

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

January 19, 2004

The Medina County District Library Board of Trustees met in regular session on Monday, January 19, 2004 at the Medina Library in the Annex Building. The meeting started at 8:45 p.m., instead of the usual 7:30 p.m. time. This was due to the fact that a Planning Committee was held prior to the regular meeting and was very lengthy because of important new design plans that had to be discussed and decisions to be made.

Roll Call was taken with the following members noted as present: Philip Duke, Michael Tefs, Karen Hammon, Thomas Horwedel and Patricia Walker. Also present were Library **Staff** members: Mike Harris, Director, Pauline Chapman, Deputy Clerk-Treasurer, Christine Gramm, Theresa Laffey, Judy Leutheuser, Tina Sabol, Judy Scaife, Al Scheimann and Elaine Frankowski. Guests in attendance were David Milling, Helen Milling & Dan Whisler from David Milling & Associates Architects and Mike Deiwert and Bob Judd of The Ruhlin Company.

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

Installation of New Board Member – Not finalized yet, will be installed at February meeting.

Guests or Comments from the Public – Mike Harris introduced Al Scheimann, Building Project Coordinator, to the Board and he was welcomed by all.

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

Mike Harris discussed the December 31, 2003 **Financial Report** that was distributed this evening. Harris thanked Pauline Chapman and Debbie Bonezzi for all their help in putting together this report. We were able to use the format that Michael Dolansky had set up by inputting the figures manually. Our General Fund is higher then expected and salaries were lower. The budget is right on target and there will be no need for any transfer of funds at this time. A motion was made by Karen Hammon and seconded by Patricia Walker to accept the financial report as distributed. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

Director's Report - In addition to the written report submitted, Harris indicated that circulation was up slightly and program attendance was down slightly due to the short Holiday season. Medina was saddened by the death of Joyce Biliczky. We will miss her cheerful smile and demeanor throughout the library. Thanks to Tina Sabol for her continued success in obtaining such good press coverage. Keith Maynard and Jim Haprian have done an outstanding job in keeping up with the additional in-house technical, mechanical, etc. areas due to the building project. Human Resources has been trying to work through a nightmare with payroll caused by ADP, which has now been resolved. Also included in the Board packets are the 2003

year-end statistics for circulation, programs, etc. printed on the pink paper in the Board packets.

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, Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

The **Finance Committee** had no report.

Thomas Horwedel reported that the **Personnel Committee** would meet later in the week to review the applications received for the Business Manager position.

Planning Committee – Michael Tefs indicated that the Planning Committee met in an extended session prior to this meeting, with five of the six Board members in attendance, and discussed in great detail the plans presented by David Milling & Associates Architects. These plans had previously been seen and approved by Staff as well. Mike Deiwert and Bob Judd of The Ruhlin Company were also present to answer pertinent questions pertaining to the presentation.

Buckeye – Mike Harris indicated that we are ready to proceed with the Buckeye plans. Dan Whisler showed the Committee plans for this facility. A discussion was held by all in attendance. We also have a meeting scheduled with the York Township Zoning Commission about conditional use and zoning variances. After reviewing current architectural plans for the Buckeye Library, The Ruhlin Company has determined that it is reasonable to believe we can proceed to develop design documents that conform to our existing budget. A recommended resolution authorizing David Milling and Associates and The Ruhlin Company to formally accept the Design Development drawings for the new Buckeye Library and to proceed with construction documents was offered.

Lodi - Dan Whisler showed the Committee plans for this facility. This is a revised design of a one-story building instead of the two-story, as originally planned, due to a two-story building being too costly. A discussion was held by all in attendance. After reviewing current architectural plans for the Lodi Library, The Ruhlin Company has determined that it is reasonable to believe we can proceed to develop design documents that conform to our existing budget. A recommended resolution authorizing the Design Development drawings for the Lodi Library and authorizing proceeding to construction documents was offered.

RESOLUTION 04-01 Upon motion made by Michael Tefs on behalf of the Planning Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Design Development drawings for the Buckeye Library and authorizes proceeding to Construction Documents and it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Design Development drawings for the Lodi Library and authorizes proceeding to Construction Documents.** The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

Medina - Harris and Whisler indicated that they have been meeting on the Medina facility for several months working on the best way to design the building to ensure the best flow of materials and best location for the circulation desk. Much thought was given on this issue to make the building the most productive. This facility will also be designed to market Children Services. Whisler showed the two plans that were designed for this facility. Interior and exterior plans and options were shown and discussed. There will be three levels consisting of three buildings joining together, with the center being more open and blending the existing Franklin Sylvester Building with the new addition. We should also have 60+ parking spaces. After reviewing many variations of exterior design that would allow for the needs of current and future library programming needs, Library Administration and Staff are recommending the selection of Design Plan A. The Board and Staff also agreed that the main entrance design only should be taken from Design Plan B. A recommended resolution approving Design Plan "A" as the plan of choice for the Medina Community Library was offered. **RESOLUTION 04-02** Upon motion made by Michael Tefs on behalf of the Planning Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves Design Plan "A" as the plan of choice for the Medina Community Library.** The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

Patricia Walker indicated that the **Policy and By-Laws Committee** had no report. Harris indicated that due to the passing of the recent legislation, we would need to meet sometime in the near future, to discuss a concealed weapon policy.

There were no **Communications**

There was no **Unfinished Business.**

New Business: President Duke announced the Board of Trustees Committee Members for 2004 as follows:

Finance:
Karen Hammon - Chair
Cindie Schneider
New Board member

Personnel:
Thomas Horwedel - Chair
Patricia Walker
New Board member

Planning:
Michael Tefs - Chair
Karen Hammon
Thomas Horwedel

Policy & By-Laws:
Patricia Walker - Chair
Michael Tefs
Cindie Schneider

Property Tax Advances Request – First Half of 2004 – A recommended resolution was offered that would authorize the Deputy Clerk/Treasurer to submit for an advance on property taxes collected by Medina County and distributed by the Medina County Auditor to MCDL. This request permits MCDL to receive a portion of the tax collections monthly, which allows for a steady cash flow and increased investment income. **RESOLUTION 04-03** Upon motion made by Patricia Walker and seconded by Karen Hammon, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Deputy Clerk/Treasurer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the first half of 2004. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

The next item was **2004 Banking Resolutions** – A recommended resolution was offered that would provide the necessary authorizations related to performing various banking functions throughout the 2004 fiscal year.

This request allows for the normal day-do-day financial functions of the District to be performed in accordance with the Ohio Revised Code and Ohio Administrative Code. In summary, these resolutions authorize various appointed positions in the Medina County District Library to have access to any safe deposit boxes, to sign any checks, drafts, notes or orders drawn against checking or savings accounts, and to invest or redeem investments through wire transfers at various banking institutions. **RESOLUTION 04-04** Upon motion made by Patricia Walker and seconded by Karen Hammon, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the following 2004 Fiscal Year Banking Resolutions A – C.

2004 FISCAL YEAR BANKING RESOLUTIONS

RESOLUTION 04-04A That the Medina County District Library Board of Trustees authorizes the following individuals to have access to any safe deposit box rented by the Library: Medina County District Library President of the Board of Trustees; Director; Clerk-Treasurer; and the Deputy Clerk-Treasurer.

RESOLUTION 04-04B That the Medina County District Library Board of Trustees resolves that all checks, drafts, notes or orders drawn against the accounts at First Merit/Old Phoenix, STAR Ohio-Provident Bank, or any other Board approved Depository Financial Institutions for the Library be signed by two of the following: Medina County District Library President of the Board of Trustees; Vice President; Clerk-Treasurer; and the Deputy Clerk-Treasurer.

RESOLUTION 04-04C That the Medina County District Library Board of Trustees resolves that any one of the following are currently authorized to act with full power to invest or redeem investments through wire transfers at First Merit/Old Phoenix, STAR Ohio-Provident Bank, or any other Board approved Depository Financial Institutions for the Library; Medina County District Library Director; Clerk-Treasurer; and the Deputy Clerk-Treasurer.

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

The next item was **2004 Interest On Investments Resolutions** – A recommended resolution was offered that would authorize the Deputy Clerk/Treasurer to segregate and accrue all interest earned on investments within each specific fund to that particular fund, or any other as shall be designated, for the fiscal year 2004.

H.B 674 went into effect on March 30, 1999 and amended O.R.C. 135.21 that had required libraries to credit all investment earnings from any funds, other than fiduciary funds, to the General Fund. The amendment, O.R.C. 3375.391, provides for an exception wherein a board of library trustee may pass a resolution designating that all investment earnings accrued within a specific fund may be credited to that fund or any other as the board specifies.

The only exclusion to this new legislation would be to the earnings made on the investment of any bond retirement fund or sinking fund. Also, investment earnings made within the Endowment Fund may never be co-mingled with any other funds due to our fiduciary responsibilities in appropriating said funds for specific purposes and bequests.

This recommendation would allow investment earnings accrued in the General Fund, Building and Repair Fund, Grant Fund, and Endowment Fund to remain in each of their respective funds. Due to its temporary nature, investment earnings in the Grant Fund may at some point and time need to be transferred into the General Fund, as is permitted by law. **RESOLUTION 04-05** Upon motion made by Patricia Walker and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Deputy Clerk/Treasurer to credit investment earnings from the General Fund, Building and Repair Fund, Grant Fund, and the Endowment Fund to the respective funds from which they accrued for fiscal year 2004.** The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

The next item was **Food For Fines Month** – A recommended resolution was offered that would designate the period from February 23 through March 21 (or March 31, if Cleveland Public further delays it's SIRSI implementation schedule) as Food for Fines Month.

March has been Food for Fines Month at the Medina County District Library for many years. The food collected is used in countywide programs to feed those in need. The efforts of the library in past years have provided up to three-fourths of what is collected in the month long food drive. The promotion also brings back some very long overdue materials.

Clevnet's migration to SIRSI has a current schedule that would take us offline as of March 22. We would like to maintain our community contribution for a full month, so we are proposing that we begin a week early. If we remain online through the entire month of March, we will continue the program through the end of the month. **RESOLUTION 04-06** Upon motion made by Karen Hammon and seconded by Patricia Walker, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby recognizes February 23 through March 21 (or March 31 as appropriate) as Food for Fines month at all MCDL locations.** The roll

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

Acknowledgement of \$75,000 Donation From Helen V. Thomas Estate - Harris announced this large donation from the estate of Helen V. Thomas. The Board indicated how grateful MCDL is for this generous donation. A discussion was held as to what should this money be used for. It was decided that when our new buildings are completed, we would purchase something appropriate, such as artwork, in honor of Ms. Thomas. Harris indicated that there could be an additional amount when her residence is sold.

Upon motion made by Patricia Walker and seconded by Karen Hammon the following donations, along with the donation from the estate of Helen V. Thomas, were accepted **with gratitude**:

- \$35 FROM TERRIE & THOMAS COMSTOCK IN MEMORY OF RUTH J. STANDLEY
- \$50 FROM THE AFTERNOON CLUB IN MEMORY OF MAY FRIEDT
- \$50 FROM MONDAY MORNING DISCUSSION GROUP IN APPRECIATION OF USE OF BRUNSWICK COMMUNITY ROOM
- \$40 FROM MR. & MRS. JACK ESGAR IN MEMORY OF PAULA ARNER
- \$60 FROM THURSDAY MORNING DISCUSSION GROUP IN APPRECIATION OF USE OF BRUNSWICK COMMUNITY ROOM
- \$200 FROM EAGLES AUXILIARY #2224 FOE TO BE USED TO PURCHASE LARGE TYPE PRINT BOOKS FOR THOSE WITH IMPAIRED VISION.

Trustees' Comments – The Board once again indicated what a wonderful gift this donation from Ms. Thomas was and how grateful we all are. Congratulations were issued to Director, Mike Harris on his recent marriage. President Duke urged the Board to try to be informed on all the building process plans as they progress so that they will be able to answer questions from the public. Harris and Staff will continue to update the Board on the building process.

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

The meeting was adjourned at 9:18 p.m. upon motion made by Karen Hammon and seconded Michael Tefs. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, February 16, 2003, Medina County Library Annex, 7:30 p.m.

Philip Duke
President

Karen Hammon
Secretary

