

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

February 21, 2005

The Medina County District Library Board of Trustees met in regular session on Monday, February 21, 2005 at 7:00 pm at the Medina Library Annex Building.

Roll Call was taken with the following members noted as present: Philip Duke, Michael Tefs, Thomas Horwedel, Patricia Walker and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris; Director, Brian Hertzelt; Business Manager, Albert Scheimann, Theresa Laffey, Judy Leuthaeuser, Tina Sabol, Judy Scaife, Dawn Yonek and Elaine Frankowski. Also in attendance was prospective Blue House buyer, Jim Siegel and his guest.

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

Recognition of Guests and Comments From the Public - Director Harris introduced Dawn Yonek, who was representing Union representative Sandy Nannfeldt. He also indicated that the prospective Blue House buyer, Jim Siegel of California would be at the meeting shortly.

A motion was made by Thomas Horwedel and seconded by Patricia Walker to approve the January 17, 2005 meeting **Minutes**. The roll call vote was as follows: Michael Tefs - abstained, Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye, and Philip Duke - aye.

Brian Hertzelt indicated that he had distributed four financial items. The first is the January 31, 2005 **Financial Report** and he noted that again there was no large or unusual activity during the month. He referred to page two of the report pertaining to the General Fund receipts. He mentioned that the anticipated receipts from the Library Support Fund for the year (an estimate provided by the Ohio Library Council) may be adjusted downward due to the proposed cuts in the state budget. He further mentioned that he will keep the Board informed as the budget process continues in Columbus.

The next item was the revised December 2004 Financial Statement. As indicated last month, it was necessary to contact the Medina County Auditor to insure that no violations occurred pertaining to the necessary inter-fund transfer. A recommendation was made by the Auditor so that the report could now be completed and is being presented to the Board.

The next item is the 2004 End of Year Appropriation Transfer Summary. This provides overview of the necessary transfers that were made at the end of 2004 to cover all expenditures.

The final report was the Building Construction Analysis as of January 31, 2005. The Board appreciated the report and asked if in the future this could be sent via email. Hertzelt indicated that he would do this.

A motion was made by Patricia Walker and seconded by Shoukat Ali Bhamani to accept the January 31, 2005 Financial Report as distributed. The roll call vote was as follows: Michael

Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Director's Report – In addition to the written report in the Board packets, Harris indicated that circulation statistics were down slightly for the month, which again is attributed to the reduction of hours in Hinckley and conversion to SIRSI. “Warm Up America” was a great success with over 320 items collected. Harris and Tina Sabol continue to work on the LLGSF Task Force. Additionally, Harris, County Commissioner Pat Geissman and Allen Nichols, Director of the Wadsworth Library, will be on a cable program discussing the issues regarding the cutting of the Personal Income Tax, freezing of the funds available to the Library, and other proposed issues and how they will impact us. We will also need to determine how this could affect our possible 2007 Operating Levy.

The Revised **Personnel Report** was reviewed and discussed. The revision was necessary due to the fact that the original person hired for the Delivery/Maintenance position decided not to take the position and a new gentlemen was hired, effective March 7, 2005. A motion was made by Thomas Horwedel and seconded by Patricia Walker to approve the Personnel Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Patricia Walker indicated the **Finance Committee** had no report.

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

Planning Committee - Building Update - Harris reported the following updates:

Medina Facility – Historic Preservation Board met and discussed the responses to the six page letter presented to David Milling & Associates/Architects and MCDL. They acted on one of the issues and asked for a color rendering for the replacement bricks for the third floor east addition. We should be able to finalize all issues that pertain to the actual beginning of the building process, and the signage and landscaping issues can be resolved at a later date. The Zoning Appeals and Planning Commission have approved all necessary issues.

Lodi Facility – A slight delay was caused because general contractors were not communicating with sub-contractors, and is now resolved. Steel is now going up, masonry will be right behind them. We are still looking at late 2005 or early 2006 for completion.

Buckeye Facility – Going along well – all block walls are up; shingles next, then windows, should be all closed in by the end of March. Still hoping for an August 2005 opening.

Highland Facility – Diane met with Dr. Armstrong and explained the recent septic issues. He will go back to the School Board to try to resolve and may ask for authorization to let MCDL have additional land, due to the wetlands issue. Updates will continue.

Brunswick Facility – New designs being done. Hope to have a presentation available in March with the possibility of going to the Board in April with final plans. Harris provided a handout with the current Budget for Brunswick, based on the new designs.

Patricia Walker reported that the Policy and By-Laws Committee had no report. Harris indicated that we hope to meet next month with a revised circulation policy due to conversion to SIRSI system.

Communications – Harris shared a letter from Hospice of Medina County thanking MCDL for our “Warm Up Medina County” program.

Unfinished Business – Official Resolution For Cindie Schneider – At our January meeting, we recognized Cindie Schneider for her years of service, however, we did not “officially” vote on the recognition as a Resolution, therefore, the following Resolution was presented. RESOLUTION 05-08 Upon motion made by Patricia Walker and seconded by Michael Tefs, it was RESOLVED: That the Medina County District Library Board of Trustees congratulate Cindie Schneider on her service to Medina County Library patrons and wishes her well as she continues to use her many talents in other areas of Community Service. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

New Business: Staff Development Day - A recommended resolution was presented to authorize closing of the library to the public for Staff Development Day. We have been busy preparing for Staff Development Day to be held on Friday, March 11, 2005. The theme this year will be “MCDL: Welcome to the Future, Together We Can Make It Happen.” This reflects looking to the future together as a team. Staff will receive an update on the building construction and expectations for the future, not only with building plans, but with library services. There will be a short session on what’s coming down the road with SIRSI and breakout sessions of four topics of interest for professional growth and development. RESOLUTION 05-09 Upon motion made by Thomas Horwedel and seconded by Patricia Walker, it was RESOLVED: That the Medina County District Library Board of Trustees approves the closing of the library to the public on Friday, March 11, 2005 for the purposes of professional growth and development. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was Blue House Resolution – Harris introduced Jim Siegel from California, who is the prospective buyer. MCDL did all that they could to find a local buyer for the Blue House and had no offers. Tina Sabol and the CRO department then placed information on the Internet where Mr. Siegel found the information. He is very excited about the purchase and has been working with Building Coordinator, Al Scheimann and Bob Jackson with the City of Medina. The sixty day waiting period was waived so we can proceed. Siegel has hired a local architectural firm to help him with this project. He has restored eleven houses previously and talked to the Board about his plans when he places the Blue House in the California area. He has

hired a local demolition company and hopes to begin the process in March. He feels everything should be complete no later than May. He reminded us that MCDL is responsible for taking care of the ground of hazardous materials, which we are already aware of. He indicated that he was told by the city/county that a fence will need to be placed around the property, not only for his protection as the building is being dismantled, but for MCDL as well, since there will be a large hole in the ground when the building is gone. **RESOLUTION 05-10** Upon motion made by Thomas Horwedel and seconded by Patricia Walker, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director, Business Manager, and Building Project Coordinator to proceed with the sale of the “Blue House” to Jim Siegel. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was **Temporary Facility Resolution** – A recommended resolution was presented to authorize the leasing of approximately 13,795 square feet of the building located at 3800 Stonegate Drive, Medina Township, Ohio. The term of the lease will be two years, with monthly extensions up to six months available at the original price. The cost will be \$48,282.50 annually for base rent, and \$20,692.50 annually for taxes, insurance and common area maintenance. The cost of the lease for two years will total \$137,950.00. Upon authorization of the Planning Committee of the Library Board, an offer was made and accepted by the agents of the property. A lease agreement is currently being reviewed by our attorneys. While minor changes are still being made, the owners have been accommodating in accepting our needed alterations and we would like to proceed with the transaction as quickly as possible. Our Technology Department will notify Clevnet and OPLIN of our intentions as soon as a resolution is approved, but here will then be a 60-90 window before we will have T-1 lines at the facility. If we intend to move in May, it becomes imperative that we give that notice now. **RESOLUTION 05-11** Upon motion made by Patricia Walker and seconded by Shoukat Ali Bhamani, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director, Business Manager, and Building Project Coordinator to proceed with the lease of the property located at 3800 Stonegate Drive. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Mr. Siegel indicated that he would be interested in purchasing some of the contents of the Nichols House (currently housing the administration offices). Harris and the Board indicated that he should turn in a proposal and it would be considered. There have been one or two other requests from the local area and they will all be considered.

The next item was **Library Design Resolution** – A recommended resolution was presented to negotiate a contract with Library Design Associates, of Columbus, Ohio, to act as procurement agent for the MJ System 3000 shelving that staff and administration are recommending be used heavily in the building program, as well as any library furnishing in which LDA can produce the lowest price to the Library. The Planning Committee met on February 7, 2005 and discussed this contract in great length and recommended that Harris bring a Resolution to the Board meeting for vote. **RESOLUTION 05-12** 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 authorizes the Director, Business Manager, and Building Project Coordinator to negotiate with Library Design Associates to act as procurement agent on MJ System 3000 shelving and other furnishings in which LDA can demonstrate the best price available. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was **3M Resolution** – A recommended resolution was presented to authorize proceeding with negotiating a contract with 3M Corporation for the purchase of material security tags, staff sensitizing/desensitizing units, and security gates. Deborah Pawlik and Jim Haprian have done extensive research on material control and self check systems, and are making this recommendation as a result of presentations made by 3M, Checkpoint, and Vernon. The Planning Committee met on February 7, 2005 and discussed this purchase in great length and recommended that Harris bring a Resolution to the Board meeting for vote. Board member, Ali Bhamani asked for an explanation of costs and how much standardization there is between all the Libraries in the systems. A discussion was held. **RESOLUTION 05-13** Upon motion made by Patricia Walker and seconded by Shoukat Ali Bhamani, it was **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director, Business Manager, and Building Project Coordinator to negotiate with 3M Corporation for the purchase of security gates, staff sensitizing/desensitizing equipment and security tags.** The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The last item was **Library Automation Technology Self-Check Units Resolution** – A recommended Resolution was presented to negotiate a contract with Library Automation Technology for the purchase of FlashScan Self Check units. While MCDL will maintain staffed circulation desks for the foreseeable future, there is no way we can accommodate future increases in circulation with corresponding increases in staffing. Twenty-five years ago, libraries positioned themselves for future growth by automating the process. The future now lies in accommodating and encouraging self service for the most repetitive of tasks. Doing so will allow the library to focus future staffing needs in areas where we can provide the most needed help, whether that be reference service, programming, or new services not yet imagined. Deborah Pawlik and Jim Haprian, after extensive research is recommending FlashScan units over the 3M product for the following reasons:

- Our primary objective with the installation of self-check units is to provide the patron with a speedy, accurate experience so that more and more patrons use the self check units. FlashScan has a well designed workflow for the patron that is easy to use and understand. The animations on the screen, combined with audio clearly direct the patron through the process. The scanners are positioned in such a way as to accommodate barcodes placed in a variety of positions, which is a distinct help since so many of our items come from other Clevnet libraries. The three part screen used by FlashScan clearly gives directions, illustrates the transaction and even allows space for the library to post a message.

- FlashScan is a table top unit that does not require a custom cabinet. In the next 10 years, self check products will continue to evolve. While it isn't as attractive as the 3M product, it is far more flexible for the future.
- The FlashScan software has many excellent features including an instant messaging system that sends a message back to the circ desk when a patron has a problem, a low paper alert that signals staff before the unit runs out of paper, centralized management software that allows the technology department to group statistics for all of the units in a building or throughout MCDL rather than unit by unit and easily allows for global changes to the set up configurations.
- The FlashScan unit runs on modular pc hardware rather than a proprietary product. Library Automation Technologies will provide us with an onsite "hot spare" that should greatly lessen the down time and hardware upgrades are included with the yearly maintenance fee.
- Several area libraries (Cleveland Heights, Shaker Heights) that have installed FlashScan are pleased with the product. CPL chose not to upgrade their current 3M machines and is considering FlashScan.

Board member, Ali Bhamani asked about cost differences between the products and how the FlashScan product works. A discussion was held. **RESOLUTION 05-14** Upon motion made by Thomas Horwedel and seconded by Shoukat Ali Bhamani, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director, Business Manager, and Building Project Coordinator to negotiate with Library Automation Technology for the purchase of FlashScan Self Check Units. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

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

- \$52 FROM MONDAY MORNING DISCUSSION GROUP IN APPRECIATION FOR USE OF BRUNSWICK COMMUNITY ROOM & HOLIDAY GIFT
- \$40 DONATION FROM MR. & MRS. JACK ESGAR IN MEMORY OF PAULA ARNER.
- \$50 FROM WILLIAM M. BOYCE FOR GENEALOGY COLLECTION
- \$60.39 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, Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Trustees' Comments - Shoukat thanked all staff for the excellent orientation meetings and indicated he had a very enjoyable time. He didn't realize that there were so many excellent opportunities for programs, information gathering, etc. at MCDL and urged that we continue to keep our patrons updated on all these excellent opportunities available to them. Michael Tefs thanked everyone for their cards and notes congratulating him and his family on the birth of their new daughter.

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

The meeting was adjourned at 8:05 pm upon motion made by Patricia Walker and seconded by Shoukat Ali Bhamani. The vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, March 14, 2005, Medina County Library Annex, 7:00 pm

Philip Duke
President

Karen Hammon
Secretary

