

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

April 16, 2007

The Medina County District Library Board of Trustees met in regular session on Monday, April 16, 2007 at 7:00 pm at the Buckeye Library.

**Roll Call** was taken with the following members noted as present: Thomas Horwedel, Patricia Walker, Scott Snyder, Karen Hammon, Shereen Lakhani and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager, Craig Harwick, Tina Sabol 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: Patricia Walker - aye Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani- aye and Thomas Horwedel - aye

**Recognition of Guests and Comments From the Public** – President Horwedel indicated that there were no guests or comments from the public.

A motion was made by Shereen Lakhani and seconded by Shoukat Ali Bhamani to approve the March 19, 2007 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Patricia Walker - abstained, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye

Brian Hertzal discussed the distributed March 31, 2007 **Financial Report** and indicated that there was nothing unusual this month and that receipts were timely and disbursements were on time. Hertzal pointed out that page two of the financial statements, the year-to-date receipts in the General Fund represent 38.1% of the budget. This compares to the five-year average of 33.9% as of March 31<sup>st</sup>. Also, on page four of the financial statements, the year-to-date expenditures in the General Fund represent 19.8% of the budget. This compares to the five-year average of 24.3% as of March 31<sup>st</sup>. Included with the monthly report was an update on the Investment Portfolio, along with the updated Building Construction Analysis Report. A motion was made by Karen Hammon and seconded by Scott Snyder to accept the March 31, 2007 Financial Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye

The Board asked Hertzal if he thought we would need more money in the budget for the children's videos, etc. when are new buildings are open. Hertzal indicated he would check again with Debbie Pawlik in Collection Resources, but felt that we would be okay. Harris also indicated that we could move money from the adult area to the children's if necessary.

**Director's Report** – Harris indicated that we may have seen the last of double digit increases in circulation for awhile since Seville is closed. He also indicated that it will be very helpful that we can utilize Seville staff at our other busy locations. Also, Seville manager, Lynn Wiandt, will be working with Craig Harwick in HR with updating of procedure manuals and other areas where her expertise could be needed.

The recent Volunteer Breakfast was very successful and Harris thanked Thomas Horwedel and Patricia Walker for their participation. We have started using the E-Z Labor software this week which should eventually make less work for the HR department. Harris also indicated that he will be attending OLC Legislative Day in Columbus on Wednesday, April 18 to represent the library at this important time.

Lastly, Harris indicated that he met with Kathy Compton regarding the Core Beliefs, Mission Statement, Goals, etc. and this will be discussed later in the Agenda.

The **Personnel Report** was reviewed and discussed. Two new hires were mentioned and some change in hours and status were announced. Educational opportunities attended by staff were also announced. 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, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye

The **Finance Committee** had no report

The **Personnel Committee** met prior to this meeting. Chair, Patricia Walker, indicated that **Approval of Health & Life Insurance Contracts** were discussed by the Committee.

The first was **Approval of Health & Life Insurance Contracts -** A recommended motion was presented and explained by Craig Harwick. The current health insurance policy with Anthem is up for renewal effective May 1, 2007. MCDL asked for an eight month renewal rate so we could get the plan onto a calendar year plan year. They did agree to provide a rating for eight months. The new plan also has built into it all of the provisions negotiated with the bargaining unit in the recent contract. This includes an increase to the deductible, an increased co-pay amount on doctor visits, and an increase to the coinsurance percentage and no change to the current prescription program. A summary of the plan provisions along with a comparison of the proposed rates were provided for discussion. **RESOLUTION 07-17 Upon motion made by Patricia Walker, on behalf of the Personnel Committee, it was: RESOLVED: That The Medina County District Library Board of Trustees hereby approves the continuation of health insurance benefits with Anthem with the modified plan provisions effective May 1, 2007 through December 31.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The next item was **NEO Benefit Accounts for Employees with Health Insurance** - A recommended motion was presented and explained by Craig Harwick. As part of the contract negotiations with the bargaining unit, management agreed to implement spending accounts with NEO for all employees enrolling in the modified health insurance benefits effective May 1, 2007 in the amounts of \$300 for single coverage and \$600 for all other levels of benefit. These spending accounts will help to cover the cost of the increased deductible and increases to co-pay and coinsurance amounts. **RESOLUTION 07-18 Upon motion made by Patricia Walker, on behalf of the Personnel Committee, it was: RESOLVED: That The Medina County District Library Board of Trustees hereby approves the implementation of spending accounts with NEO**

for those employees enrolling in the health insurance program effective May 1, 2007 in the amounts of \$300 annually for single coverage and \$600 annually for those employees enrolling in any other level of coverage. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The last item was **Life Insurance Renewal Proposal**. MCDL has up to now offered two different life insurance programs. The first was linked to the health insurance program. All employees enrolling in the health insurance with Anthem received a \$15,000 life insurance policy at no cost to them. Other employees eligible for the health insurance but electing not to enroll could still have the life insurance but at their own cost. Also, the library offered a life insurance program through Unum to all professional/administrative staff working at least 25 hours per week in the amount of \$10,000 at no cost to them. In addition, there was an option to buy up on their own insurance and to purchase life and/or AD&D coverage on their spouse and/or children. After having our insurance broker research several options for us, we are recommending a new approach with Unum only. All employees with existing coverage paid for by the library would have that coverage rounded up to the nearest \$10,000 at no cost to the employee. Also, all eligible employees would be offered a supplemental program where they could purchase life insurance on themselves, their spouse, and/or their children. These rates would be age bracketed and cost would be totally paid by the employee through payroll deduction. **RESOLUTION 07-19** Upon motion made by Patricia Walker, on behalf of the Personnel Committee, it was: **RESOLVED: That The Medina County District Library Board of Trustees hereby approves the new contract with Unum for term life insurance for all eligible employees paid for by the library with a supplemental program available to all eligible employees for additional life and AD&D coverage for employees, spouse and/or children at their own cost.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

Karen Hammon indicated that the **Planning Committee** had not report.

**Building Update** - Harris indicated that Medina has slowed down a bit and Dave Gulley of The Ruhlin Company is working with all involved. None of these slight delays are major problems and will not cause any serious financial issues. Brunswick is holding really well to the timelines and may open a little sooner than expected. The Seville move went really well but we have discovered some problems with the building. Loose insulation was found in the ceiling and asbestos in the floor tile. This may extend the timelines for completion. The good news is that there are only about five contractors working on this project so it should be easier. There will be a need to transfer some funds for furnishings which will be discussed later in the Agenda. In Al Scheimann's absence, Harris will attend the Highland Construction meeting; however everything seems to be moving along on schedule.

Harris announced that the MCDL project has won an Ohio Area Golden Trowel Award for "Best of Tile/Marble/Terrazzo: Exterior" projects for the Medina Library. There will be a future award dinner wherein we will be a part of a project team video interview.

There were no **Communications**.

There was no **Unfinished Business**.

**New Business – Approval of Drug/Alcohol Free Workplace Policy** - A recommended resolution was presented that would approve a change in the Drug/Alcohol Free Workplace Policy of the Medina County District Library.

After research with On the Clock Care at Medina General Hospital, it was discovered that we could modify our policy to more accurately reflect the actual provisions of the DOT drug and alcohol testing requirements.

The change involves the timing of when employees are subject to the drug and alcohol testing requirements. We will be consistent in doing only the background and BMV testing for new hires. Employees hired with the need to have a CDL for driving the bookmobile would then be subject to the additional drug testing as outlined by the DOT. This requires a drug test within 30 days of actually starting to drive. So depending on whether or not a new hire already has a CDL or needs to train to obtain one, the timing of when the drug test is administered could vary. Once the initial drug testing is done, the employee would then move to the random pool with all existing drivers. Procedures associated with this portion of the policy have also been revised to reflect this timing change.

A discussion was held and the Board asked that the following corrections be made to the revised Policy submitted for approval:

- Policy HR- 4 – Page 1 of 13 – last paragraph – “Any employee who tests positive with respect to the drug testing will not be *retained* (instead of employed) by the Library.
- Policy HR – 4 – Page 3 of 13 – under middle paragraph – Testing Situations – **eliminate** last sentence that reads “If these conditions are not met, the candidate shall not be awarded the position.”

**RESOLUTION 07-20** Upon motion made by Karen Hammon and seconded by Patricia Walker, it was: RESOLVED: That The Medina County District Library Board of Trustees, upon recommendation from management, hereby approves the attached changes to our Drug/Alcohol Free Workplace Policy, as recommended by the MCDL HR Coordinator with abovementioned corrections. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The next item was **Approval of Dress Code Policy** - A recommended resolution was presented that would approve a change in the Dress Code Policy of the Medina County District Library. Similar to the approach taken with the Meeting Room Policy, we are recommending a rather broad general policy statement with procedures that will help to define the policy in greater detail. This gives us the ability going forward to modify the procedures to comply or

adjust for current trends and situations without having to come back to the board for a change to the policy.

This change will give managers the ability to interpret policy to their needs. We will expect managers to take a consistent approach to interpretation and will provide procedures to help guarantee that. **RESOLUTION 07-21** Upon motion made by Karen Hammon and seconded by Scott Snyder, it was: **RESOLVED: That The Medina County District Library Board of Trustees, upon recommendation from the staff, hereby approves the attached change to our Dress Code Policy, as recommended by the MCDL Managers.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The next item was **Reallocation of Funds for Seville Library** – A recommended resolution was presented to transfer \$50,000 from our Investment Income Line Item to the Seville Library budget.

When we awarded bids for the Seville project, we knew that any savings from the bids that came in under estimate would be offset by needed increases in the FF&E budget. As we prepare to submit that order, it is clear that maintaining the same quality of shelving and furniture in Seville that we have committed to in our other libraries will require the transfer of an additional \$50,000 to the Seville budget.

We remain fortunate that our Investment Income line item in the 402 budget has continued to perform well while demand on that money has been limited. After this transfer we will still have more than two million dollars in that account. **RESOLUTION 07-22** Upon motion made by Karen Hammon and seconded by Patricia Walker, it was: **RESOLVED: That The Medina County District Library Board of Trustees, upon recommendation from the staff, hereby authorizes the transfer of \$50,000 from the 402 Investment Income Line Item into the Seville Budget.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The next item was **Additional 2007 Appropriation – Tax Levy Cost** – A recommended resolution was presented that would authorize the Director, the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to establish and certify an additional appropriation of funds from the General Fund (Fund 101) in the amount of \$84,400 to cover the costs associated with putting the tax levy on the May 8, 2007 ballot. Although we do not have an actual amount as to the cost of the ballot issue, in discussions with representatives from the Board of Elections, it is estimated that the cost will not exceed \$84,400. Further explanation was given that when the Appropriation Budget was prepared we had not made a decision as to when the tax levy would be placed on the ballot nor did we have approval of same. **RESOLUTION 07-23** Upon motion made by Patricia Walker and seconded by Shoukat Ali Bhamani, it was: **RESOLVED: That The Medina County District Library Board of Trustees hereby approves an additional appropriation of funds from the General Fund (Fund 101) in the amount of \$84,400 to cover the costs**

associated with putting the tax levy on the May 8, 2007 ballot and authorizes the Director, the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to certify such an appropriation as necessary and required. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The last item was **Approval of Medina County District Library Strategic Planning, Core Beliefs, Mission Statement, Vision Statement and Goals.** - A recommendation was offered that would approve the Core Beliefs, Mission Statement, Vision Statement, and Goals as previously presented at the February Board meeting. The Parsons Group is collating our Committee work into assignments and timelines that will then be subject to cost/benefit analysis and further prioritization. Approval of the basic policy documents will allow us to complete the project in a relatively timely fashion. We are probably two months or more from final documents, but much of that time will involve coordinating budgeting and timeline considerations.

A great deal of staff time and effort has gone into this project, and we firmly believe that it will offer MCDL a useful roadmap as we begin to provide service from our new libraries. We appreciate all of the work that has been done and look forward to presenting the Board with a finished product, while also stressing that strategic planning in general needs to address a moving target.

A discussion was held pertaining to measurable time frame and/or amounts for the listed Goals. Harris and Horwedel explained that there will be a list of bullet points of explanation under the Goals, which will explain these Goals further. This is the method that The Parsons Group uses for non-profit organizations. We hope to have a finished project within sixty to ninety days, at which time the Board will be able to see how the Goals are measured and can make changes and/or approve the document. **RESOLUTION 07-24** Upon motion made by Shereen Lakhani and seconded by Scott Snyder, it was: **RESOLVED:** That The Medina County District Library Board of Trustees hereby approves the Core Beliefs, Mission Statement, Vision Statement and Goals of the MCDL Strategic Plan as presented at the February, 2007 Library Board meeting. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - abstained and Thomas Horwedel - aye.

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

- \$50 FROM DONALD & DORIS TODD IN MEMORY OF EDITH RIEGGER
- \$250 FROM FRIENDS OF THE SEVILLE LIBRARY FOR THE 2007 SUMMER READING PROGRAM
- \$250 FROM FRIENDS OF THE SEVILLE LIBRARY FOR GROUNDBREAKING & GRAND OPENING CEREMONY

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

**Trustees' Comments** – The Board thanked staff for a really great Volunteer Breakfast and for the excellent job that was done in obtaining a good life insurance plan for staff. It was also announced that Theresa Laffey has been selected as one of the YWCA's Women of Distinction candidates for this year.

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

The meeting was adjourned at 7:45 pm upon motion made by Karen Hammon and seconded by Scott Snyder. The vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

**NEXT BOARD MEETING**

**Monday, May 21, 2007, 7:00 pm  
Buckeye Library**

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**Thomas Horwedel  
President**

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**Scott Snyder  
Secretary**

