

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

October 23, 2003

The Medina County District Library Board of Trustees met in regular session at 7:30 p.m. on Thursday, October 23, 2003 at the Brunswick Library in the Community Room.

Roll Call was taken with the following members noted as present: Philip Duke, Michael Tefs, Cindie Schneider, Thomas Horwedel, Patricia Walker and Karen Hammon. Also present were Library **Staff** members: Mike Harris, Director; Pauline Chapman, Diane Dermody, Christine Gramm, Carole Kowell, Judy Leutheuser, Keith Maynard, Diane Pajk, Tina Sabol, Judy Scaife and Elaine Frankowski. Guests in attendance were Jim Fenske and Mike Deiwert from The Ruhlin Company, and David Milling and Dan Whisler from David Milling & Associates.

Philip Duke and the entire Board acknowledged the sudden death of Business Manager, Mike Dolansky this past week. He was such an important part of our Library vision and will be deeply missed.

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

Recognition of Guests & Comments From the Public - President Duke welcomed Tina Sabol, Community Relations Coordinator, who was asked to share some of her thoughts and ideas about her position. She has met with the media, schools and other key people introducing herself as the Library spokesperson. A new logo and slogan will be created sometime during our building process. The Board thanked her for her presentation and enthusiasm.

A motion was made by Karen Hammon and seconded by Patricia Walker to approve the September 15, 2003 meeting **Minutes**. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

Mike Harris discussed the September 30, 2003 **Financial Report** prepared by Mike Dolansky. Harris thanked Pauline Chapman for all her help in maintaining the day by day financial matters during this very difficult time. A motion was made by Thomas Horwedel and seconded by Karen Hammon to accept the financial report as distributed. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

Director's Report - In addition to the written report submitted, Mike Harris indicated that Hennen's American Public Library Ratings recognized MCDL as the second best library nationally in our population range, up one step from last year. Circulation increased more than 6% from September of last year. Programming remained strong and there have been many meetings regarding our building program.

The **Personnel Report** was reviewed. 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: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

Chair, Karen Hammon indicated that the **Finance Committee** had no report.

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

Planning Committee – Mike Harris discussed the formal resolution being presented to authorize the Business Manager to enter into an agreement with The Ruhlin Company (TRC) for the provision of construction management services for the Medina County District Library's proposed expansion and renovation program.

With the good faith effort of all parties involved, an agreement was crafted that is believed to truly reflect our intentions for construction management services with TRC. As was the case with the Architect Agreement, Director Mike Harris and Mike Dolansky have been intimately involved with the contract negotiations, led by the intrepid advice and guidance of our legal counsel, Jonathan Buchter. Jim Fenske of TRC has been very accommodating and has expressed their desire to provide their utmost in professional construction management that will culminate in a very successful project for all of Medina County. The Planning Committee met on Tuesday, September 30, 2003 and performed a thorough analysis of the various contract parameters and associated costs. **RESOLUTION 03-40** Upon motion made by Karen Hammon and seconded by Cindie Schneider, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager to enter into an *AIA Standard Form of Agreement Between Owner and Construction Manager – Where the Construction Manager is Not a Constructor* with the Ruhlin Company for construction management services for the renovation and expansion of public library facilities for the Medina County District Library in an amount not to exceed \$920,000 for fees and \$3,165,601 for basic services related to reimbursable and general condition expenses.** The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

Hinckley Community Library – Temporary Facility – As we prepare to close the Hinckley Library on November 1, 2003, the Hinckley Township Trustees continue to work closely with Medina County District Library to look at potential sites for short-term use. Our goal is to continue service in the Highland area as we proceed with our building program. We believe we may have found an appropriate site for a temporary library. It would offer slightly more than 1,500 square feet, certainly adequate for our needs. The owner is seeking a three-year lease at \$1,336.06 per month. The Hinckley Township trustees have agreed to pay half, up to \$700 per month, of that amount.

Mike Harris met with the Friends of the Hinckley Library on October 7, 2003. In a unanimous vote, they agreed to contribute the proceeds from their \$15,000 CD, which matures in

December, toward the leasing of the facility through the Township Trustees, contingent upon the library paying the remaining 1/6 of the lease cost, assuming remodeling costs, and stocking, shelving and staffing the library for 34 hours per week. We have estimated that in addition to the \$7,500 - \$8,000 of lease costs, we might incur up to \$25,000 in remodeling and shelving expenses. Staffing and stocking costs would have been absorbed into our other branches anyway, so that should account for the additional expenses involved in maintaining a service point in the Highland corridor for the next three years. **RESOLUTION 03-41** Upon motion made by Thomas Horwedel and seconded by Cindie Schneider, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director and Business Manager to allocate up to \$8,000 in leasing costs, and up to \$25,000 in remodeling and shelving expenses, if a suitable temporary library site can be arranged by the Hinckley Township Trustees.** The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

Diane Dermody, Hinckley Library Manager, thanked the Board for passing the resolution and indicated that the community will be pleased.

Building Update – Current plans for the Medina facility were shown to Mayor Leaver and Council President, Pam Miller, and they were very pleased with the plans. These plans will be presented to the other city leaders and then the patrons. We will have renderings very soon. Meetings are scheduled with the Medina schools. The Ruhlin Company is working on costs for the Buckeye and Lodi facilities and numbers should be available in a week or so. The Highland property is still being discussed and researched. Updates to the Board will continue. A Planning Committee will be scheduled in early November.

Policy and By-Laws Committee Patricia Walker, Committee Chair, indicated there was no report

Communications - None

Unfinished Business – 2003 Surplus Equipment Inventory - A 2003 Surplus Equipment Inventory sheet was provided that represents items found to be of an unfit nature, obsolete, or no longer needed for public use by the Medina County District Library. Darrell Jenkins of Jenkins Auctions here in Medina will most likely be performing the public auction. Typically a service contract is established with the auctioneer based upon a consignment arrangement wherein the auctioneer receives a percentage of the gross income derived from all sales transactions plus a small fee for support staff.

O.R.C. does not specifically address procedures that library districts must adhere to in the disposal of such equipment. However, as a matter of prudent public management, it is highly recommended by legal counsel that standard governmental public auction procedures be followed. **RESOLUTION 03-42** Upon motion made by Karen Hammon and seconded by Patricia Walker, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby declares the items denoted in the 2003 Surplus Equipment Inventory to be of an unfit nature, obsolete, or no longer needed for public use by the Medina County District Library**

and further authorizes the Business Manager to advertise and conduct a public auction for sale of such equipment to the highest bidder, with any items not sold being appropriately disposed of as refuse. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

New Business: Certifying 2004 Tax Rates - This action is required annually to officially accept the amounts and rates of property taxes related to the 1.25 mill operating levy, and most recently our new 1.00 mill facility construction bond issue. The Medina County Budget Commission certifies the amount the levy will generate to the District 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. **RESOLUTION 03-43** Upon motion made by Michael Tefs and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees 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 26, 2003, thereby authorizing the necessary tax levies and certifying them to the County Auditor for fiscal year 2004.** The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

The next item is **Appointment of Deputy Clerk-Treasurer** - A recommendation is offered to appoint Pauline Chapman as Deputy Clerk-Treasurer of the Medina County District Library. Lacking a Clerk-Treasurer, we are in immediate need of an appropriate staff member to countersign purchase orders and carry on the daily financial operations of the library. Michael Dolansky had approached the Director in the past with his intention to make this appointment, but had not yet taken the matter to the Board.

The coming months may require a variety of temporary moves to keep the library on course. Rather than make this appointment another temporary move, it would aid in continuity to have a Deputy Clerk-Treasurer on board for the foreseeable future. Pauline Chapman is extremely capable of performing these duties as we move forward. **RESOLUTION 03-44** Upon motion made by Karen Hammon and seconded by Patricia Walker, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the appointment of Pauline Chapman as Deputy Clerk-Treasurer, effective October 23, 2003.** The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

There were no Donations.

Trustees' Comments - The Board again offered their condolences to the staff and family on the death of Michael Dolansky, Business Manager. He will be greatly missed.

The Board also thanked Carole Kowell and her staff for hosting tonight's meeting and Pauline Chapman for accepting the additional responsibility.

At 8:15 p.m. upon a motion made by Cindie Schneider and seconded by Patricia Walker, the Board moved to enter into **Executive Session** to discuss compensation of a public employee and labor negotiations. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

The Board came out of **Executive Session** at 9:12 p.m. upon motion made by Patricia Walker and seconded by Karen Hammon. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye. No action was taken.

The meeting was adjourned at 9:13 p.m. upon motion made by Thomas Horwedel and seconded Karen Hammon. The roll call vote was as follows: Michael Tefs - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

NEXT BOARD MEETING

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

Philip Duke
President

Dale Lynk
Secretary

