

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

January 15, 2007

The Medina County District Library Board of Trustees met in regular session on Monday, January 15, 2007 at 7:00 pm at the Buckeye Library.

**Roll Call** was taken with the following members noted as present: Philip Duke, Thomas Horwedel, Patricia Walker, Karen Hammon, Shereen Lakhani, Shoukat Ali Bhamani and Scott Snyder. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzell, Business Manager; Jeanne Christensen, Craig Harwick, Judy Leuthaeuser, Sandy Nannfeldt, Debbie Pawlik, Tina Sabol and Elaine Frankowski. Guests in attendance were Eric Ward and Helen Milling from David Milling & Associates Architects and Dave Gulley from The Ruhlin Company.

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

**Presentation of Slate of Officers** – President Duke asked Nominating Committee Chair, Karen Hammon to present the proposed Officers for 2007. They are as follows:

President -	Thomas Horwedel
Vice President -	Patricia Walker
Secretary -	Scott Snyder

A motion was made by Karen Hammon and seconded by Shereen Lakhani to accept the Slate of Officers as presented. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye. Duke then turned the gavel over to new President, Thomas Horwedel. Horwedel announced the various Committees and chairs and indicated that these could be changed later in the year.

**Recognition of Guests and Comments From the Public** – President Horwedel recognized Sandy Nannfeldt, President of SEIU1199/MCDL, who announced that the members overwhelmingly voted to ratify the new contract. Nannfeldt thanked the entire negotiating team for their diligence and concern to work toward a contract that would be pleasing to all concerned and that they look forward to a continued good working relationship with the Library and a successful levy campaign. The Board thanked Nannfeldt for all her efforts and support and indicated that they appreciated the on-going good relationship that we have between all parties.

A motion was made by Karen Hammon and seconded by Philip Duke to approve the December 18, 2006 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - abstained, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye

A motion was made by Karen Hammon and seconded by Philip Duke to approve the December 27, 2006 Special Meeting **Minutes** as distributed. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - abstained, Shoukat Ali Bhamani - abstained and Thomas Horwedel - aye

Brian Hertzell discussed the distributed December 31, 2006 **Financial Report** and indicated that once again there was nothing unusual occurring and that things are actually somewhat better than anticipated. Receipts are higher and expenditures are under budget. All of our CD's have matured and consolidated. An Investment Portfolio update was attached to the Financial Report for review. One of our CD's matures tomorrow and will be converted to a Money Market Account for now with Western Reserve Bank. He also indicated that we will be converting some of these CD's into cash as the building project progresses. A motion was made by Karen Hammon and seconded by Philip Duke to accept the December 31, 2006 Financial Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye

**Director's Report** – Harris indicated that due to the many items on the Agenda this evening, he would not add to the report that was included in the Board packets. He also thanked Union President, Sandy Nannfeldt, and the entire negotiating team for all their time and hard work to reach a contract that would be agreeable to all parties. Harris also attended a Historic Preservation Board Meeting wherein all the new Medina Library signage was approved. He also announced that a groundbreaking ceremony was scheduled for Seville. It will be Wednesday, March 7, 2007 at 12:30 pm. This seemed to be the best time for public and school officials to attend. Harris also brought to the Board's attention that some year-end statistical information (pink copies) was also included in this evening's packets.

Harris also indicated that due to all that will be going on this year with the building project; he would like to schedule more Board Committee meetings so that the Board can become more involved.

The **Personnel Report** was reviewed and discussed. A motion was made by Philip Duke and seconded by Karen Hammon to approve the Personnel Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye

The **Finance Committee** had no report

The **Personnel Committee** had no report.

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

There were no **Communications**.

**Unfinished Business. District 1199 Union Contract Approval** – The negotiating team reached an agreement on January 3, 2007 for a new three year contract. The contract was ratified by the bargaining unit membership on Sunday, January 14, 2007. A bullet point summary of key items in the contract was distributed for the Board's information. **RESOLUTION 07-01** Upon motion made by Philip Duke and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the new three year contract negotiated with and ratified by the membership of District 1199 Service Employees International Union - Medina County District Library.** The roll call vote was as follows: Patricia Walker - aye, Scott

Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye

The next item was **Professional/Administrative Salary Increase** – In light of all the efforts expanded by staff as we moved to temporary locations, adjusted to temporary situations, and anticipating another round of moves during 2007, and staying within the guidelines as discussed with the Board, of 12% over the next three years, the following increases are recommended: In 2007 an increase of 4-1/2%, a 4% increase in 2008, and a 3-1/2 % increase in 2009. **RESOLUTION 07-02** Upon motion made by Scott Snyder and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves a 4-1/2% increase to salaries for the professional/administrative staff effective January 1, 2007.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye

The last item was **2007 Contract for Business Manager** - At the last meeting a new contract was signed for Brian Hertzell extending his employment through the end of 2007. However, due to the union contract negotiations and no resolution to either the union salary structure or salary increases for the Professional/Administrative salary program, it is recommended that Brian's contract be renegotiated, retro active to January 1, 2007 with a 4-1/2% increase in salary. **RESOLUTION 07-03** Upon motion made by Patricia Walker and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves a 4-1/2% increase to the Business Manager's salary retroactive to January 1, 2007. and that a new contract for 2007 be signed indicating said change.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye

**New Business: 2007 Banking Resolutions** - A resolution was presented to provide the necessary authorizations related to performing various banking functions throughout the 2007 fiscal year. This request allows for the normal day-to-day financial functions of the library to be performed in accordance with the Ohio Revised Code and the Ohio Administrative Code. In summary, these resolutions authorize various appointed positions within the Medina County District Library the following:

- To have access to any safe deposit boxes.
- To sign any checks, drafts, notes or orders drawn against checking or savings accounts.
- To invest or redeem investments through wire transfers at various banking institutions.

**RESOLUTION 07-04** Upon motion made by Philip Duke and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the following 2006 Fiscal Year Banking Resolutions A – C.**

#### **2007 FISCAL YEAR BANKING RESOLUTIONS**

**RESOLUTION 07-04A** That the Medina County District Library Board of Trustees authorizes the following individuals to have access to any safe deposit box rented by the Library: Medina County District Library President of the Board of Trustees; Director; Clerk/Treasurer; and the Deputy Clerk/Treasurer.

**RESOLUTION 07-04B** That the Medina County District Library Board of Trustees resolves that all checks, drafts, notes or orders drawn against the accounts at First Merit, STAR Ohio, or any other Board approved Depository Financial Institutions for the Library be signed by two of the following: Medina County District Library President of the Board of Trustees; Vice President; Clerk/Treasurer; and the Deputy Clerk/Treasurer.

**RESOLUTION 07-04C** That the Medina County District Library Board of Trustees resolves that any one of the following are currently authorized to act with full power to invest or redeem investments through wire transfers at First Merit, STAR Ohio, or any other Board approved Depository Financial Institutions for the Library: Medina County District Library Director; Clerk/Treasurer; and the Deputy Clerk/Treasurer.

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

**Tax Advances Request – First Half 2007** - A resolution was presented to authorize the Clerk/Treasurer and Deputy Clerk/Treasurer to submit for an advance on property taxes collected by Medina County and distributed by the Medina County Auditor to the Medina County District Library. This request permits MCDL to receive a portion of the tax collections monthly which allows for a steady cash flow and increased investment income. **RESOLUTION 07-05** Upon motion made by Philip Duke and seconded by Karen Hammon, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and Deputy Clerk/Treasurer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the first half of 2007. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye

The next item was **2007 Interest on Investments** - A recommended resolution was offered that would authorize the Clerk/Treasurer and/or Deputy Clerk/Treasurer to segregate and accrue all interest earned on investments within each specific fund to that particular fund, or any other as shall be designated, for the fiscal year 2007.

H.B 674 went into effect on March 30, 1999 and amended O.R.C. 135.21 that had required libraries to credit all investment earnings from any funds, other than fiduciary funds, to the General Fund. The amendment, O.R.C. 3375.391, provides for an exception wherein a board of library trustees may pass a resolution designating that all investment earnings accrued within a specific fund may be credited to that fund or any other as the board specifies.

The only exclusion to this new legislation would be to the earnings made on the investment of any bond retirement fund or sinking fund. Also, investment earnings made within the Endowment Fund may never be co-mingled with any other funds due to the fiduciary responsibilities in appropriating said funds for specific purposes and bequests. This recommendation would allow

investment earnings accrued in the General Fund, Building and Repair Fund, Grant Fund, and Endowment Fund to remain in each of their respective funds. **RESOLUTION 07-06** Upon motion made by Patricia Walker and seconded by Karen Hammon it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to credit investment earnings from the General Fund, Building and Repair Fund, Grant Fund, and the Endowment Fund to the respective funds from which they accrued for fiscal year 2007. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye

The next item was **2007 Investment Policy** - A recommended resolution was offered that would formally renew the Medina County District Library Investment Policy. No changes were made to the Investment Policy since the last annual approval by the Board. A copy of this Investment Policy will become part of these minutes. **RESOLUTION 07-07** Upon motion made by Philip Duke and seconded by Karen Hammon it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Investment Policy for the 2007 fiscal year. The roll call vote was as follows: : Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The next item was **2007 Replacement Tax Levy** - A recommended resolution was offered which would be the second and final resolution pertaining to the replacement tax levy. The Resolution that was passed on December 27, 2006 declared the necessity of a replacement levy and requested tax information from the County Auditor. The County Auditor has submitted the requested information and now it is necessary to pass a resolution requesting that the County Commissioners submit the proposed replacement tax levy to the electors. A copy of that Resolution will be attached and become a permanent part of these minutes. **RESOLUTION 07-08** Upon motion made by Patricia Walker and seconded by Scott Snyder it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the resolution determining to proceed with a request to the Medina County Board of County Commissioners to submit to the electors of the Library District the question of a replacement tax levy for the purpose of providing sufficient funds for the current expenses of the Library District and authorizes the Director and Business Manager to proceed with the necessary documentation to the County Commissioners. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The next item was **Seville Library – Approval of Construction Contract Documents** - A recommended resolution was presented that would approve the Construction Contract Documents prepared by David Milling and Associates for the remodeling of the Seville Library.

Estimates to date have indicated that it will be necessary to formally transfer the \$100,000 that was informally agreed to by the Board at our special meeting of October 6, 2006. We recommend that the Board take the \$100,000 from Investment Income at this time.

The bidding process will commence upon Board approval and lead to a tentatively scheduled opening of bids in late February or early March. It may require a special meeting of the Library Board to award bids in a timely fashion.

Eric Ward from David Milling & Associates reviewed the latest plans and discussed the preliminary FF & E Budget for this project. Also discussed in great detail was the Proposed Budget/Cost Strategy and Budget & Cost Estimate Comparisons. Ward and Harris indicated that when the bids comes in we will need to further discuss the alternates and then a decision will need to be made on what items we will be able to keep and ones that we may not be able to afford. It was also brought up that since this is a smaller building, would the surveillance/alarm system be necessary? The Board asked Hertzell to investigate the insurance ramifications and report to the Board.

**RESOLUTION 07-09** Upon motion made by Philip Duke and seconded by Karen Hammon it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby approves the **Construction Contract Documents for the Seville Library and authorizes The Ruhlin Company to solicit bid proposals for all Bid Items. The Board further approves the transfer of \$100,000 from Investment Income to maintain budget.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The last item was **Hinckley Community Library - Temporary Facility** - A recommended resolution was offered to continue our lease at Hinckley for one more year. While the township has offered a rent free alternative, we have determined that moving and set up expenses would greatly outweigh the cost of continuing the lease at our current location.

Diane Dermody has been in regular contact with the owner, and a one year extension of the current lease will be available at little or no increase in monthly payment. The current lease is \$1,400.00 per month, or \$16,800 annually. The Board asked if we had budgeted for this and it was indicated that it was. **RESOLUTION 07-10** Upon motion made by Patricia Walker and seconded by Karen Hammon it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby **authorizes the Business Manager to renew our lease at Hinckley for one more year, at a cost not to exceed \$18,000, unless another termination date is approved by both parties.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

Upon motion made by Philip Duke and seconded by Scott Snyder the following **Donations** were accepted **with gratitude**:

- \$750 FROM THOMAS & SANDY GOOTS TO BE USED FOR OUTDOOR BENCHES FOR NEW BRUNSWICK LIBRARY
- \$500 FROM BETTY JANE & TED SHULTZ FOR DONOR WALL OF RECOGNITION AT NEW MEDINA LIBRARY
- \$5,000 FROM PATRICIA A. WALKER (WALKER & JOCKE) TO BE USED TO UNDERWRITE THE THIRD FLOOR ROTUNDA CONFERENCE ROOM AT NEW MEDINA LIBRARY
- \$3,000 FROM LODI FRIENDS OF THE LIBRARY TO BE USED FOR OUTDOOR BENCHES AT NEW LODI LIBRARY
- \$100 FROM TOM & CONNIE FUNK TO BE USED TOWARD PURCHASE OF A U.S. FLAG FOR THE MEETING ROOM AT NEW LODI LIBRARY

- \$100 FROM LODI RURITAN CLUB TO BE USED TOWARD PURCHASE OF A U.S. FLAG & STAND FOR THE MEETING ROOM AT NEW LODI LIBRARY
- \$1,000 FROM PATRICIA & RUSSELL HURD TO BE USED TO SPONSOR THIRD FLOOR SMALL CONFERENCE ROOM AT NEW MEDINA LIBRARY
- \$150 FROM TOM, SARA, ROBERT & TERRI GRIMM & DOUG & KAREN BERGER IN RECOGNITION OF MR. & MRS. H. V. GRIMM TO BE USED TO PURCHASE ARTWORK FOR CHILDREN'S ROOM AT NEW LODI LIBRARY

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

**Trustees' Comments** – The Board thanked Philip Duke for all his hard work and leadership for the many years he served as Board President. Duke in turn thanked everyone for their support and announced that he will be on a three month sabbatical from the monthly meetings, but can be reached at his office. Congratulations were then extended to the new officers. The Board also thanked the negotiating committee for all their efforts in coming up with such a good contract and extended thanks and congratulations to all staff involved. The Board then asked for an update on the Strategic Planning. Harris indicated that staff members on the Core Team have been working very hard on goals, mission statement, etc. and will have a presentation for the Board at our February meeting. President Horwedel was present at the original Retreat. Horwedel indicated that he would like the Board involved in this process and asked them to begin setting some time aside to participate.

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

The meeting was adjourned at 7:45 pm upon motion made by Philip Duke and seconded by Karen Hammon. The vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

#### **NEXT BOARD MEETING**

**Monday, February 19, 2007, 7:00 pm  
Buckeye Library**

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**Thomas Horwedel  
President**

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**Scott Snyder  
Secretary**