

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

October 16, 2006

The Medina County District Library Board of Trustees met in regular session on Monday, October 16, 2006 at 7:00 pm at the Buckeye Library. In President Duke's absence Vice President Horwedel called the meeting to order.

Roll Call was taken with the following members noted as present: Thomas Horwedel, Patricia Walker, Karen Hammon and Scott Snyder. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzel, Business Manager; Craig Harwick, Judy Leuthaeuser, Sandy Nannfeldt, Albert Scheimann, Tina Sabol and Elaine Frankowski. Guest in attendance was Dawn Yonek.

A motion was made by Karen Hammon and seconded Patricia Walker to approve the **Agenda** as distributed. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Scott Snyder - aye and Thomas Horwedel - aye.

Recognition of Guests and Comments From the Public – No other guests were in attendance.

A motion was made by Karen Hammon and seconded by Scott Snyder to approve both the September 18, 2006 Regular Meeting **Minutes** and the October 4, 2006 **Special Meeting Minutes**. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Scott Snyder - aye and Thomas Horwedel - aye.

Brian Hertzel discussed the distributed September 30, 2006 **Financial Report** and indicated that receipts were received on a timely basis and expenditures were in line with the budget. As previously mentioned, the \$2.0 million agency bond matured and was placed in a sixty day CD. Using a four year average, we are about 4% ahead in receipts and behind by about 6% in expenses. It should also be noted that we are over budget on the Vehicle Supply account due to higher gasoline prices. If necessary we will make an adjustment by transferring from another account to make up the difference. This should not be a problem as we do have a cushion in other accounts. Also distributed was a revised Construction Project Expenditures Report along with an updated Building Construction Analysis.

Hertzel reminded everyone of the Public Auction of the old Lodi Library which will be held on November 4, 2006.

A motion was made by Karen Hammon and seconded by Scott Snyder to accept the September 30, 2006 Financial Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Scott Snyder - aye and Thomas Horwedel - aye.

Director's Report – In addition to the distributed report, Harris reported that circulation continues to be very high. Brunswick is within 4% of last year's circulation, repeating our experience at Stonegate. It took four to six months to get back to previous year levels, and then began to set new highs. Lodi had their immediate problems with the ceiling tile taken care of, but Keith and Dave Gulley have found a more permanent solution that we are attempting to schedule with a minimum of disruption to our public service. Program attendance continues to be strong.

Deborah is starting to work with vendors to coordinate the Opening Day Collections for Medina, Brunswick and Highland. The Strategic Planning process is doing well with special committees beginning to meet and several more committees to be formed. One of these new committees will be Alternative Funding, with hopes that we will have one or two Board members participating. We hope to have something for the Board to approve/discuss at the December or January Board meeting.

Harris thanked all that were involved in the recent Highland Groundbreaking Ceremony and Reception. We will need to schedule a Special MCDL Board of Trustees Board meeting sometime the first full week of November to approve the bids for Highland so that we can begin some site work before the ground freezes.

The **Personnel Report** was reviewed and discussed. A new Delivery/Maintenance and Community Relations Assistant were hired, along with a good number of Pages. Several Leave of Absences were reported along with positions that are vacant. Educational Opportunities attended by Staff were also listed. 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: Patricia Walker - aye, Karen Hammon - aye, Scott Snyder - aye and Thomas Horwedel - aye.

Patricia Walker indicated the **Finance Committee** had no report at this time.

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

Planning Committee - Director Harris indicated that in addition to items listed in the Director's report that we are on track both in Medina and Brunswick. The bid specs are out for Brunswick and they should be in for Board approval at a Special Board Meeting or regular November Board meeting.

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

Communications - A thank you letter was also included in the Board folders this evening thanking MCDL for participation in the recent Kids Day America Event.

We had yet another very successful Writer's Live Program with a great deal of publicity from the local newspapers, along with a recent historical visit to the Spring Grove Cemetery that was planned by MCDL.

There was no **Unfinished Business**.

New Business: Certifying 2007 Tax Rates - A Resolution was presented that would certify the tax rates through the Medina County Auditor for fiscal year 2007. This action is required annually to officially accept the amounts and rates of property taxes related to the 1.25 mill operating levy and 1.00 mill facility construction bond levy. The Medina County Budget

Commission certifies the amounts that the levies will generate to the Library and in return the Board of Trustees must vote to accept the rates and amounts for them to be effective next year. This initial action must be taken prior to November but may be amended at a later date.

The 2007 tax receipts from the 1.25 mill operating levy are estimated to be \$2,519,919 at an effective millage of approximately 0.69. The effective millage rate is the result of tax reductions caused by State budget legislation.

The 2007 tax receipts from the 1.00 mill construction bond levy are estimated to be \$3,520,000. Debt service payments for 2007 will be \$3,517,888, with \$846,444 in interest to be paid in May and principal of \$1,825,000 plus interest of \$846,444 to be paid in November.

RESOLUTION 06-35 – Upon motion made by Karen Hammon and seconded by Scott Snyder it was: RESOLVED: That the Medina County District Library Board of Trustees hereby accepts the amounts and rates of each tax necessary to be levied by this Board, as determined by the Medina County Budget Commission in its certification dated September 29, 2006, thereby authorizing the necessary tax levies and certifying them to the County Auditor for fiscal year 2007. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Scott Snyder - aye and Thomas Horwedel - aye.

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

- \$30 FROM JOHN SABY FOR GENEALOGY RESEARCH
- \$500 FROM MEDINA VISION CENTRE, INC. FOR NEW READING/ STUDY ROOM IN NEW MEDINA LIBRARY
- \$35 FROM WESTFIELD GRANDMOTHER'S CLUB IN MEMORY OF FERN WEBER
- \$35 FROM DISCOUNT DRUG MART A/P DEPARTMENT IN MEMORY OF FERN WEBER
- \$2,000 FROM HOMESTEAD INSURANCE AGENCY FOR DONOR WALL OF RECOGNITION AT NEW LIBRARIES AT MEDINA, BRUNSWICK & BUCKEYE
- \$1,000 FROM BRUNSWICK ROTARY CLUB FOR NEW QUIET/STUDY ROOM AT NEW BRUNSWICK LIBRARY
- \$500 FROM MEDINA COUNTY ASSOC. OF LEGAL PROFESSIONALS FOR A GROUP STUDY & TUTORING ROOM AT THE NEW MEDINA LIBRARY
- \$250 FROM FRIENDS OF THE HIGHLAND LIBRARY FOR REFRESHMENTS FOR COMMUNITY RECEPTION AT HIGHLAND GROUDBREAKING CEREMONY
- \$25 FROM THE FRIENDS OF THE BRUNSWICK LIBRARY IN MEMORY OF MARLENE WYSZYNSKI

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

Trustees' Comments - The Board indicated that the Highland Groundbreaking Event was really great and thanked the Friends of the Highland Library for providing the refreshments for the Community Reception, and all who participated to make the event such a big success.

At 7:14 pm upon a motion made by Scott Snyder and seconded by Karen Hammon, the Board moved to enter into **Executive Session** to discuss compensation of a public employee. The vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Scott Snyder - aye and Thomas Horwedel - aye.

The Board came out of **Executive Session** at 7:50 pm upon motion made by Patricia Walker and seconded by Karen Hammon. The vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Scott Snyder - aye and Thomas Horwedel - aye. No action was taken.

The meeting was adjourned at 7:51 pm upon motion made by Karen Hammon and seconded by Scott Snyder. The vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Scott Snyder - aye and Thomas Horwedel - aye.

NEXT BOARD MEETING

**Monday, November 20, 2006, 7:00 pm
Buckeye Library**

**Philip Duke
President**

**Patricia Walker
Secretary**