

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

March 19, 2007

The Medina County District Library Board of Trustees met in regular session on Monday, March 19, 2007 at 7:00 pm at the Buckeye Library.

Roll Call was taken with the following members noted as present: Thomas Horwedel, Scott Snyder, Karen Hammon, Shereen Lakhani and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager, Craig Harwick, Theresa Laffey, Judy Leuthaeuser, Ann Plazek and Elaine Frankowski. Guests in attendance were Darrell Dinges from David Milling & Associates Architects and Dave Gulley from The Ruhlin Company.

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

Recognition of Guests and Comments From the Public – President Horwedel recognized Darrell Dinges and Dave Gulley and indicated they would be available for questions regarding any of the building projects. Mike Harris also introduced new Bookmobile Supervisor, Ann Plazek, and she was welcomed by all.

A motion was made by Karen Hammon and seconded by Shereen Lakhani to approve the February 19, 2007 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - abstained and Thomas Horwedel - aye

Brian Hertzal discussed the distributed February 28, 2007 **Financial Report** and indicated that the activity for the month of February did not produce any large or unusual financial results. Receipts were recorded on a timely basis and expenditures are in line with the budget.

The \$13.0 million of First Merit Certificates of Deposit were rolled over on March 15th for 63 days at a 5.26% investment rate.

The auction held on March 10th grossed \$3,300 and netted \$2,700. The biggest item was an old MCDL ½ ton Chevy station van.

An update to the general fund percentage for total receipts and disbursements was provided. The percentages now are based upon a five-year average. Using those percentages, on page two of the financial statements, the year-to-date receipts in the General Fund represent 29.5% of the budget. This compares to the five-year average of 28.4% as of February 28th. On page four of the financial statements, the year-to-date expenditures in the General Fund represent 13.6% of the budget. This compares to the five-year average of 14.6% as of February 28th.

Also, this month's construction reports include a page on the Highland project.

A motion was made by Scott Snyder and seconded by Karen Hammon to accept the February 28, 2007 Financial Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

Hertzel mentioned that representatives from Squire, Sanders and Dempsey have been reviewing the investment income in the Construction Fund (402) to determine if we will have to rebate any investment income monies to the IRS. As mentioned at previous Board meetings, if the amount of investment income generated from the investment of bond proceeds exceeds the present value of the investment expense paid on the bonds, there is a possibility of having to rebate a portion of the investment income to the IRS. Although we have not received an official notice of the analysis, the library was informed that, at this time, we will not have to rebate any monies. The situation will be reviewed again in the future to determine if the status has changed.

Director's Report – Harris indicated that in addition to his monthly report he wanted to mention that circulation increases have been dramatic enough that we would need to be looking at staffing increases if we weren't closing Seville down at the end of the month. That will allow us to shift enough staff to at least temper the increases at other locations. By the time we reopen Seville, we will be in the planning stages for the Brunswick and Medina moves, and will be able to address our needs with temporary hours. Lynn Wiandt will be working with Craig Harwick on the Personnel Manual from the Administration offices during the three or four months that the Seville Library will be closed. The groundbreaking ceremony went really well at Seville with a nice attendance and Harris thanked Tom Horwedel and Patricia Walker for their participation. The bid openings, which we will discuss later in the meeting, were really good.

Harris also indicated that our participation at the Home & Flower Show went really well with very good feedback from the public. We continue to work on the Strategic Planning process and hope to have a document for the Board soon. We are continuing to monitor information from Governor Strickland's office and will keep everyone updated.

Harris also shared an invitation that was sent out by the Tefs family (former Board member, Michael Tefs) about donating items to the Warm Up Medina County Program in lieu of gifts for his daughter's birthday party. The uniqueness of the invitation and concept was worth sharing.

Harris indicated that the new CASSIE system is a big success and the Board asked for an explanation of this system, which is a management system software that manages computer usage, etc.

The **Personnel Report** was reviewed and discussed. Educational opportunities were mentioned and Harris indicated that OLC conferences will be coming up soon. A motion was made by Karen Hammon and seconded by Scott Snyder to approve the Personnel Report as distributed. The roll call vote was as follows: Scott Snyder - 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.

Karen Hammon indicated that the **Planning Committee** met on March 5, 2007 and minutes were included in tonight's packet. Business discussed was the FF & E Schedule for

remaining Facilities and an update on the Strategic Planning Process. No action was necessary. With regard to **Building Update**, Harris indicated that Highland is really moving along and patrons are really getting excited about seeing the progress. Seville will be discussed later in the Agenda.

The **Policy and By-Laws Committee** met prior to this meeting. Chair, Shoukat Ali Bhamani, indicated that the Committee first discussed **Meeting Room Procedure**. Copies of the current and proposed policy were distributed. A recommended resolution was presented that would approve a change in the Meeting Room Policy of the Medina County District Library. Our current policy includes so much operational procedures that it would require Board Approval to create maps of the meeting rooms in the new facilities. Our goal is to separate policy from procedure, assuring that the Board will maintain final say in actual policy decisions regarding the meeting room facilities, but allowing the staff to respond to cleaning, maintenance and scheduling issues.

The addition of many meeting room facilities in our new libraries will require a more flexible approach to operation than is currently available without monthly policy changes. By moving some of the more operational and procedural issues out of the formal policy, we will be able to meet community needs more effectively. **RESOLUTION 07-14** Upon motion made by Shoukat Ali Bhamani, on behalf of the Policy and By-Laws Committee, it was: **RESOLVED: That upon recommendation from staff and the Policy and Bylaws Committee, The Medina County District Library Board of Trustees hereby approves the attached change to our Meeting Room Policy, as recommended by the Medina County District Library Managers.** (Actual Resolution will be attached to these Minutes) The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The Committee indicated that they would like to be kept updated as changes are made even though Board approval would not be needed.

The next item was **Circulation – Access/Access Limits Procedure** - Copies of the current and proposed policy were distributed. A recommended resolution was presented that would approve a change in the registration policy of Medina County District Library. Our current policy is to request, but not require, Social Security numbers at registration. This had been one of three identifiers, along with phone number and birth date, which were requested as verifying information when accessing your Clevnet account online. Clevnet has since instituted a PIN system that has replaced the need for sharing potentially sensitive information in that fashion.

While we have a great deal of respect for our own electronic security, as well as Cleveland Public Library's, the trend away from using Social Security numbers is being accompanied by stringent reporting requirements following any breach of security that involves Social Security information. The trend across Clevnet has been to replace this with Driver's License/State ID documentation. By asking for some form of physical identification, rather than simply an unverified number, we will also be tightening security within our database of users. False identification at the time of registration is becoming a larger problem for our library system, as six more abusers of our borrowing privileges were turned over to the Medina County Prosecutor's

Office in March. **RESOLUTION 07-15** Upon motion made by Shoukat Ali Bhamani, on behalf of the Policy and By-Laws Committee, it was: **RESOLVED:** That upon recommendation from staff and the Policy and Bylaws Committee, The Medina County District Library Board of Trustees hereby approves the attached Change to our Circulation – Access/Access Limits Policy, as recommended by the Medina County District Library Circulation Committee. (Actual Resolution will be attached to these minutes.) The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

There were no **Communications**.

There was no **Unfinished Business**.

New Business – Contract Awards for Seville Library - A recommended resolution was presented that would approve the awarding of contracts for the Seville Library, based upon recommendation from the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates Architects. The contracts involve General Trades, Plumbing, Mechanical, and Electrical Bid Scopes for the work. The total of the bids came in more than \$30,000 under the Construction Document estimates. While shelving and furniture price increases may diminish some of that gain, we can comfortably approve these current contracts without any further transfer of funds at this time. This will also allow us to look more favorably at attractive alternates.

An updated Budget Sheet was presented and discussed by Darrell Dinges of Milling, et al and Dave Gulley of The Ruhlin Company. It was decided that we would not add the Storage Room addition; it was felt that the cost of this item would not justify the need. All parties were very happy with the budget totals. Copies of Bid Items 1, 2, 3 and 4 will be attached to these minutes. Harris indicated that we would need another meeting when it came time to order the furniture. **RESOLUTION 07-16** Upon motion made by Karen Hammon and seconded by Shoukat Ali Bhamani, it was: **RESOLVED:** That upon recommendation from the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates Architects, The Medina County District Library Board of Trustees hereby authorizes the award of contracts for the renovation and remodeling of the Seville Library for all bid scopes, in accordance with the Construction Documents prepared by David Milling & Associates Architects and per the Bid Scopes indicated, and authorizes The Ruhlin Company to prepare Owner-Contractor Agreements for Construction for signature for the individual Contracts. The roll call vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

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

- \$25 FROM R. L. & PAULA GENSEMER IN MEMORY OF EDITH RIEGGER
- \$25 FROM BUDD & BETTY RIEGGER IN MEMORY OF EDITH RIEGGER
- \$75 FROM DANAHER MOTION COMPANY IN MEMORY OF EDITH RIEGGER

- \$500 FROM FRIENDS OF THE SEVILLE LIBRARY TO BE USED TO COVER COST OF CUPOLA AT NEWLY EXPANDED/ RENOVATED SEVILLE LIBRARY
- \$25 FROM JOANN M. SHIRE IN MEMORY OF EDITH RIEGGER
- \$100 FROM AMY & BOB TANK IN MEMORY OF EDITH RIEGGER
- \$25 FROM LEONARD & EMALENE MACHLES IN MEMORY OF EDITH RIEGGER
- \$25 FROM EMILY P. MAZZEI IN MEMORY OF SUE GREEN
- \$50 FROM WILLIAM & JUNE MCMAHAN TO BE USED FOR NEW BRUNSWICK LIBRARY

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

Trustees' Comments – The Board thanked Community Relations Coordinator, Tina Sabol, for the excellent job she and her staff do with the Library Live. They especially liked the current issue which indicates all that MCDL does and incorporating this with levy information. President Horwedel was pleased with the Seville Groundbreaking and appreciated the local history of the Seville Library given by a long-time Seville resident. The Board again welcomed Ann Plazek to MCDL.

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

The meeting was adjourned at 7:35 pm upon motion made by Karen Hammon and seconded by Scott Snyder. The vote was as follows: Scott Snyder - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

NEXT BOARD MEETING

**Monday, April 16, 2007, 7:00 pm
Buckeye Library**

**Thomas Horwedel
President**

**Scott Snyder
Secretary**

