

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

December 19, 2005

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

Roll Call was taken with the following members noted as present: Philip Duke, Michael Tefs, Karen Hammon, Thomas Horwedel and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager; Judy Scaife, Human Resources Coordinator; Theresa Laffey, Sandy Nannfeldt, Tina Sabol, Al Scheimann, Dawn Yonek and Elaine Frankowski. Guests in attendance were former Board members Dale Lynk and Cindie Schneider and Gretchen, Julia and Anna Tefs, along with Michael Tef's mother Jill Callahan.

President Duke asked that "Item G under New Business" be removed from the Agenda to be discussed at our January 2006 meeting. The **Agenda** was then approved as changed upon a motion made by Karen Hammon and seconded by Shoukat Ali Bhamani. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Recognition of Guests and Comments From the Public – Board president Duke welcomed former Board members, Dale Lynk and Cindie Schneider to the meeting. Outgoing Board member, Michael Tef's family were also recognized.

A motion was made by Shoukat Ali Bhamani and seconded by Michael Tefs to approve the November 14, 2005 regular Meeting **Minutes**. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - abstained, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Brian Hertzal discussed the distributed November 30, 2005 **Financial Report** and indicated that the tax receipts were received on a timely basis and expenses are within budget. Hertzal also announced that the 12.4 million dollars from the CD's that matured on December 15 were rolled over for 180 days at a rate of 4.6%.

A motion was made by Thomas Horwedel and seconded by Karen Hammon to accept the November 30, 2005 Financial Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - 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 is still up, in spite of the move and ongoing building projects. The Community and Staff have been very supportive. Our new Board member is Scott Snyder and works at Westfield Companies. He will be at our January meeting; at which time he will be formally installed. Buckeye is off to a great start. Circulation at the Grand Opening, for little more than four hours, was 1,644. It should be noted that 20% of that occurred at our new self check machines. Harris is still working on the possible donation of the old bookmobile. He has received estimates from \$1,500 to \$2,500. The Medina Friends will act as the agent in the process. Harris hopes to have more information at our January meeting. Harris also reported that the Ohio Legislature has established a Legislative Local Government & Library Funding Committee. Alan Nicholas is on the OLC Legislation Committee and has been discussing updates with Harris such as HB 66 pertaining to a wide range of tax reform measures and how they will impact local government and library funding. Also the proposed

Blackwell TEL/TABOR constitutional amendment that pertains to government spending limitations. Updates will continue.

The **Personnel Report** was reviewed and discussed. New hires were announced and vacancies reported. A motion was made by Michael Tefs and seconded by Shoukat Ali Bhamani to approve the Personnel Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Thomas Horwedel, Chair of the **Personnel Committee**, indicated that the Personnel Committee met on December 7, 2005 to consider personnel needs and salary considerations for 2006. Horwedel indicated that the Committee approved six recommendations to present to the full board for consideration. The Committee believes that each recommended motion is in the best interests of the library and can be responsibly funded in 2006. Human Resource Coordinator, Judith Scaife, then reviewed each proposal in detail and answered any questions. **RESOLUTION 05-39** Upon motion made by Thomas Horwedel 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 3% effective, January 1, 2006.

That the Medina County District Library Board of Trustees grant a 3.5% salary increase for the Professional/Administrative Staff, effective January 1, 2006.

That the Medina County District Library Board of Trustees approves a \$.35/hr increase to the page wage scale, effective January 1, 2006.

That the Medina County District Library Board of Trustees approves an increase in hours to 40 hours/week for the position of Building Project Coordinator effective January 1, 2006.

That the Medina County District Library Board of Trustees approves a 22.5 hour professional librarian position for the Lodi Library. This position will be placed on Grade 25 of the Professional/Administrative Salary Scale.

That the Medina County District Library Board of Trustees hereby adopts the position description of "Librarian." This position shall be placed on Grade 25 of the Professional/Administrative Salary Scale.

The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Michael Tefs, **Finance Committee** member, asked Director Harris and Business Manager Hertzell to introduce the resolutions that the Finance Committee reviewed at their December 9, 2005 Committee meeting and are recommending to the full Board for approval. Distributed material was discussed.

Custodial Services - As discussed at the December 9, 2005 Finance Committee meeting, a Request for Proposal was sent to twelve (12) contractors - six (6) of whom responded including ADW, the current contract holder. Hertzell distributed a summary of the bids received

and indicated that he met with Director Harris, Building Coordinator Scheimann and Maintenance Supervisor Maynard to review the analysis. They selected ADW to provide the custodial services for the following reasons:

- Although another bidder submitted a lower annual cost, there is concern that the hours per week were underestimated in order to achieve the lower annual cost.
- ADW has the lowest cost per hour of all the bidders.
- ADW has provided good service over the past couple of years and were willing to step in on short notice when an emergency cleanup was needed.

RESOLUTION 05-40 Upon motion made by Michael Tefs on behalf of the Finance Committee , it was **RESOLVED:** That the Medina County District Library Board of Trustees hereby authorizes the Director, Clerk/Treasurer and/or Deputy Clerk/Treasurer to enter into a two (2) year service agreement for custodial services with ADW. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Brokerage Account - Also discussed at the December 9, 2005 Finance Committee meeting, was that a patron of the Lodi Library intends to donate stock to the library. According to Ohio revised Code, the library may accept donations of stock so long as they are converted into cash in an expeditious manner if the donation is not specifically restricted for a specific project. In order to properly handle this donation and possible future stock donations, it is recommended that an account be established at First Merit. **RESOLUTION 05-41** Upon motion made by Michael Tefs on behalf of the Finance Committee , it was **RESOLVED:** That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to open and maintain a brokerage account with First Merit Bank for the purpose of receiving donated securities and liquidating said securities in a timely fashion. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

2006 Appropriation Budget - Also discussed at the December 9, 2005 Finance Committee was the distributed 2006 Appropriation Budget that Hertzal had prepared to establish and certify the appropriation levels for all funds for fiscal year 2006. Comparative data was provided for:

- 2003 fiscal year actual results
- 2004 fiscal year actual results
- 2005 fiscal year appropriation budget
- 2006 fiscal year tax budget

Hertzal discussed Page one of the 2006 Appropriation Budget, which is an overview of each of the various funds. Pages ten and eleven are assumptions used and explanation of various items. Hertzal indicated that most of amounts are the same as last year, with the exception of a few line items such as salaries and legal fees. The Board asked if Hertzal thought there would be more money available next year and he anticipates there could be about an additional \$200,000 in Investment Income coming into the 402 account, if investment rates continue to increase. **RESOLUTION 05-42** Upon motion made by Michael Tefs on behalf of the Finance Committee, it was **RESOLVED:** That the

Medina County District Library Board of Trustees hereby adopts the 2006 appropriations and authorizes the Director, Clerk/Treasurer and/or the Deputy Clerk/Treasurer to certify such appropriations as necessary and required. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Planning Committee – Committee member, Michael Tefs asked Director Harris to give an update on the various projects. In Brunswick, we have presented new drawings to the Planning Commission and the changes were favorable. They are asking for at least 10,000 square feet to be included in the plan and we are now looking to add 10,050 square feet. Updates will continue. In Medina, we will be discussing a resolution to solicit bid proposals for Medina Phase Three, all remaining packages later on the Agenda. The work is coming along on schedule, hazardous material removal should be done by the end of the year. Lodi is near completion, shelving and furniture will begin arriving before the end of the year. We are anticipating the VIP reception on February 16 and the grand opening on February 18. We will probably close the existing Lodi Library on February 6 and will be closed for about two weeks. The Highland land transfer should be completed soon and it is now in the hands of the EPA. Pictures were distributed to the Board showing the Blue House being re-constructed in California by Jim Segal. He will keep us updated on his progress.

The **Policy and By-Laws Committee** had no report.

Communications - Harris read a very nice letter from Evelyn Steingass Riggs pertaining to the Buckeye Grand Opening and her participation. She was very grateful. A note was also read from Gloria Glens Village thanking us for our efforts to restore the Bookmobile service to their area.

There was no **Unfinished Business**.

New Business: Resolution to Solicit Bid Proposals for Medina Phase Three, All Remaining Bid Packages – Harris is recommending a resolution to approve the Construction Contract Documents prepared by David Milling and Associates for Phase Three, consisting of all remaining Bid Items for the Medina Library, and authorizing The Ruhlin Company to solicit bid proposals for this work. Work is beginning on structural steel and concrete, and a schedule has been developed by Peter MacEwan at The Ruhlin Company that will allow for the award of these bids at our January 16 Board meeting or sooner. Phase Three will consist of almost 90% of the total cost of the Medina project, so our overall budget projections should be much clearer once these bids are opened. We hope to have recommended bids at our January meeting. **RESOLUTION 05-43** Upon motion made by Karen Hammon and seconded by Thomas Horwedel, it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby approves the Construction Contract Documents for Phase Three of the Medina Library, and authorizes The Ruhlin Company to solicit bid proposals for all remaining Bid Items. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

At this time, President Duke asked that we move *Item J – Recognition for Service – Michael Tefs* under “New Business from the Agenda” so that we could honor him and have refreshments. All were in favor. **Recognition For Service – Michael Tefs** - President Duke read a Service Recognition Resolution for Michael Tefs and everyone thanked Michael for his

support and hard work. It is because of his leadership that we are where we are today. He will be greatly missed. **RESOLUTION 05-44** Upon motion made by Karen Hammon and seconded by Thomas Horwedel, it was RESOLVED: That the Board of Trustees of Medina County District Library congratulates Michael Tefs on his service to Medina County District Library. We honor his dedication to public service in our county libraries and his guidance to the library building project. The vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

At 7:55 pm the meeting was recessed so that we could enjoy refreshments in honor of Michael Tefs.

The meeting reconvened at approximately 8:10 pm. At 8:11 pm upon a motion made by Karen Hammon and seconded by Michael Tefs the Board moved to enter into **Executive Session** to discuss compensation of a public employee. The vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The Board came out of **Executive Session** at 8:28 pm upon motion made by Michael Tefs and seconded by Karen Hammon. The vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

New Business: Salary Adjustment Director - RESOLUTION 05-45 Upon motion made by Michael Tefs and seconded by Karen Hammon, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves a 2006 salary adjustment of 4-1/2% for the Director of the Medina County District Library. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

New Business: Salary Adjustment & 2006 Contract for Business Manager - RESOLUTION 05-46 Upon motion made by Michael Tefs and seconded by Thomas Horwedel it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves a 2006 salary adjustment of 3-1/2% for the Business Manager of the Medina County District Library. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

New Business: Salary Adjustment Human Resources Coordinator - RESOLUTION 05-47 Upon motion made by Michael Tefs and seconded by Karen Hammon it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves an additional 1% salary adjustment for Judith Scaife, Human Resources Coordinator. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

New Business – 2005 End-of-Year Appropriation Transfers – A recommended resolution is offered that would authorize the Clerk/Treasurer and/or Deputy Clerk/Treasurer to make the necessary appropriation transfers to cover the 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 disbursement of funds. A detailed transfer report will be provided to the Board at either the

January or February 2006 Board Meeting. **RESOLUTION 05-48** Upon motion made by Karen Hammon and seconded by Shoukat Ali Bhamani it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or Deputy Clerk/Treasurer to make such appropriation transfers as are necessary at the close of the 2005 fiscal year in the following funds to adequately cover all expenditures: General Fund (101), Grant Fund (201), Debt Service Fund (301), Building & Repair Fund (401), Facility Construction & Renovation Fund (402) and 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 2005. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

New Business – Retirement Recognition for Jane Fassnacht Patalon - A Retirement Recognition was read honoring Jane Patalon's 9-1/2 years of service to MCDL and wishing her well as she begins the next stage of her life. Unfortunately, Jane was not able to be present tonight as she wanted to work her last night on the Bookmobile to say goodbye to patrons. **RESOLUTION 05-49** Upon motion made by Karen Hammon and seconded by Thomas Horwedel it was RESOLVED: That the Medina County District Library Board of Trustees hereby congratulates Jane Fassnacht Patalon on her retirement and wish her well as she begins the next stage of her life. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

New Business – Meeting Dates For 2006 – RESOLUTION 05-50 Upon motion made by Shoukat Ali Bhamani and seconded by Karen Hammon it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the following meeting dates for 2006:

2006 Meeting Schedule

January 16
February 20
March 20
April 17
May 15
June 19
July 17
August 21
September 18
October 16
November 20
December 18

Meetings are held on the third Monday at 7:00 pm. Since we are in the middle of our building program, locations of meetings will need to be determined. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

New Business – Update on Selection of New Board Member – As announced earlier, we have a new Board member, Scott Snyder of Medina. He was chosen by the Medina County Commissioners Office and will be at our January meeting.

Upon motion made by Karen Hammon and seconded by Shoukat Ali Bhamani the following **Donations** were accepted **with gratitude**:

- \$500 FROM DALE & BONNIE LYNK TO BE USED FOR QUIET STUDY ROOM AT NEW LODI LIBRARY
- \$500 FROM MARY CASTO IN MEMORY OF BERNICE MILLER FOR PLAQUE ON STAINED GALSS WALL AREA OF NEW LODI LIBRARY.

The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye. President Duke indicated that he had thanked former Board member, Dale Lynk, earlier on behalf of the Board for his generous donation.

Trustees' Comments – The Board once again thanked Michael Tefs for his years of service and wished him well. Harris announced that MCDL will be forming a Citizens Strategic Planning Commission and Michael Tefs has agreed to be on this Committee.

The meeting was adjourned at 8:30 pm upon motion made by Thomas Horwedel and seconded by Karen Hammon. The vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Thomas Horwedel - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

NEXT BOARD MEETING

**Monday, January 16, 2006, 7:00 pm at the
New Lodi Library**

Philip Duke
President

Karen Hammon
Secretary