

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

May 17, 2004

The Medina County District Library Board of Trustees met in regular session on Monday, May 17, 2004 at 7:30 pm at the Seville Community Library.

Roll Call was taken with the following members noted as present: Philip Duke, Cindie Schneider, Thomas Horwedel, Patricia Walker and Shereen Lakhani (arrived at approximately 7:38 pm.) Also present were Library **Staff** members: Mike Harris, Director, Pauline Chapman, Deputy Clerk-Treasurer, Beverly McMillen, Tina Sabol, Judy Scaife, Al Scheimann, Lynn Wiandt and Elaine Frankowski. Guests in attendance were Jim McMillen and David Milling and Dan Whisler from David Milling Architects.

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

Recognition of Guests and Comments from the Public – Beverly and Jim McMillen were recognized and it was indicated that there would be a Resolution later in the meeting celebrating Beverly McMillen's retirement. Lynn Wiandt was thanked for hosting the meeting this evening, and David Milling & Dan Whisler were introduced and will have an updated presentation on the building plans later in the meeting.

A motion was made by Thomas Horwedel and seconded by Cindie Schneider to approve both the April meeting **Minutes** and the **Minutes** from the May 5, 2004 **Special Meeting**. The roll call vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

Mike Harris discussed the April 30, 2004 **Financial Report**. Harris indicated that revenues still look good and we are still anticipating some sort of July allocation from the State. Our expenditures were more than usual due to architect fees, start up of building projects and building permits. Rea & Associates completed their audit and will report back as soon as they can. They are waiting for our new Business Manager to come on board so that they can discuss this audit report in person with him, the Director and key staff. A motion was made Cindie Schneider and seconded by Patricia Walker to accept the financial report as distributed. The roll call vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye. (Board member, Shereen Lakhani arrived at the meeting after this vote.)

Director's Report – In addition to the written report in the Board packets, Harris indicated that groundbreaking at Buckeye and Lodi went really well. We continue to work on the Medina plans. Discussions are being held and we are coming along. We have made big strides with the SIRSI conversion and the end result will be great. It is a huge project, and we may have to reconsider policies and changes in the way we report circulation and other totals. We may have different reports for the second half of the year. Harris also indicated that it may be necessary to hold a special Board meeting in early June regarding the results of the bid openings.

The **Personnel Report** was reviewed. A motion was made by Patricia Walker and seconded by Shereen Lakhani to approve the Personnel Report as distributed. The roll call vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye Shereen Lakhani - aye and Philip Duke - aye.

The **Finance Committee** had no report.

Personnel Committee A special meeting of the entire Board was held on May 5, 2004 wherein Personnel Committee Chair, Thomas Horwedel was authorized to offer the Business Manager/Clerk-Treasurer position to Brian Hertzell and to negotiate a salary within the posted salary range. **RESOLUTION 04-18** Upon motion made by Thomas Horwedel, on behalf of the Personnel Committee, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby approves an employment contract with Brian Hertzell as Business Manager/Clerk-Treasurer, effective June 1, 2004 through December 31, 2004, at an annual salary of \$54,000.** The roll call vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye Shereen Lakhani - aye and Philip Duke - aye. President Duke thanked the entire Board for all their hard work and time during the entire interviewing process.

Planning Committee – Building Update – Dan Whisler of David Milling & Associates Architects gave a presentation on the Highland site that was presented to the Highland School Board at their last meeting. Option C was chosen, which is a one-story plan with approximately 12,000 square feet. The plan shows the building moved slightly on the site to better avoid the wetlands. We are also looking at another parcel for this facility. A discussion was then held about plans for Medina. There have been numerous meetings with the City of Medina, Historical Preservation Board, etc., and we now have a list in writing from the Historical Preservation Board of their concerns. We are now able to respond to those concerns, list alternatives, etc. so that we can proceed on a decision for the type and size of building for the Medina Library on the square. Whisler explained the procedure that we need to take to have the plans approved for the Library on the square. Another suggestion was made that we look into the possibility of purchasing the Victorian Village and move the Blue House to the end of that property. This will also be investigated. The next step is to respond to the letter from the Historical Preservation Board, which Harris will do as soon as possible. There is another Focus Group meeting tomorrow and we will again attempt to obtain thoughts and feedback from the public at that time.

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

There were no **Communications**.

There was no **Unfinished Business**.

New Business: Buckeye Library Bid Opening Resolution. A recommended resolution was offered authorizing the Deputy Clerk-Treasurer and/or Director to open Buckeye Library bids immediately after the time for filing has expired. While further Board action will be required at a Board meeting after The Ruhlin Company has reviewed all bids, without this authorization, we would be required to wait until the next official Board meeting to open the documents for the Ruhlin Company's review. The Library Annex has been booked for this purpose starting at noon on Tuesday, May 25, 2004. *(This has since been changed to May 27, 2004 and then June 3, 2004.)* **RESOLUTION 04-19** Upon motion made by Patricia Walker and seconded by Cindie Schneider, it was **RESOLVED that the Medina County District Library Board of Trustees hereby authorizes the Deputy Clerk-Treasurer and/or Director to open bids for Buckeye Library immediately after the time for filing has expired.** The roll call vote was as

follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye Shereen Lakhani - aye and Philip Duke - aye.

Next item was **2005 Tax Budget Resolution** – A recommended resolution was offered authorizing the Director to submit the MCDL's 2005 Tax Budget to the Medina County Budget Commission.

In the absence of a Business Manager, we have been forced to make estimations that are not as precise as we will be able to accomplish with our Appropriations Budget later in the year. The Tax Budget is used to justify the amount of the Local Library Government Support Funds (LLGSF) that the MCDL receives as a major source of operational funding. Since we now have a formal LLGSF distribution agreement with Wadsworth Library, the Tax Budget is largely an opportunity to take a first look at the upcoming fiscal year. The Tax Budget for the upcoming fiscal year is required by O.R.C. to be filed with the County Budget Commission by the end of May.

Years ago the preparation of the Annual Tax Budget carried additional weight for two basic reasons. First, MCDL had no formal agreement with Wadsworth Public Library on how to best share our County's portion of the LLGSF. Additionally, some of those years brought annual increases in the 12-14% range, and the Medina County Budget Commission had the responsibility of ensuring that an increase of that size was warranted by both systems. With an agreement in place and a frozen LLGSF budget, the Tax Budget has become more of an exercise in preparing staff for the directions that the Appropriations Budget will take later in the year. While we are required to file the Tax Budget by the end of May, we would all prefer to add detail to that budget for annual appropriations after we have a new Business Manager on board.

As we prepare the 2005 Appropriations Budget in the late fall our concerns will primarily center upon State legislative responses to potential budget deficits. We will also need to focus more carefully on our salary and benefits line items to reflect the opening of our new Buckeye and Lodi libraries. **RESOLUTION 04-20** Upon motion made by Thomas Horwedel and seconded by Shereen Lakhani, it was RESOLVED that the Medina County District Library Board of Trustees hereby approves the 2005 Tax Budget for submittal to the Medina County Budget Commission. The roll call vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye Shereen Lakhani - aye and Philip Duke - aye.

Retirement Recognition – Anne Hamrick – The Retirement Recognition, signed by President Duke, and read to the Board by Director, Mike Harris will be presented to Anne. **RESOLUTION 04-21** Upon motion made by Patricia Walker and seconded by Cindie Schneider, it was RESOLVED that the Medina County District Library Board of Trustees hereby congratulates Anne Hamrick on her retirement and wishes her well as she begins the next stage of her life. The roll call vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye Shereen Lakhani - aye and Philip Duke - aye.

Retirement Recognition – Beverly McMillen – The Retirement Recognition, signed by President Duke, and read to the Board by Director, Mike Harris was presented to Beverly. **RESOLUTION 04-22** Upon motion made by Shereen Lakhani and seconded by Thomas Horwedel, it was RESOLVED that the Medina County District Library Board of Trustees hereby

congratulates Beverly McMillen on her retirement and wishes her well as she begins the next stage of her life. The roll call vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye Shereen Lakhani - aye and Philip Duke - aye.

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

- \$5,500 FROM FRIENDS OF THE MEDINA LIBRARY FOR 2004
SUMMER READING PROGRAM
- \$400 FROM THE FRIENDS OF THE MEDINA LIBRARY FOR LET'S
TALK ABOUT IT PROGRAM

The roll call vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye Shereen Lakhani - aye and Philip Duke - aye.

Trustees' Comments – The Board once again congratulated Beverly on her retirement and wished her good luck. Cindie Schneider indicated that the Volunteer Breakfast was very nice and thanked everyone for this worthwhile event.

At 9:25 p.m. upon a motion made by Thomas Horwedel and seconded by Patricia Walker, the Board moved to enter into **Executive Session** to discuss land acquisition. The roll call vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye Shereen Lakhani - aye and Philip Duke - aye.

The Board came out of **Executive Session** at 9:45 p.m. upon motion made by Cindie Schneider and seconded by Shereen Lakhani. The roll call vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye Shereen Lakhani - aye and Philip Duke - aye. No action was taken.

The meeting was adjourned at 9:46 p.m. upon motion made by Cindie Schneider and seconded by Patricia Walker. The vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye Shereen Lakhani - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, June 21, 2004, Medina County Library Annex, 7:30 p.m.

Philip Duke
President

Karen Hammon
Secretary

