

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

December 20, 2004

The Medina County District Library Board of Trustees met in regular session on Monday, December 20, 2004 at 7:30 pm at the Medina Library Annex Building.

Roll Call was taken with the following members noted as present: Philip Duke, Michael Tefs, Karen Hammon, Patricia Walker and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris; Director, Brian Hartzel; Business Manager, Sandy Nannfeldt, Tina Sabol, Judy Scaife, Al Scheimann and Elaine Frankowski. There were no Guests in attendance.

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

Director Harris introduced Sandy Nannfeldt as the new Union President for the Library. She is currently a Library Associate at Brunswick and has been with MCDL for nine years. The Board members welcomed her.

A motion was made by Karen Hammon and seconded by Patricia Walker to approve the November 16, 2004 meeting **Minutes**. The roll call vote was as follows: Michael Tefs - abstained, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - abstained and Philip Duke - aye.

Brian Hartzel discussed the distributed November 30, 2004 **Financial Report** noting that there was no unusual activity. He also noted that the tax receipts were better than budgeted in November and December and the finances look very good. President Duke asked how we keep up with activity on the State level. Hartzel indicated that Director Harris receives updated OLC reports, which he shares, and using the various Web sites available to keep updated on State issues. Harris added that Linda Murray, lobbyist for OLC, keeps us updated on issues, as well as Representative Chuck Calvert, who is a big supporter of the Library and knows the system very well. Harris also indicated that there is now a local government group, initiated by Commissioner Pat Geissman that meets to discuss local issues. A motion was made by Patricia Walker and seconded by Karen Hammon to accept the financial report as distributed. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - 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 indicated that circulation statistics were up again and the final statistics for the year will be given next month. Programs continue to be the major attraction. Theresa and Tina deserve special thanks for the great participation in both the Medina and Brunswick parades. They were very well received. Harris also indicated that we had a very successful year with our building project and we are moving along very nicely with the new libraries.

The **Personnel Report** was reviewed and discussed. The Young Adult Supervisor/Assistant Reference Department Supervisor has been filled by Daphne Silchuk-Ashcraft, Library Associate from Seville. She will begin on January 3, 2005 and we look forward to welcoming her here in Medina. We are close to hiring for the Human Resources position. A motion was made by Shereen Lakhani 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, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

The Personnel Committee met on December 2, 2004 to consider needs and salary considerations for 2005. During the review and discussion, the committee approved five recommendations to present to the full board for consideration. We believe that each recommended motion is in the best interests of the library and can be responsibly funded in 2005. These were then discussed individually, with Judy Scaife and Mike Harris answering questions presented by the Board.

Professional/Administrative Salary Scale Adjustment – The proposed salary scale for 2005 was distributed. During 2004 the Consumer Price Index for the Cleveland/Akron area was 2.93% and nationwide at 2.3%. Social Security recipients are receiving a 2.7% COLA increase in January. A salary scale adjustment of 2.5% for the 2005 scale is being proposed. A scale adjustment only adjusts the scale. It does not affect a current individual employee's salary. **RESOLUTION 04-39** Upon motion made by Patricia Walker, on behalf of the Personnel Committee, it was RESOLVED: That the Medina County District Library Board of Trustees adjusts the Professional/Administrative Salary Scale by 2.5% effective January 1, 2005. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Professional/Administrative Salary Increase - A proposed salary increase of 4% for Professional/Administrative employees was presented. Using the Gortz method, this will compute to somewhat more than 4% for those employees who are currently placed less than the midpoint on the scale and somewhat less than 4% for those employees located above the midpoint. The average increase for a Professional/Administrative employee will be 4.17%. The average is higher than the increase as we have more employees below the midpoint. For background information, 2005 is the second year of the three year bargaining unit contract. In 2005, employees receive a 1.75% increase across the board, in addition to the 3% steps. Bargaining unit employees will receive increases ranging from 1.75% to 4.75%, depending on the attainment of the next step, with an average increase of 3.62%. **RESOLUTION 04-40** Upon motion made by Patricia Walker, on behalf of the Personnel Committee, it was RESOLVED: That the Medina County District Library Board of Trustees grant a 4% salary increase for the Professional/ Administrative staff, effective January 1, 2005. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Page Annual Vacation Increase - A recommendation to add a new benefit for library pages to become effective in 2005 is being proposed to the Board. A review of current benefits was discussed. A proposed new benefit indicates that when a page reaches her/his sixth calendar year anniversary with MCDL, she/he receives two weeks paid vacation for that year, and receives two weeks paid vacation every January 1st after that. **RESOLUTION 04-41** Upon motion made by Patricia Walker, on behalf of the Personnel Committee, it was RESOLVED: That the Medina County District Library Board of Trustees grant pages two weeks paid vacation annually beginning on their sixth calendar year anniversary with MCDL. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Buckeye Library – Creation of a 30 Hour Manager Position – For our Buckeye Library, a manager is needed for this new facility. We are recommending a 30 hour per week position at Grade 27. This is comparable to the placement on the scale of our managers of Seville, Lodi and Hinckley libraries. Buckeye will open to the public 30 to 35 hours per week at the beginning due to fiscal restraints. In addition to the limited public hours, we have had requests from some of our internal librarians for the creation of more part-time professional positions. This position would be our first part-time supervisory librarian. As more funds become available and this branch increases in open hours and staff, we would be increasing this position to full-time status in the future. For now, a part-time manager would meet the system's needs. **RESOLUTION 04-42** Upon motion made by Patricia Walker, on behalf of the Personnel Committee, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the creation of a 30 hour position of Manager, Buckeye Library. This position will be placed on Grade 27 of the professional/Administrative Salary Scale. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Lodi Library – 20 Hour Professional Librarian Position - For our Lodi Library, we are recommending a part-time 20 hours/week professional librarian. Currently Lodi does not have a professional librarian. With the increase in size, circulation, and patrons, we believe that a degreed librarian will be needed to help Lodi staff serve the patrons. This position would be an entry level reference librarian at grade 25. For now, it will be governed by the current position description for a "Reference Librarian." **RESOLUTION 04-43** Upon motion made by Patricia Walker, on behalf of the Personnel Committee, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves a 20 hour professional librarian position for the Lodi Library. This position will be placed on Grade 25 of the professional/Administrative Salary Scale. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

It was also stated that the Buckeye and Lodi positions would not be put in place until late summer or early fall, when the new libraries are open. It was, however, necessary to approve these positions at this time so that they could become part of the Appropriation Budget for 2005.

The **Finance Committee** met on December 9, 2004 to review the proposed 2005 appropriation budget. This proposed budget also contained comparative data for 2002 fiscal year actual results, 2003 fiscal year actual results, 2004 fiscal year appropriation budget and 2005 fiscal year tax budget. This budget contains the resolutions recommended by the Personnel Committee that was just approved earlier this evening. The Board asked Hertzell if he was comfortable with this budget and asked where, if any of these numbers could change. Hertzell indicated that we would have to see if the State Budget changes in any way, and there is always a possibility that the health care costs could change. He also indicated that this is a very conservative budget and he feels comfortable with it. **RESOLUTION 04-44** Upon motion made by Karen Hammon, on behalf of the Finance Committee, it was RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the 2005 appropriations and authorizes the Director, Clerk/Treasurer and Deputy Clerk/Treasurer to certify such appropriations as necessary and required. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Planning Committee - Building Update - Harris gave an update on the building activity for all the sites as follows:

- Buckeye is about two weeks behind due to the insufficient supply of bricks received. The quality of the bricks was in question but is being resolved.
- Lodi is on schedule, water lines, sewers, etc are already in. Stamco, the tenant from the neighboring property, has been very helpful in letting us park our building trailer on their property. We are very grateful.
- Brunswick plans are being narrowed down to two plans. Staff is very much involved in the planning and is very excited.
- Highland - Purchase Agreement is at the attorney's office. We are working with Bruce Armstrong to further discuss the wetlands, and we hope to have this resolved by early spring.
- Medina – Harris distributed a spread sheet showing some possible cost savings options. A discussion was held and President Duke indicated that this should be discussed in more detail at a Planning Committee meeting. It was decided that we would schedule one early in January. There will be another meeting with McKenna and Associates and the Historical Preservation Board sometime in January to obtain the final approvals.
- Medina Temporary Facility was then discussed. We are working with Jim Gersbacher about leasing a portion of the DIY Building. An offer was made and counter offered. The Board indicated that a budget should be prepared for the temporary facility, moving costs, etc. and that this should be discussed at the Planning Committee as well. A Planning Committee meeting will be set up about the second week of January.

Policy and By-Laws Committee - Chair, Patricia Walker, reported that there was no report.

There were no **Communications**.

Unfinished Business – Resolution to Accept New MCDL Logo Design - The new Medina County District Library logo, designed by our Community Relations Department, was introduced to the Board at the November meeting. It was decided to vote on its adoption at the December meeting when more Board members had an opportunity to check out the design. The feedback received from the Board last month and staff have been very positive. With our current logo becoming obsolete with the building of our new facilities, we believe that the proposed designs offers an opportunity to freshen that image while maintaining the strong positive visual recognition that we have enjoyed in the past. Passage of this resolution will allow the library to phase in implementation, having our new logo available as we open new libraries, but minimizing expenses as we use up what we have at

existing facilities and addresses. **RESOLUTION 04-45** 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 adoption of a new Medina County District Library logo as designed by our Community Relations Department and presented to the Board December 20, 2004. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

New Business: Resolution for End-of-Year Transfer Authorization - This is a yearly housekeeping resolution for the purpose of allowing the Clerk/Treasurer and Deputy Clerk/Treasurer to make the necessary transfers to cover line item expenditures that may have exceeded appropriated allocations within a given fund at the close of the current fiscal year. 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 will be provided at the January or February 2005 Board meeting. **RESOLUTION 04-46** Upon motion made by Karen Hammon and seconded by Shereen Lakhani, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and Deputy Clerk/Treasurer to make such appropriation transfers as are necessary at the close of the 2004 fiscal year in the following funds to adequately cover all expenditures:

- General Fund (101)
- Grant Fund (201)
- Debt Service Fund (301)
- Building and Repair Fund (401)
- Facility Construction & Renovation Fund (402)
- Endowment Fund (701)

All such transfers shall be reported to the Board at the earliest time possible subsequent to the closing of the financial records for 2004. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

The next items were – **David Milling & Associates Architects Revised Invoice #4-0305A-01, #4-0305B-01 and #4-0305C-01, 02 and 03.**

David Milling Invoice #4-0305A-01 & #4-0305B-01- A recommended resolution was presented to approve payment of David Milling invoice #4-0305A-01 and #4-0305B-01 approved in principal at the October Library Board meeting. The original invoices contained incorrect hourly charges, and Dan Whistler agreed to resubmit the corrected figures. These invoices are for work requested by the Library that is clearly beyond the scope of the original building project, and has been checked by our Business Manager for accuracy.

David Milling Invoices #4-0305C-01, 4-0305C-02 and 4-0305C-03 - A recommended resolution was also presented approving payment of the David Milling invoices that have been in dispute at an agreed upon 50%, to represent payment in full in this matter. As the disputed

invoices total \$80,852.50; this would result in a payment of \$40,426.25. Our Business Manager has double checked the accuracy of the charges and amounts. The offer to settle this issue at 50% came in a letter from David Milling dated December 3, 2004. We suggest that the offer is fair, and recognize that the difficult position we have all been placed in is best solved by meeting in the middle. While there may be honest differences of opinion on the exact scope of the contract and what services should be assumed as basic and what constitutes additional services, the ability to work together in an atmosphere of trust is absolutely essential in an owner/architect project of this magnitude. **RESOLUTION 04-47** Upon motion made by Shereen Lakhani and seconded by Karen Hammon, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager of Medina County District Library to pay David Milling & Associates the sum of \$2,186.25 for invoice #4-0305A-01 and That the Medina County District Library Board of Trustees hereby authorizes the Business Manager of Medina County District Library to pay David Milling & Associates the sum of \$5,803.75 for invoice #4-0305B-01 and That the Medina County District Library Board of Trustees hereby authorizes the Business Manager of Medina County District Library to pay David Milling & Associates the sum of \$40,426.25 as payment in full for the disputed invoices labeled 4-0305C-01, 4-0305C-02, and 4-0305C-03. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - nay, Shereen Lakhani - aye, and Philip Duke - aye. Motion carried.

The next item was **Presentation of Slate of Officers** – The Board discussed retaining the current officers for 2005 so that we would have continuity as we go forward with our building process. **RESOLUTION 04-48** Upon motion made by Patricia Walker and seconded by Shereen Lakhani, it was RESOLVED: That the Medina County District Library Board of Trustees hereby retain the current officers for 2005 as follows: Philip Duke, President, Michael Tefs, Vice-President and Karen Hammon, Secretary. President Duke asked if there were any other nominations from the floor and there were none. A motion was made by Shereen Lakhani and seconded by Karen Hammon that the nominations be closed and accept the current officers for 2005. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

It was also announced that we would have a good-bye tribute to outgoing member, Cindie Schneider, at our January 17, 2005 meeting.

The next item was **2005 Board of Trustees Meeting Schedule** – **RESOLUTION 04-49** Upon motion made by Karen Hammon and seconded by Shereen Lakhani, it was RESOLVED: That the Medina County District Library Board of Trustees hereby changes the meeting time to 7:00 pm, instead of the previous 7:30 pm, and they would be held on the following dates:

January 17
February 21
March 14 (*week earlier*)
April 18
May 16
June 20
July 18

August 15
September 19
October 17
November 14 (*week earlier due to Thanksgiving*)
December 19

It should be noted that the meeting locations may change as we proceed with the building program. The vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Update on Selection of New MCDL Board of Trustee Member – No news to report at this time. Judge Lohn should be calling Director Harris shortly with the name of our new Board member.

Renewal of Contract for Business Manager/Clerk-Treasurer – President Duke asked for a motion to renew the contract of Brian Hertzell, Business Manager. It has been recommended that an increase equal to the professional/administrative increase be granted, and therefore the motion would include an increase of 4%. - **RESOLUTION 04-50** Upon motion made by Shereen Lakhani and seconded by Karen Hammon, it was RESOLVED: That the Medina County District Library Board of Trustees hereby renews the contract of Brian Hertzell, Business Manager/Clerk-Treasurer for the period of January 1, 2005 to December 31, 2005, with a 4% increase for a salary of \$56,160. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

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

- \$60 FROM THURSDAY MORNING DISCUSSION GROUP IN APPRECIATION FOR USE OF BRUNSWICK COMMUNITY ROOM
- \$40 DONATION FROM KATHRYN A. GAYNOR TO MEDINA LIBRARY
- \$30,000 FROM FRIENDS OF THE LODI COMMUNITY LIBRARY FOR CONSTRUCTION OF A ROOM IN THE NEW LODI LIBRARY FOR THE FRIENDS USE
- \$244.70 FROM UNITED WAY OF SUMMIT COUNTY FOR INSTALLMENT OF DONATIONS FROM NANCY KRAWCZYK, ROBERT NELSON & RAYMOND SANDERBECK

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

Trustees' Comments - President Duke thanked everyone for their vote of confidence to have him serve as President of the Board for another year. He also thanked Michael Tefs for all his help and support behind the scenes. The Board wished everyone a very Happy Holiday.

At 9:30 pm upon a motion made by Michael Tefs and seconded by Karen Hammon the Board moved to enter into **Executive Session** to discuss compensation of a public employee. The

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

The Board came out of **Executive Session** at 10:15 pm upon motion made by Patricia Walker and seconded by Karen Hammon. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye. No action was taken.

The meeting was adjourned at 10:16 pm upon motion made by Shereen Lakhani and seconded by Karen Hammon. The vote was as follows: The vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

NEXT BOARD MEETING

Monday, January 17, 2005, Medina County Library Annex, 7:00 pm

Philip Duke
President

Karen Hammon
Secretary

