

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

February 17, 2003

The Medina County District Library Board of Trustees met in regular session at 7:30 p.m. on Monday, February 17, 2003 at the Medina Library in the Annex.

Roll Call was taken with the following members noted as present: Michael Tefs, Philip Duke, Thomas Horwedel, Dale Lynk, Patricia Walker and Karen Hammon. Also present were Library **Staff** members: Mike Harris, Director; Mike Dolansky, Business Manager; Paula Banks, Judy Leutheuser, Diane Pajk and Elaine Frankowski.

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

The **Minutes** of the January 20, 2003 Board meeting were approved by a motion made by Dale Lynk and seconded by Karen Hammon. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Mike Dolansky discussed the December, 2002 **Financial Report** previously distributed. We have nearly 3.8 million dollars in reserves in the General Fund, with a cash balance of \$6.3 million dollars. We have nearly 1.7 million dollars in the Building & Repair Fund, after \$200,000 was transferred from the General Fund. Staff has been very careful with their spending so we fell well beneath estimations for 2002 expenditures. The Grant Fund will require some re-appropriations, after we receive our amended certificate from the County Auditors next month, so that we may reimburse the unused portion back to the State. Typically we have a carry over of \$150,000 to \$200,000 for prior year encumbrances and 80% of that is usually spent in the following fiscal year.

Mike discussed the January 31, 2003 **Financial Report** that was distributed this evening. We are right on target with spending thus far, although there may be less revenue in investment earnings due to the poor economy. The negative balance in the checking account was due to a late deposit, which has been corrected, and is always covered by overdraft protection. A motion was made by Thomas Horwedel and seconded by Dale Lynk to accept the December 31, 2002 and January 31, 2003 Financial Reports as distributed. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Director's Report - Mike Harris indicated that circulation was down somewhat for the month due to inclement weather, although still significantly higher than 2001. School closings and speaker cancellations affected scheduled programming throughout the system, but since Medina and Brunswick are the heavy programming libraries, that's where patron count and circulation decreases were apparent.

Mike also addressed the following:

- Thanks to support staff for all their hard work to complete year-end closing.
- The Bond Issue for the May ballot should be approved at tomorrow's County Commissioners meeting.
- Thanks to all staff for all their extra effort to make it to work today due to the very bad weather.
- Thanks to Patricia Walker and Philip Duke for attending the very important Hinckley Trustees Meeting. Also to all the MCDL staff showing their support by attending.
- Thanks to Philip Duke for attending Beverly Zeigler's Retirement party. It meant a lot to her and staff to have the President of the Board in attendance.
- Thanks to Michael Tefs for attending the meeting with Ruhlen Company with Mike Harris and Mike Dolansky to go over contract procedure.
- Patron reserve calling is now working.

A motion was made by Patricia Walker and seconded by Karen Hammon to accept the **Personnel Report** as presented. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Michael Tefs asked how the MCDL Sick Bank operates. Mike Harris indicated this started about eight years ago and explained the procedure. It has been very successful and beneficial.

Mike Harris indicated that interviews for the Adult Services Department Supervisor would be held this Friday and all next week.

Committee Chair, Karen Hammon, reported that the **Finance Committee** met prior to tonight's Board meeting and discussed the following:

2002 End of Year Appropriation Transfers – The purpose of this resolution is to affirm the necessary transfers to cover line item expenditures that may have exceeded appropriated allocations within a given fund at the close of the previous fiscal year. The total original appropriations for each fund as previously approved for 2002 did not exceed total re-appropriations for each fund as a result of these transfers. As a matter of sound fiscal practice, transfers should be made to adjust any end-of-year appropriations to cover all financial disbursements of funds. A detailed transfer report was distributed, reviewed and discussed. **RESOLUTION 03-11** Upon motion made by Karen Hammon on behalf of the Finance Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees approve all necessary transfers that were performed at the close of the 2002 fiscal year in the General Fund (101), Grant Fund (201), Building & Repair Fund (401), and Endowment Fund (701) to adequately cover all expenditures. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

2002 General Fund Transfer to Building & Repair Fund - A recommended resolution that would approve the transfer of \$200,000 from the General Fund (101) to the Building & Repair Fund (401) was discussed. This inter-fund transfer will allow for planned and anticipated replacement of equipment, furniture, and future expansion of facilities within the District. The 2003 Appropriations Budget document provides details on the requests for funding various projects currently included within the scope of the Building & Repair Fund.

A transfer of \$200,000 at the close of 2002 brings the fund balance to a total of \$1,660,168. Approval of the fiscal year 2003 Appropriations Budget allowed for a projected \$761,300 in expenditures for this year. Proposed projects included land acquisition, land improvements, and major equipment purchases, all of which would possibly decrease this fund balance if we choose to proceed with all of these planned projects. The aforementioned inter-fund transfer is necessary to meet the financial demands of these current and future renovation, replacement, and planned projects. **RESOLUTION 03-12** Upon motion made by Karen Hammon on behalf of the Finance Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees approve the transfer of \$200,000 from the General Fund (101) to the Building & Repair Fund (401) for fiscal year 2002. These funds are to be allocated in the following approximate manner: \$69,000 to replacement and renovation projects and \$131,000 to future planned projects and miscellaneous.** The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Delivery/Maintenance Van Purchase - A recommended resolution that would authorize the Business Manager to purchase a new cargo van for the Delivery/Maintenance Division through the State of Ohio's Cooperative Purchasing Program (SOCPP) was discussed.

Keith Maynard, Maintenance Supervisor, has been carefully monitoring the condition of our 1992 Chevy cargo van over the past six months. This vehicle has 161,000 miles on it and the transmission is definitely showing signs of pending failure, not to mention some added aesthetic and safety concerns with severe erosion of the frame and body. Despite best efforts to provide optimal maintenance and having remedial body work done each year, this vehicle appears to be reaching the end of its useful life. Considering the age, condition, and mileage on this vehicle it would not be prudent use of public funds to engage in any further repairs or maintenance. Originally this unit was to be utilized as a backup unit within the fleet, but continued increases in daily deliveries has dictated that two staff members provide delivery services on a daily basis splitting the Countywide route to MCDL facilities in half. Thus, there is a definitive need to replace this unit prior to complete failure of the transmission. With this in mind, \$25,000 was set aside in the 2003 Capital Improvement Plan to replace this vehicle.

The vehicle being recommended for purchase through the SOCPP is a 2003 GMC one-ton, cargo van with a V-8 engine. The cost of the base unit with delivery is \$14,800 and we are recommending package upgrades that total \$2,100 for a grand total of \$16,900. Based on an estimated annual mileage of 10,000 miles per year, and through appropriate fleet maintenance

procedures, we anticipate that this vehicle should have an anticipated life of no less than ten years. Alternative prices from two local Medina vendors for a comparable vehicle was received for \$21,900 and \$25,000. **RESOLUTION 03-13** Upon motion made by Karen Hammon on behalf of the Finance Committee, it was: **RESOLVED:** That the Medina County District Library Board of Trustees authorize the Business Manager to purchase a new GMC cargo van from Bob Ross Auto through the State of Ohio Cooperative Purchasing Program at a cost not to exceed \$16,900. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Public Service Desk Computer Replacement Project - A recommended resolution that would authorize the Business Manager to purchase twenty-three (23) staff computers at a cost not to exceed \$32,000. The 2003 Capital Improvement Plan (CIP) included \$25,500 in appropriations for the upgrade of fifteen computers at the reference and children services desks throughout the Library system. The CIP also included \$5,100 for upgrading three computers at the circulation desks at Lodi, Hinckley, and Seville Libraries. The current units that are being replaced at these staff stations are anywhere from two or three years old. The majority of the existing units being replaced will be utilized to upgrade any older units throughout the system and the remaining will be placed in storage for future public auction. Jim Haprian, Technology Coordinator, recommends the purchase of a Gateway Profile 4L, which has a 2.0 GHz Intel processor and integrated flat panel display, for these new staff computers. This unit will allow currently installed software to run more efficiently and should aptly handle future software upgrades that are being planned for near term implementation. Additionally, the proposed computers also take up less desk space than the current machines and the integrated flat panel display greatly reduces the amount of eyestrain public services staff experience due to screen glare. Including a contingency amount of \$300 to cover any other minor ancillary costs, the total cost should be no greater than \$32,000 for twenty-three (23) staff computers. The recommended vendor is Gateway and the prices quoted were established via government contract pricing. **RESOLUTION 03-14** Upon motion made by Karen Hammon on behalf of the Finance Committee, it was: **RESOLVED:** That the Medina County District Library Board of Trustees authorize the Business Manager to purchase twenty-three (23) new, staff computers from Gateway at a cost not to exceed \$32,000. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Thomas Horwedel reported that the **Personnel Committee** had no report, however a meeting is planned for sometime before the March Board Meeting.

Committee Chair, Michael Tefs, Mike Harris and Mike Dolansky give an update for the **Planning Committee.**

- We continue to work with bond counsel at Squire, Sanders & Dempsey and on the contract for the Architect.
- The Building Committee continues to work on plans for all Library sites.
- Mike Harris and Betsy Gilder met with the Lodi Historical Society about plans for our proposed new Library.

- A meeting was held with the Hinckley Trustees about a Library presence in Hinckley. We cannot continue to use the existing building. A decision will need to be made as to what we can commit to and where do we go from here.
- Mike Harris & Mike Dolansky met with New Brunswick City Manager, Robert Zienkowksi, about the location of the Brunswick Library. Although they would still like us to move to the Brunswick Lake Project, they are willing to work with us. They indicated that they would re-write the lease for the present location if it proves to be the best location.
- The Library Live will be out on the 28th of this month with all the updated Facility Planning information.
- Mike Harris will be talking to the Brunswick and Medina Chambers.
- All newspaper articles have been positive regarding the facility expansion and pending Bond Issue in May.
- Presentations are being scheduled for the Board members and Staff to speak at various Council and Trustee meetings.
- Letters are being sent out to various local community groups asking to speak at their organizations as well.

The Board members indicated if any additional help is needed to speak to various organizations, they would be available. President, Philip Duke commended Mike Harris and Judy Leuthaeser on the great job with the handling and presentation of the Hinckley Township meeting.

Patricia Walker, Committee Chair, indicated that the **Policy and By-Laws Committee** had no report.

Communications - Articles that appeared in the various newspapers were reviewed, along with a thank you note from retiree, Beverly Ziegler.

There was no **Unfinished Business**.

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

- \$30 FROM AARP, CHAPTER 4955 TO BRUNSWICK LIBRARY IN APPRECIATION FOR USE OF THE COMMUNITY ROOM.
- \$40 FROM MR. & MRS. JACK B. ESGAR IN MEMORY OF PAULA ARNER

The vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

Trustee Comments. Patricia Walker thanked staff for their support at the recent Hinckley meeting. Philip Duke thanked Patricia for representing the Board at this same meeting.

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President Duke distributed a Talking Points Presentation that he prepared to help everyone with his or her Bond Issue Presentations.

An **Executive Session** was not necessary.

The meeting was adjourned at 8:12 p.m. upon motion made by Karen Hammon and seconded by Patricia Walker. The vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Dale Lynk - aye, Patricia Walker - aye, Karen Hammon - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, March 17, 2003, Medina County Library Annex, 7:30 p.m.

Philip Duke
President

Dale Lynk
Secretary