

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

August 20, 2007

The Medina County District Library Board of Trustees met in regular session on Monday, August 20, 2007 at 7:00 pm at the Buckeye Library.

Roll Call was taken with the following members noted as present: Thomas Horwedel, Patricia Walker, Scott Snyder, Philip Duke, Karen Hammon, Shereen Lakhani and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager, Diane Dermody, Carole Kowell, Theresa Laffey, Judy Leuthaeuser, Sandy Nannfeldt, Deborah Pawlik, Tina Sabol, Abbey Wilson and Elaine Frankowski. Guest in attendance was Sophia Lakhani.

The **Agenda** was approved upon a motion made by Patricia Walker and seconded by Shoukat Ali Bhamani. 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.

Recognition of Guests and Comments From the Public –President Horwedel introduced Deborah Pawlik, who spoke on behalf of the Citizens for the Library. Pawlik reported on what has been done by the committee, since her last report; to inform the public about the levy, what it is all about and what could happen should the levy not pass. Updates will continue. The Board thanked Pawlik for her report and indicated they look forward to next month's report.

A motion was made by Karen Hammon and seconded by Shereen Lakhani to approve the July 16, 2007 Regular Meeting **Minutes** as distributed. 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.

Brian Hertzal discussed the distributed July 31, 2007 **Financial Report** and indicated there was nothing new for the month. The \$13,000,000 of CD's that we had at First Merit matured and \$5,000,000 was placed with Star Ohio and \$8,000,000 was placed in ninety day CD's at 5.27%. An updated monthly Building Construction Analysis Report as of July 31, 2007 was also included. A motion was made by Karen Hammon and seconded by Scott Snyder to accept the July 31, 2007 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 – In addition to the distributed Director's Report, Harris indicated circulation continues to be very brisk in spite of being in temporary quarters. July circulation was an all time high. Participation in the Summer Reading Celebration was higher than last year. In addition, Lodi's people counter was an all time high. Again, in spite of being in temporary quarters, Programs have been great. Collection Resources is preparing for the opening dates coming up soon and we are beginning to make preparations for our moves. Celebration of Reading will be Saturday, August 25th and we are hoping for good weather. Human Resources Coordinator, Craig Harwick, is planning a Benefit Fair sometime in November for all employees. A Resolution will be brought to the Board in September pertaining to new requirements by OLC. Much of this is already being done.

The **Personnel Report** was reviewed and discussed. It included only a change in status and several vacancies. 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: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

Scott Snyder indicated that the **Finance Committee** had no report.

Patricia Walker reported that the **Personnel Committee** has received some excellent candidates for the Director search and will begin the interview process some time in early September.

Karen Hammon indicated that the **Planning Committee** met on August 6, 2007 and asked Director Harris to explain the **Contingency Plan for MCDL** should the November levy not pass. The Committee was given information on items that would be considered for the Reduction in Library services beginning January 1, 2008, along with a draft 2008 cost reduction budget. (*This was also given to the Board for information purposes this evening.*) The Committee asked Staff to prepare a list of five or six key cost-cutting measures to be discussed at the full Board meeting this evening. This list is as follows:

- Close all library branches an additional 2-3 days per week. Sunday hours eliminated.
- Cut new book, movie and music purchases by 50%.
- Cancel all library programming, including storytimes and Summer Reading Game.
- Eliminate visits to the homebound, senior centers and Headstart locations.
- Reduce Bookmobile stops by 50%
- Eliminate at least 75 of the 190 MCDL staff positions

Further discussion was held. The Board agreed that the public will need to be informed of what could happen if the levy does not pass and asked Staff to do this. We also need to educate the Public that we are operating with the same money that we have been using for the last ten years and we have had an additional building for over a year. We have been excellent stewards of funds and all of our buildings are on time and on budget. We would have had to ask for this operating money even if no new facilities were built. In addition, it could have been more costly to operate since many of the buildings were beginning to age.

Hinckley Discussion - This item was also discussed at the Planning Committee. The patrons in the Hinckley Library area are asking what will happen to their library. When the Highland Library is completed, we will need to move the Hinckley collection to the new Highland facility, along with some additional new materials. We will arrange to have the Bookmobile stop at an area in Hinckley and will wait to see what the support and demands continue to be, along with what the future holds. If the levy passes we could look into a book drop location and/or a kiosk type location to further serve the area. Discussions will continue.

Harris gave a **Building Update**. Harris indicated that Seville and Brunswick continue to be on time and within budget. There may be a few days delay but the opening dates at this time remain the same. They are September 17 for Seville and September 24 for Brunswick. Updates will continue.

Purchase Agreement – Washington Enterprises – The Victorian Village/Washington Properties Contract was also discussed at the Planning Committee meeting pertaining to the recent developments regarding the purchase of the Victorian Village property and the counter offer from a group of interested citizens attempting to preserve demolition of the three properties. A recommended Resolution was offered that MCDL withdraw from our contract with Washington Enterprises for the purchase of the Victorian Village properties upon receipt of our \$6,000 deposit and option. As a viable offer has come to purchase the properties for the purpose of restoration, the City of Medina has approached the library to offer assistance in finding alternative parking solutions. While adequate

parking remains one of the library's top priorities as we reopen; there is still substantial public sentiment to preserve the historic nature of the town center when possible. We do not disagree with this sentiment as long as there is a cooperative spirit in meeting the parking needs of library visitors.

At the Planning Committee meeting of August 6, the Committee authorized the Board President to sign off on our intent upon the written commitment of Washington Enterprises to return any deposit or option payments, which total \$6,000. That commitment exists, and our Board President has given our intent to withdraw. We now need formal Board approval of this final step. **RESOLUTION 07-33** Upon motion made by Karen Hammon on behalf of the Planning Committee, it was: RESOLVED: That The Medina County District Library Board of Trustees hereby agrees to withdraw from our purchase agreement with Washington Enterprises upon a successful alternate offer and the return of all deposit and option funds. 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.

Shoukat Ali Bhamani indicated that the **Policy & Bylaws Committee** had no report.

There were no **Communications**.

There was no **Unfinished Business**.

New Business – Transfer of Funds From Investment Income to Technology – A recommended Resolution is presented to transfer \$300,000 from our investment income line item to our Technology budget. At the beginning of our building project, we budgeted adequately, even generously, for servers, workstations, and the library technology that we were using at that time. We put in an allowance for self check machinery that now appears was not enough to purchase the volume or quality of equipment that we now find is necessary.

Since that original budget, we have instituted Cassie, a time and print management system that we can pay for from our Bond Fund, but which has not yet been allocated. Finally, we elected to have our own technology department select and purchase audiovisual equipment for our various meeting rooms, rather than have outside contractors deciding what was best for us. Jim has put audiovisual equipment in place that was marginally more expensive than we might have otherwise paid, but will keep us at a high level of capability for years to come. Cassie will have cost up to \$50,000 for its installation at all libraries. We have spent a similar amount above and beyond what basic audiovisual systems from a contractor would likely have cost. As our use and success with self check have moved us to add stations and migrate from Flash Scan to 3M equipment, the expenditure has increased from an early estimate of \$125,000 to \$320,000.

We have been paying these expenses from the technology budget that was originally allocated, as well as the building budget contingencies that were left from not having contractors handle the audiovisual installations. The self check equipment for Medina and Brunswick is beyond what our past practices can support. While it bought us the time needed to make an accurate assessment of the amount needed to do the job right, it is now time to transfer the funds that will allow us to finish all projects without further raiding contingency funds. . **RESOLUTION 07-34** 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 transfer of \$300,000 from our Investment Income line item to our Technology 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.

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

- \$2,000 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR 2007 SUMMER READING CELEBRATION
- \$1,800 FROM WAL-MART STORES TO BE USED FOR DONOR WALL AT MEDINA & BRUNSWICK LIBRARIES & CHILDREN'S TOY ELEMENTS FOR BOTH LIBRARIES
- \$45 FROM WILMA ROSE IN THANKS FOR GENEALOGY INFORMATION
- \$25 FROM DOROTHY MOODY IN THANKS FOR GENEALOGY INFORMATION
- \$25 FROM CHIPPEWA LAKE GRANDMOTHER'S CLUB TO THE MEDINA LIBRARY
- \$100 FROM ELIZABETH S. GROSS TO THE MEDINA 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.

Trustees' Comments – The Board thanked Deborah Pawlik for the great job with the Levy Committee presentation. With regard to one of our Resolutions this evening and all future topics and/or Resolutions, the Board stressed how important it is as a Board to discuss all points of view and to invite diversity when decisions are to be made in order to make the best decisions.

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

The meeting was adjourned at 8:07 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, September 17, 2007, 7:00 pm
Buckeye Library**

**Thomas Horwedel
President**

**Scott Snyder
Secretary**