

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

September 19, 2005

The Medina County District Library Board of Trustees met in regular session on Monday, September 19, 2005 at 7:00 pm at the Brunswick Community Library.

**Roll Call** was taken with the following members noted as present: Philip Duke, Michael Tefs, Patricia Walker, Shereen Lakhani and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager; Jennifer Cassidy, Carole Kowell, Theresa Laffey, Judy Leuthaeuser, Judy Scaife, Al Scheimann, Dawn Yonek and Elaine Frankowski. Darrell Dinges from David Milling & Associates Architects, Project Coordinator for Brunswick facility was also in attendance.

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

**Recognition of Guests and Comments From the Public** – Director Harris introduced Darrell Dinges from David Milling & Associates who will present a revised Schematic Design for Brunswick later on the Agenda. The Board also thanked Carole Kowell for her hospitality for our meeting this evening.

A motion was made by Patricia Walker and seconded by Shoukat Ali Bhamani to approve the August 15, 2005 regular meeting **Minutes**. The vote was as follows: Michael Tefs - abstained, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

A motion was made by Patricia Walker and seconded by Michael Tefs to approve the August 22, 2005 **Special** meeting **Minutes**. The vote was as follows: Michael Tefs - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - abstained and Philip Duke - aye.

Brian Hertzal indicated that the distributed August 31, 2005 **Financial Report** shows no large or unusual disbursements and the tax receipts were received on a timely basis. Hertzal also reported that as mentioned last month, money was moved from Money Market accounts to Certificates of Deposit. Additional petty cash was distributed. Hertzal also reported that RFP's were sent out for snow removal and custodial work bids.

Hertzal also distributed a report on Buckeye and Lodi Construction Projects as of August 31, 2005 and explained the various budget and actual cost figures. He will continue to do this for the Board's information and will add facilities as the various projects continue. The Board is pleased with the report and look forward to receiving this each month.

A motion was made by Patricia Walker and seconded by Shereen Lakhani to accept the August 31, 2005 Financial Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

**Director's Report** – In addition to the written report in the Board packets, Harris indicated it was a real testament to staff of being able to accomplish our move to Stonegate and the first of two Administrative moves with a minimum of disruption to the public. In addition, we are still ahead of

last year in circulation. We had some problems with the phones and email for a short period of time, but this is pretty much resolved now.

The **Personnel Report** was reviewed and discussed. Harris introduced Jennifer Cassidy, who is our new Adult Services Department Supervisor in Brunswick. All welcomed Jennifer to MCDL. We are also pleased to announce that Mary Olson will return from her Parental Leave of Absence on a part time basis. The postings have gone out for the new positions for the Buckeye facility, allowing the prospective new hires to receive proper training prior to the opening date.

Judy Scaife, Human Resources Coordinator, explained the requested Salary Adjustment for two employees, Jim Haprian, Technology Services Coordinator and Keith Maynard, Maintenance Supervisor. Haprian completed his undergraduate work in August at the University of Akron. At Haprian's time of hire in 2000, he was hired at the entry level rate for his position with the understanding that when he received his degree, he would receive an increase in salary. We are pleased that he has achieved this goal and recognize his vital role in the library system, especially during this building project.

We are asking for an adjustment of Keith Maynard's salary mid-year because he has taken a pivotal role in our building project. We feel it is necessary to recognize Maynard's vital contributions and increased responsibilities at this time.

Both salary adjustments would be effective retroactive to September 5, 2005. No separate Resolution is necessary as these increases are already covered in our current budget and are approved as part of the Personnel Report.

A motion was made by Patricia Walker and seconded by Shoukat Ali Bhamani to approve the Personnel Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

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

The **Personnel Committee** had no report.

**Planning Committee – Building Update** Mike Harris indicated that as we get closer to completion on the Buckeye project we are now holding weekly meetings. There are some lobby floor and carpet problems, but these should be resolved soon. We are anticipating a late November or early December opening. Lodi is on track and within budget and we are still planning on a late December completion. The Board will be updated on both the Buckeye and Lodi projects and will be involved with the grand opening ceremonies.

On the Medina project, we are well into Phase One, gates and fences are up. We are meeting with the city about some fencing issues, but this should be resolved very quickly. The bus garage has already been removed and removal of the Annex building and Administrative offices will begin tomorrow. The bids are out for Phase Two, and we hope to award the bids at our October meeting. Following that will be Phase Three, which is the largest one representing 87% of the entire project.

A presentation for the Brunswick facility will be given by Darrel Dinges from David Milling & Associates later in the Agenda.

The Purchase and Easement Agreements are in the Highland School Board's hands now and should be presented at their next Board meeting. The wetland notices have been issued and we have thirty days after publication for anyone requesting a public hearing.

Shereen Lakhani reported that the **Policy and By-Laws Committee** had no report.

**Communications** - Harris shared recent correspondence from OLC with the Board thanking Sandy Nannfeldt and Elizabeth Nelson for an excellent job of representing the library on their recent OLC presentation of best practices in adult programming.

**Unfinished Business – Brunswick Schematic Design** – Darrell Dinges, Project Coordinator for Brunswick began his presentation of the new drawings and sample materials. This new design retains more of the existing building, while reduces the cost by about \$600,000. After the presentation was completed and questions were asked the Board indicated that they were not pleased with the new designs and asked to see the drawings that were previously presented to the Board for comparison purposes. They also asked for examples of the various price differences on each item that was changed and how much dollars were saved. Dinges did not have the previous drawings or price differences available at this time. The Board indicated they wanted to table this item. Harris asked if the information requested by the Board could be made available by David Milling and Associates, would the Board be willing to meet sometime next week. The Board indicated they would. Harris and staff will begin planning this meeting and will let the Board know in a few days. This meeting needs to take place as soon as possible so that we do not lose an additional month of planning.

**Highland Schematic Design** – Tabled for a later meeting.

**New Business: Select A Secretary Pro Tem** - Karen Hammon, Secretary will not be able to attend the next several meetings. In order for the Minutes to be distributed on a timely basis, it was decided to elect a Secretary Pro Tem. A discussion was held and Patricia Walker was nominated as Secretary Pro Tem. The roll call vote was as follows: Michael Tefs - aye, Patricia Walker - abstained, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

**Resolution to Authorize Construction Contract Documents For Phase Two For Medina Library** - A recommended resolution was offered to approve the Construction Contract Documents prepared by David Milling and Associates for Phase Two, consisting of Bid Items Two and Three, for the Medina Library, and authorizing The Ruhlin Company to solicit bid proposals for the Foundations and Building Concrete and for Structural Steel.

Work has begun on demolition, and a schedule has been developed by Peter MacEwan at the Ruhlin Company that will allow for the award of these bids at our October 17 Board meeting.

While Phase Three will consist of almost 90% of the total cost of the Medina project, the early award of Bid Items One, Two, and Three will allow work to continue well into the winter

and position us well for scheduling the remaining Bid Packages. **RESOLUTION 05-33** Upon motion made by Shereen Lakhani and seconded by Michael Tefs, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Construction Contract Documents for the Foundations and Building Concrete and Structural Steel phase of the Medina Library, and authorizes The Ruhlin Company to solicit bid proposals for the Bid Item #2 and Bid item #3 work. The roll call vote was as follows: Michael Tefs - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was **Disposition of Old Bookmobile** A recommended resolution was presented to the Board to donate our old bookmobile to the State Library of Louisiana, and authorize the Director and Business Manager to solicit donated funds and equipment to refurbish and stock the bookmobile before its journey south. A discussion was held. President Duke had briefly checked with the County Prosecutor's Office and indicated that they are of the opinion that it may not be permissible to legally do this. The Board felt that this was a very admirable idea but wanted to obtain a written opinion on the matter from the Prosecutor's office before proceeding any further. President Duke offered to do so. Item will be tabled until our October meeting.

The next item was **Resolution for Vacation Conversion** - Judy Scaife, Human Resources Coordinator, presented a recommended resolution *for this year only* to allow Keith Maynard, Maintenance Supervisor, to be allowed to request vacation days to be converted to extra compensation rather than take the vacation days. MCDL has a policy limiting the number of days of vacation eligible for carryover into a new year. However, due to our moving and building projects that Maynard plays such a pivotal role, it may not be viable for him to take all of his earned vacation days for this year only. MCDL does not wish to make vacation conversion a standard policy as we continue to support and believe in the importance of the use of vacation days. We do realize that during the building project we are placing additional responsibilities on our management team and need to recognize unique situations that are shaped by these times. A discussion was held. **RESOLUTION 05-34** Upon motion made by Michael Tefs and seconded by Shereen Lakhani, it was RESOLVED: That the MCDL Board of Trustees allows the Director to grant requests from the Maintenance Supervisor for conversion of vacation days to compensation for up to ten (10) vacation days. Requests must be made by 12/10/05. The roll call vote was as follows: Michael Tefs - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

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

- \$50 FROM 1<sup>ST</sup> KY. COMPANY "H" DISMOUNTED CAVALRY THROUGH THE FRIENDS OF THE BRUNSWICK LIBRARY
- \$5,000 FROM THE FRIENDS OF THE LODI LIBRARY FOR THE NEW LODI LIBRARY TO PURCHASE AN ETCHED GLASS OF HISTORICAL PHOTOS FOR REFERENCE DESK
- \$5,000 FROM THE FRIENDS OF THE MEDINA LIBRARY FOR THE WRITER'S LIVE PROGRAM
- \$300 FROM THE FRIENDS OF THE MEDINA LIBRARY FOR THE GROUND BREAKING FUND/RECEPTION
- \$400 FROM THE FRIENDS OF THE MEDINA LIBRARY FOR THE 2005 LET'S TALK ABOUT IT PROGRAM

- \$100 FROM THE FRIENDS OF THE HINCKLEY LIBRARY FOR THE 2005 LET'S TALK ABOUT IT PROGRAM
- \$100 FROM THE FRIENDS OF THE LODI LIBRARY FOR THE 2005 LET'S TALK ABOUT IT PROGRAM
- \$1,000 FROM THE LODI AMERICAN LEGION POST 523 TO BE USED TOWARD THE PURCHASE OF A FLAG POLE FOR THE NEW LODI LIBRARY

**Trustees' Comments** – The Board also thanked the Staff for all their efforts to accomplish the move to Stonegate with a minimum of disruption to the public. Al Scheimann was welcomed back from his recent injury.

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

The meeting was adjourned at 8:50 pm upon motion made by Michael Tefs and seconded by Shereen Lakhani. The vote was as follows: Michael Tefs - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

#### **NEXT BOARD MEETING**

**Monday, October 17, 2005, New Buckeye Library (if completed) or  
Brunswick Community Library, 7:00 pm**

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**Philip Duke**  
President

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**Karen Hammon**  
Secretary

