reports** were reviewed and discussed. We are close to filling several of the positions. New hires as well as several resignations were also shown on the report. A motion was made by Patricia Walker and seconded by Shoukat Ali Bhamani to approve both the August and September Personnel Reports as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Patricia Walker indicated that the **Finance Committee** had no report at this time. At our last Board meeting, Walker asked for the Board to bring back any questions that they may have regarding the recent audit. There were no questions from the Board regarding the audit.

Tom Horwedel indicated that the **Personnel Committee** had not report

Planning Committee - Director Harris and Dave Gulley from The Ruhlin Company gave an update on the various projects. Harris indicated that the ceiling work will be done tomorrow at Lodi and we hope that the library will not have to be closed. (*Note – it was necessary to close the Library on Tuesday, September 19, 2006 so that the repairs could be completed*) The landscaping at Lodi was repaired and we are now on track with future up-keep. We are close to closing the entire project at Buckeye. We will be tabling the Resolution for Seville, which appears later in the Agenda. The estimates were too high and we will re-visit this project and hope to have it on the Agenda at our next meeting. The good news is that we have only used one fourth of our contingency money to date so we are in excellent shape with the building budget. We should have the drawings for bidding very soon. Medina and Brunswick are going great. We will soon have the Medina sight closed for winter so that we can then work on the exterior. The retaining wall foundation is going up, electrical and ductwork is going nicely. After the tile

and masonry are completed the windows and skylight will be installed. We are no more than thirty days behind and that could be improved very easily.

The Brunswick demolition is complete along with the site clearing and foundation. The underground plumbing is in and the steel is expected by Mid October. We may have to re-bid for the electrical. We are still on target for September/October 2007 completion.

President Duke thanked Dave Gulley and The Ruhlin Company for a great job and indicated how happy the Board is with their work.

The **Policy & Bylaws Committee** had not report.

There were no **Communications**.

There was no **Unfinished Business**.

New Business: Seville Library – Approval of Design Development – Schematic Design – Move To Construction Documents. Upon motion made by Thomas Horwedel and seconded by Patricia Walker it was decided to table this item until the next meeting due to dollar amounts being much higher than expected. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **Sale of Old Lodi Library** - After a discussion by the Board pertaining to the best way to handle the auction, cost of the auction, etc., a motion was made by Scott Snyder and seconded by Patricia Walker to table this Resolution for our next meeting so that we can obtain further information as to how this sale should be handled. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **Medina Library – Authorization to Purchase Land** – A recommended resolution was presented to authorize the purchase of land for additional green space and parking at the Medina Library. As the Board is aware, we have been willing to negotiate with potential sellers of adjacent properties to advance the building project itself and our ongoing commitment to creating a sustainable environment for library service to prosper on Medina Square in the future. The offer that has been presented to the Library by Washington Enterprises recognizes our need for future growth, involves a contribution in the form of below market pricing for the properties, and puts the burden of demolition of existing structures on the shoulders of the sellers, rather than the Library. No plans will be drawn until after the demolition.

The purchase agreement has been reviewed by the Medina County Prosecutor's Office, and has been deemed acceptable to them as well as to Washington Enterprises. We believe it is a sound investment in the Library's future. An Agreement for Purchase of Sale was discussed and will be part of these minutes. **RESOLUTION 06-31** Upon motion made by Scott Snyder and

seconded by Thomas Horwedel it was: RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the President of the Medina County District Library Board to proceed with the purchase of Washington Enterprises property under the terms of the attached purchase agreement. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The last item was **Highland Library Designation**. Two Resolutions were offered. A discussion was held and a motion was made by Patricia Walker and seconded by Thomas Horwedel to table this Resolution until our next meeting. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

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

- \$5,000 FROM JERRY & JANET BENDER FOR NEW COMPUTER LAB AT NEW MEDINA LIBRARY
- \$1,000 FROM LODI COMMUNITY HOSPITAL FOR WALL OF RECOGNITION AT LODI LIBRARY
- \$25 FROM ANN NANAMAKER IN MEMORY OF MARGE MCGONNELL
- \$50 FROM JAMES & SUE MCGONNELL IN MEMORY OF MARGE MCGONNELL
- \$25 FROM WEST SALEM SENIOR CITIZENS IN MEMORY OF FERN WEBER
- \$25 FROM LYNN M. LAUZON RUSSOM FOR FAMILY RESEACH SERVICES
- \$2,500 FROM JACK & PAT HOFSTETTER FOR GENEALOGY & LOCAL HISTORY ROOM AT NEW MEDINA LIBRARY
- \$1,500 FROM WOODBINE PRODUCTS COMPANY TO BE USED FOR OUTDOOR SCULPTURE AT LODI LIBRARY
- \$100 FROM JEFFREY & PATRICIA PLUMER IN MEMORY OF JOHN STRICKER
- \$150 FROM SUSAN & JAMES STICKER IN MEMORY OF JOHN STRICKER
- \$101 FROM EMPLOYEES OF MEDINA CTY. DEPT. OF JOB & FAMILY SERVICES IN MEMORY OF JOHN STRICKER
- \$50 FROM SHARON RAY IN MEMORY OF JOHN STRICKER
- \$500 FROM HUNTER INSURANCE AGENCY FOR WALL OF RECOGNITION AT NEW MEDINA LIBRARY

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

Trustees' Comments - A brief discussion was held pertaining to the upcoming election with regard to the Replacement Levy. The Board would like to receive updates from the Community Relations Department with regard to the building project and other issues so that they could be better informed on Library information. President Duke indicated that we should have a Board Retreat sometime soon to further discuss this item. A Saturday morning, perhaps in November, was suggested. An email will be sent to the Board as soon as possible so that a date and time can be determined. It was also mentioned that we might be able to incorporate this Retreat to include a discussion on our Strategic Planning for the future.

At 7:58 pm upon a motion made by Thomas Horwedel and seconded by Scott Snyder, the Board moved to enter into **Executive Session** to discuss the acquisition of land. The vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The Board came out of **Executive Session** at 8:05 pm upon motion made by Scott Snyder and seconded by Patricia Walker. The vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye. No action was taken.

The meeting was adjourned at 8:06 pm upon motion made by Thomas Horwedel and seconded by Patricia Walker. The vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, October 16, 2006, 7:00 pm
Buckeye Library

Philip Duke
President

Patricia Walker
Secretary