

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

April 18, 2005

The Medina County District Library Board of Trustees met in regular session on Monday, April 18, 2005 at 7:00 pm at the Medina Library Annex Building.

Roll Call was taken with the following members noted as present: Philip Duke, Karen Hammon, Thomas Horwedel, Patricia Walker and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris; Director, Brian Hertzelt; Business Manager, Theresa Laffey, Al Scheimann, Judy Leuthaeuser, Sandy Nannfeldt, Tina Sabol, Judy Scaife, Dawn Yonek and Elaine Frankowski. Also in attendance were Dan Whisler of David Milling & Associates Architects and Peter MacEwan from The Ruhlin Company.

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

Recognition of Guests and Comments From the Public – President Duke recognized Dan Whisler of David Milling & Associates Architects and Peter MacEwan from The Ruhlin Company.

A motion was made by Thomas Horwedel and seconded by Karen Hammon to approve the March 14, 2005 meeting **Minutes**. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Brian Hertzelt discussed the distributed March 31, 2005 **Financial Report**. Hertzelt indicated that on page two of the report under General Fund Receipts, he did not change the figure for Library Support Fund as we have not had any further news from Columbus so we did not adjust the figure. He also mentioned that on Footnote B – Investment Income, a higher than anticipated short-term interest rate coupled with higher than anticipated cash on hand has increased this budgeted amount. Our financials continue to be in very good shape. At the Finance meeting scheduled for May 4, 2005, we will discuss the 2006 Tax Budget and he will have an updated forecast, which will include also include 2007 and 2008.

A motion was made by Karen Hammon and seconded by Patricia Walker to accept the March 31, 2005 Financial Report as distributed. The roll call vote was as follows: Karen Hammon - 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 indicated that the new Bookmobile is now in Canton, Ohio being customized for our specific use. We hope that we can coordinate its completion so that we will be in the new building. We will look into finding a good price for our old one and investigate various areas where we might be able to find a buyer for it. The temporary move to another facility now has a timeline. We

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hope to start the move on Tuesday, July 5, 2005 and will probably need to close the Library by Thursday or Friday, July 7 and 8. We should not be closed more than a week. We will have more exact dates at our May Board meeting. The Collection Resources and Technology Departments will move first so that they can begin organizing our new location at the old DIY building on Stonegate. We are busy getting ready for the Summer Reading Program and a few adjustments will need to be made because of the move. Harris also indicated that he spoke recently at a Leadership Medina meeting and everyone seemed very excited about our entire building program.

The **Personnel Report** was reviewed and discussed. There are several openings available and interviews will begin soon. We have also posted the new Buckeye Manager position. A busy time for HR. 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: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Patricia Walker indicated the **Finance Committee** had no report but have a meeting scheduled for 8:15 am on Wednesday, May 4, 2005.

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

Planning Committee – Chair, Karen Hammon indicated that the Committee met prior to this evening's meeting and turned the reporting over to Mike Harris. **Brunswick Community Library – Approval of Schematic Design & Highland Community Library – Approval of Schematic Design** – Harris indicated that he would like to table these two issues, as The Ruhlin Company needs more time to work out the cost estimates for both these facilities. Should they have these completed by our scheduled May 2, 2005 Planning Committee meeting, it is possible that we may schedule a full MCDL Board meeting instead of just a Planning Committee meeting. Peter MacEwan and Dan Whisler were available to answer any questions. Whisler also briefly reviewed the Brunswick and Highland plans to date for those that were not at the previous meeting. With regard to the Highland site, we are still working with Bruce Armstrong to resolve the additional land needed to satisfy the EPA and septic issues. Meetings and updates will continue.

Building Update – In addition to what was reported earlier, Harris indicated that the latest meeting with the Historical Preservation Board was successful and we now think we have all the necessary approvals. The City Planning Department approvals were given; we only need to provide them with a letter about the bus garage and a letter about our continued willingness to work with the shared parking issue with Garfield school.

President Duke indicated that he would like to move the item **Medina Library – Approval of Design Development – Move to Construction Documents** on the Agenda under

“Unfinished Business” to the last item under “Planning Committee.” Everyone was in agreement.

At the Planning Committee meeting held prior to this meeting, a resolution was recommended to authorize David Milling and Associates and The Ruhlin Company to formally accept the Design Development drawings for Medina Library with the budget adjustments recommended by The Ruhlin Company and to proceed with construction documents.

Harris distributed a Design Development – Budget Comparison Estimate and a Summary Sheet, which were discussed in great detail. After reviewing current architectural plans for the Medina Library, The Ruhlin Company has determined that it is reasonable to believe we can proceed to develop construction documents that conform to allowable budgetary boundaries. They recognize that we have moved \$250,000 from Other Owner Costs to the Construction budget itself, and that we are prepared to allocate up to \$250,000 more from Infrastructure Costs to cover additional hazardous material abatement and requisite site work.

Adequate money has existed in the Infrastructure Fund from the beginning to cover unanticipated asbestos and lead abatement. While we assumed that the largest of our problems would occur in Medina, it was decided to leave that money in an umbrella fund until such time as it was needed. The movement of this money to the Highland and Medina projects still leaves a very comfortable cushion for future unanticipated expenses. **RESOLUTION 05-15** Upon motion made by Karen Hammon and seconded by Shereen Lakhani, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Design Development drawings for the Medina Library and authorizes proceeding to Construction Documents. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Patricia Walker reported that the **Policy and By-Laws Committee** had no report. Harris indicated that the new Board of Trustees Manual should be ready for distribution at our next Board meeting. A sample binder with our new logo was shown to all in attendance. Harris thanked Diane Dermody for all her hard work in putting this together, Patti Hetkey for her designs and Elaine Frankowski for coordinating it.

There were two **Communications**. One was from the Battered Women’s Shelter thanking us for all the donated afghans and scarves from our recent “Warm Up Medina” program and a letter from the Library Public Relations Council congratulating Tina Sabol and her department on being chosen a winner in their recent “Share the Wealth” competition. Both of their entries, *Adventure 2004 Quest Summer Reading Celebration* and *Tutoring 101 A How To* were selected. A Certificate of Merit was issued and these entries will be used by other libraries and will also be displayed at the ALA Conference in Chicago this June. The Board congratulated Tina and her department on this exciting award.

There was no other **Unfinished Business**.

New Business: Friends of the Library Resolution - At our last Board meeting, President Duke indicated that he would like a resolution prepared thanking all the Friends' groups for their outstanding contributions to MCDL, not only monetary but service hours as well. An official Outstanding Service Recognition Resolution was prepared and read by President Duke honoring the Brunswick, Highland, Hinckley, Lodi, Medina and Seville Friends groups. This signed Resolution will be mounted and given to the various groups. **RESOLUTION 05-16** Upon motion made by Shereen Lakhani and seconded by Patricia Walker, it was RESOLVED: That the Medina County District Library Board of Trustees recognize the Friends of the Brunswick, Highland, Hinckley, Lodi, Medina and Seville Libraries for their unending support through the past, present and future as MCDL builds new, larger and better facilities that will serve the community for years to come. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

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

- \$25 FROM JOANNE BOISE IN MEMORY OF RUSS STAFFORD
- \$25 FROM EILEEN SUTTON IN MEMORY OF TAMMY RODIC
KARA

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

Trustees' Comments - Patricia Walker thanked the Community Relations Department for the great National Library Week Celebrity Read Posters Event. It was well planned and enjoyed by all.

Harris thanked Judy Scaife, Human Resources Coordinator, for all her work to keep our employee health plan for the new year with very little increase. This was quite an accomplishment since so many companies are seeing huge increases in their rates. The Board received detailed information in tonight's Board packets. The Board thanked Scaife for all her efforts as well.

At 7:28 pm upon a motion made by Karen Hammon and seconded by Shereen Lakhani the Board moved to enter into **Executive Session** to discuss compensation of a public employee. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

The Board came out of **Executive Session** at 8:03 pm upon motion made by Karen Hammon and seconded by Thomas Horwedel. The roll call vote was as follows: Karen

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Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye. No action was taken.

The meeting was adjourned at 8:04 pm upon motion made by Karen Hammon and seconded by Thomas Horwedel. The vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye

NEXT BOARD MEETING

Monday, May 16, 2005, Medina County Library Annex, 7:00 pm

Philip Duke
President

Karen Hammon
Secretary