

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

October 19, 2004

The Medina County District Library Board of Trustees met in regular session on Tuesday, October 19, 2004 (changed from usual Monday date) at 7:30 pm at the Medina Library Annex Building.

Roll Call was taken with the following members noted as present: Philip Duke, Cindie Schneider, Thomas Horwedel, Patricia Walker and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris; Director, Brian Hertzelt; Business Manager, Lynn Gagnon, Theresa Laffey, Judy Leuthaeuser, Keith Maynard, Judy Scaife, Al Scheimann and Elaine Frankowski. Guests in attendance were James Bennett, Esq. of the County Prosecutor's Office, Dan Whisler of David Milling & Associates Architects and Mike Diewert of The Ruhlin Company.

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

A motion was made by Thomas Horwedel and seconded by Cindie Schneider to approve the September 20, 2004 meeting **Minutes**. The roll call vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

Brian Hertzelt discussed the distributed September 30, 2004 **Financial** Report noting that there were two reclassifications of revenue items within the various funds.

He also discussed the Investment Summary that had been distributed. The summary notes that 31% of the portfolio is in fixed income instruments. He mentioned that, next year, it is his intent on having the annual budget broken down on a month-by-month basis. This monthly budget, combined with updating the cash requirements of the construction projects, will result in a projected monthly cash flow and therefore the investment portfolio can be reallocated to earn additional interest.

He also discussed the Annual Information Filing Report for the fiscal year 2003. This report is necessary now that the Library has issued bonds.

Lastly, he discussed the distributed a Construction Project Budget. This report contains the original budgets for the various projects except for the Buckeye and Lodi locations. He further mentioned that this report will be updated as the information changes.

A motion was made Patricia Walker and seconded by Shereen Lakhani to accept the financial 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.

Director's Report – In addition to the written report in the Board packets, Harris announced that he attended a meeting regarding Preserving & Protecting Ohio's Local Government Funds hosted by the Medina County Commissioners. Surveys had been sent out to municipalities, townships, libraries and the Medina County Park District with regard to starting discussions to develop a local action plan to share the importance of preserving and protecting the state LGF's. Harris also provided handouts with revenue figures. Letters to Governor Taft would be helpful before the January/February new budget is released. Another meeting of this group will be held in early November. Harris also attended the ETM quarterly meeting that dealt heavily with the

regionalization and potential consolidation of libraries. Some are of the opinion that there probably would be no big savings if consolidation was done.

Medina County District Library was once again recognized by Hennen's American Public Library Ratings as one of the premier libraries in the nation. We were once again ranked second in our population range, and added 15 points to our composite score. Press releases were handed out to the Board.

The recent OLC Library Conference was also discussed wherein our own Judy Scaife was presented with the 2004 Support Staff Member of the Year Award. In addition, Representative Charles Calvert of House District 69, honored Scaife with a recognition plaque.

The **Personnel Report** was reviewed and discussed. Interviews will begin shortly for the Department Secretary-Human Resources and Young Adult Supervisor/Assistant - Reference Department Supervisor positions. A motion was made by Cindie Schneider and seconded by Patricia Walker 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.

The **Personnel Committee** had no report. However, President Duke distributed a "Procedure for Director Evaluation" form to the Board and Director as a suggested tool for evaluation of the MCDL Director. This form should be reviewed so that it can be used at the December meeting for evaluation purposes.

Planning Committee - Building Update - Harris indicated that we are pretty much on track with the Buckeye project. Dan and Al are checking several cost issues, but should not be of any significant amounts. Brian Hertzell has prepared a Highland Parcel Agreement. Harris called upon Dan Whisler of David Milling & Associates Architects to give the Board an update on the Buckeye project. Whisler showed material and furnishings sample boards that will be left for staff use. He also brought samples of all the materials approved by the Historic Preservation Board for the Medina Library to display and explained the process from this point forward. There is some construction cost concerns as prices continue to increase on some items. These issues will be brought to the Planning Committee for discussion and approval.

The Board asked for an update on information for temporary space for the Medina Library and Administration. Harris, Scheimann and Maynard have been visiting a number of areas to see how various available spaces could be best utilized. Since we have not established a definite timeline, we are not ready to discuss the leasing of any building at this time. We will continue to investigate all options.

Chair, Patricia Walker, reported that the **Policy and By-Laws Committee** met on October 18, 2004 to begin reviewing the draft copy of the revised MCDL Board of Trustees Manual. Diane Dermody introduced the new format that she designed that will be more streamlined, consistent and easy to read. She provided information sheets explaining all the changes and reasons for doing so. The Committee was very impressed and pleased with all her hard work, and indicated that the end

result should provide a very good Manual that could be updated more easily. Sheets were distributed to the Committee to look over and make any changes they feel is necessary. The Committee will meet again prior to the November Board meeting to finalize the format and prepare a Resolution that would include approval of the format and passing of some existing policies that only need general housekeeping revisions. It is their hope to make some of these housekeeping corrections into one Resolution when no real changes were made to the particular Resolution.

Communications – Harris introduced a letter sent to Betsy Gilder at the Lodi Library, from Prime Outlets in Lodi, thanking them for being an important part of the first ever “Kids Fest” wherein over 325 children and families participated. They are inviting us to be part of this event in 2005. Tina and Heather of the CRO department worked on this event with the Lodi Library.

There was no **Unfinished Business**.

New Business: President Duke asked that we discuss **Item D - David Milling & Associates Architects - Invoices for Additional Services** first before the other items listed. Three invoices were submitted to President Duke for payment to David Milling & Associates Architects for work they believe was done outside the contract. A lengthy discussion was held by the Board and Dan Whisler, who was representing the architects. Also present was James Bennett, Esquire, attorney for MCDL, who gave his legal opinion regarding these invoices and the contract. **RESOLUTION 04-34** Upon motion made by Shereen Lakhani and seconded by Patricia Walker, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes Business Manager, Brian Hertzal, to place \$84,815.00, which represents the total disputed amount of the three invoices, into an interest bearing escrow account until this issue can be resolved. 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 **Award of Bid for General Trades for Lodi Library** - A recommended resolution was presented to approve the awarding of a General Trades contract for the Lodi Library, based upon recommendation from the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates Architects.

The contract involves the last remaining bid item, with a total maximum value of \$775,000.00. Actual cost will be somewhat less, based upon changes currently being negotiated by the architect and construction management, as well as potential acceptance of some alternates. Dan Whisler and Mike Deiwert are confident that we will be able to contain total project costs to within \$100,000.00 of current budget. \$25,000.00 of that amount will come from the already committed Lodi Friends donation. The remainder, as needed, could come from either accrued interest or our infrastructure budget. This extra latitude will be very helpful to make any changes that would save money, but not affect the quality. **RESOLUTION 04-35** Upon motion made by Cindie Schneider and seconded by Thomas Horwedel, it was: RESOLVED: That the Medina County Board of Trustees, upon recommendation from the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates Architects, hereby authorizes the award of the General Trades contract for the construction of the Lodi Library, in accordance with the Construction Documents prepared by David Milling & Associates Architects and dated July 26, 2004, including Drawings, Specifications, and all Addenda issued, and per the Bid Scopes indicated, and authorizes The Ruhlin Company to prepare Owner-Contractor Agreements for Construction for signature for the

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

The next item was **Resolution to Purchase a New Medina County District Library Bookmobile.** A recommended resolution was presented to authorize the purchase of a new Bookmobile for Medina County District Library.

The Medina County District Library provides service to county residents through five facilities and an Outreach Services Department. The Bookmobile, as part of the Outreach Services Department, provides mobile service to people in remote areas of the county. The Bookmobile is a full-service library that provides personalized service to all customers of all ages. The service area is 407 square miles and the population within the area is greater than 105,000.

During the fall, winter and spring months, the Bookmobile provides service to 7 bi-weekly and 19 weekly stops. During the summer months we make 6 bi-weekly and 24 weekly stops. The yearly circulation for Outreach is over 125,250 items, which is equal to the yearly circulation of a branch library.

The current Bookmobile is a 1991 Blue Bird TC/2000 chassis, and is 28 feet in length. It is a front engine Cummins model that uses diesel fuel. There are more than 139,598 miles on the odometer. The Bookmobile averages 1,050 miles a month.

The entire Planning Process and specific Recommendations were a result of months of research by Theresa Laffey and Keith Maynard, with input from Lynn Gagnon and the Bookmobile staff and are outlined as a part of the Resolution and will be attached to these minutes. **RESOLUTION 04-36** Upon motion made by Thomas Horwedel and seconded by Cindie Schneider, it was: **RESOLVED: That the Medina County Board of Trustees, hereby authorizes the Director and Business Manager to purchase a Blue Bird model (A3FE) 3211 Bookmobile from OBS, Inc. at a final cost not to exceed \$200,000.** The roll call vote was as follows: Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

The next item was **Resolution to Accept 2005 Tax Rates** - A recommended resolution was presented that would certify the tax rates through the Medina County Auditor for fiscal year 2005. This action is required annually to officially accept the amounts and rates of property taxes related to the 1.25 mill operating levy and 1.00 mill facility construction bond levy. The Medina County Budget Commission certifies the amounts that the levies will generate to the Library 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. Further explanation of these rates and how they are determined was outlined in the Resolution and will become part of these minutes. **RESOLUTION 04-37** Upon motion made by Thomas Horwedel and seconded by Shereen Lakhani, it was: **RESOLVED: That the Medina County District Library Board of Trustees, hereby 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 24, 2004, thereby authorizing the necessary tax levies and certifying them to the County Auditor for fiscal year 2005.** 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**:

- \$12,500 FROM MARILYN CLARK FOR JOHN A. CLARK FAMILY READING ROOM IN NEW MEDINA FACILITY
- \$25,000 FROM KENNETH & KATHLEEN (CLARK) KIES FOR JOHN A. CLARK FAMILY READING ROOM IN NEW MEDINA FACILITY
- \$36 FROM JOYCE'S THURSDAY BOOK CLUB IN MEMORY OF JOYCE EBNER
- \$60 FROM THURSDAY MORNING DISCUSSION GROUP IN APPRECIATION FOR USE OF COMMUNITY ROOM.

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 - A discussion was held to move the Monday, November 15, 2004 regular MCDL Board meeting to Tuesday, November 16, 2004 for this month only. An email will be sent out to the entire Board to determine if this change could be made.

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

The meeting was adjourned at 9:58 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, November 15, 2004, Medina County Library Annex, 7:30 p.m.

(Date later changed to Tuesday, November 16, 2004)

Philip Duke
President

Karen Hammon
Secretary

