

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

March 20, 2006

The Medina County District Library Board of Trustees met in regular session on Monday, March 20, 2006 at 7:00 pm at the Brunswick Community Library.

Roll Call was taken with the following members noted as present: Philip Duke, Patricia Walker, Karen Hammon and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager; Sandy Nannfeldt, Tina Sabol, Judy Scaife, Al Scheimann and Elaine Frankowski. Guests in attendance were David Gulley from The Ruhlin Company and Charles Parsons and Kathleen Compton representing The Parsons Group.

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

Recognition of Guests and Comments From the Public – Director Harris introduced David Gulley from The Ruhlin Company and thanked him for always being available to answer any building project questions. Board president Duke thanked Mr. Parsons and Ms. Compton for agreeing to make a presentation to the Board this evening.

A motion was made by Karen Hammon and seconded by Patricia Walker to approve the February 20, 2006 regular Meeting **Minutes**. The roll call vote was as follows: Patricia Walker- aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Board members, Scott Snyder and Thomas Horwedel arrived at approximately 7:08 pm.

Brian Hertzal discussed the distributed February 28, 2006 **Financial Report** and brought the Board's attention to Footnote "C" on page ten of the report, which explains the fluctuation in investment income. Investment income is recorded when an investment matures. The fluctuation is the result of increasing interest rates coupled with the reallocation of the investment portfolio to include certificates of deposit. The certificates of deposit have a longer duration to maturity than STAROhio and money market investments. Hertzal also indicated that he will add the Medina project to the monthly construction report that he emails the Board each month in April. Hertzal also announced that several agencies will mature in June and July and these will be converted to CD's. He also mentioned that we have received 137 shares of stock from Marilyn Clark to be included in the Medina project. This will be a part of March business and will show up on next month's report. A motion was made by Karen Hammon and seconded by Scott Snyder to accept the February 28, 2006 Financial Report as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker- aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Board member Shereen Lakhani arrived at approximately 7:10 pm.

Director's Report – In addition to the written report in the Board packets, Harris indicated that circulation continues to be very high. It has become clear that accounting for circulation by transacting library is the only way to make sense of our statistics. We have also found that we are seeing many new people in our libraries due to the opening of Buckeye and the enlarged Lodi. The programs have been really great and patrons are looking for more hours in Buckeye. A good point

for our Levy campaign. Everyone continues to be busy with all the building projects in addition to every day normal activities. Judy Scaife will be leaving MCDL sometime in June so there is much to do before that time. In your folders this evening, Scaife has provided some summaries for your information pertaining to our HR budget with charts showing the breakdowns. The good news is we are under budget so far for the year. Also included is a listing of Training Courses that staff has attended and/or participated in for 2005.

The **Personnel Report** was reviewed and discussed. We are pleased to report that Pat Rainey will be returning to MCDL as a Librarian in Lodi. A motion was made by Patricia Walker and seconded by Thomas Horwedel to approve the Personnel Report as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker- aye, Karen Hammon - aye, Shereen Lakhani – abstained, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

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

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

Planning Committee - Karen Hammon asked Director Harris to give an update on the various projects. Harris indicated that he was happy to report that we are on track and on budget for all projects. The Bookmobile had some smoke problems in the passenger seat, but this was resolved and staff was on top of everything. Steel will be delivered to the Medina site this Friday and we should actually see the building go up from the ground now. In Highland, the transfer has gone through and we are still waiting for news from the EPA and the Army Corps of Engineers. We expect some news soon. The Board asked if we heard anything more about a public hearing and Harris indicated he didn't think that would be necessary as we have only heard from one individual. In Brunswick, we hope to have an agreement for a temporary facility by mid April. We are looking at several locations.

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

Communications An article appeared in the *Reader Forum* section of the March issue of *American Libraries* entitled "Part-time Provocation." The article and a response written by Mary Olson and Kym Lucas appear in the packets this evening.

Unfinished Business: Approval of Contract For The Parsons Group. A recommended resolution was presented authorizing the Director and Business Manager to approve a contract with the Parsons Group to facilitate a strategic planning process for the Medina County District Library. A discussion was held at the February 20, 2006 Board meeting wherein the Board achieved a consensus that this was an appropriate action to undertake, and that the Board would be willing to entertain a presentation by the Parsons Group to recommend a specific course of action. Charles Parson and Kathleen Compton gave an excellent PowerPoint presentation on what method would be used for MCDL in the Strategic Planning process, how this process would be accomplished and some projected timetables for completion and results that we are seeking. Questions were answered from the Board and all agreed that this sounded like a good plan. **RESOLUTION 06-11** Upon motion made by Thomas Horwedel and seconded by Karen Hammon, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director and Business Manager to approve a contract with the Parsons Group to facilitate a Strategic Planning process for the Medina

County District Library. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker- aye, and Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke aye.

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

- 1,000 FROM JUDY CAMPBELL FOR PURCHASE, INSTALLATION & DEDICATION PLAQUE OF A FLAGPOLE IN MEMORY OF R.B. CAMPBELL FOR THE MEDINA LIBRARY
- \$500 FROM JOE & IRENE WARNER FOR WALL OF RECOGNITION AT NEW LODI LIBRARY
- \$1,000 FROM BILL & ELVA DUNHAM FOR WALL OF RECOGNITION AT NEW LODI LIBRARY
- \$500 FROM DICK & PAT EDINGTON FOR WALL OF RECOGNITION AT NEW LODI LIBRARY
- \$200 FROM JUDY LEUTHAEUSER, THERESA LAFFEY, LYNN WIANDT, KYM LUCAS & BETSY GILDER FOR PURCHASE OF ARTWORK FOR BUCKEYE LIBRARY IN MEMORY OF MICHAEL DOLANSKY

The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Trustees' Comments – The Board thanked Harris for initiating the Strategic Planning process, it appears to be the right time and place. The Board is saddened by Judy Sciafe's anticipated retiring and thanked her for many years of service and dedication. She will be difficult to replace.

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

The meeting was adjourned at 8:06 pm upon motion made by Karen Hammon and seconded by Patricia Walker. The vote was as follows Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, April 17, 2006, 7:00 pm
Brunswick Community Room

Philip Duke
President

Patricia Walker
Secretary

