

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

October 15, 2007

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

**Roll Call** was taken with the following members noted as present: Thomas Horwedel, Scott Snyder, Philip Duke, Karen Hammon, and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager, Craig Harwick, Theresa Laffey, Judy Leuthaeuser, Sandy Nannfeldt and Elaine Frankowski. Guest in attendance was Maria Griffiths, President of the Friends of the Hinckley Library.

A motion was made by Philip Duke and seconded by Karen Hammon that the Board remove items 2, 3, 4 and 5 under Personnel Committee Reports from the **Agenda** at this time to be discussed after the election in a special meeting if necessary. A discussion was held. The **Revised Agenda** was then approved upon a motion made by Philip Duke and seconded by Karen Hammon. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

**Recognition of Guests and Comments From the Public** – President Horwedel introduced Maria Griffiths, President of the Friends of the Hinckley Library. Griffiths expressed the group's continued support to MCDL and their great desire to increase library services in Hinckley. The Board thanked Ms. Griffiths for her passion for the library and its services and they will continue discussions pertaining to a presence in Hinckley.

President Horwedel then introduced Judy Leuthaeuser, who spoke on behalf of the Citizens for the Library. Leuthaeuser reported on the Levy campaign progress and reminded all that election day is very close. The Board thanked Leuthaeuser for her report.

Brian Hertzal asked the Board how they wanted to proceed with approving the minutes from our newly formed MCDL Library Records Commission meeting held after the regular Board meeting on September 17, 2007. It was decided that these minutes would be approved at the next meeting of the Library Records Commission.

Brian Hertzal discussed the distributed September 30, 2007 **Financial Report** and indicated that there has been nothing unusual for the month of September. Hertzal also indicated we are ahead of budget by 4% in receipts and expenditures are less by 14%, so we are doing very well. Hertzal also indicated that he filed a report with the SEC and a copy was included in the Board packets this month. Hertzal also announced that he received 185 shares of J. M. Smucker stock from William & Pat Boyle to be used to sponsor the glass mosaic mural in the main lobby at the new Medina Library. The value of this stock at the present time is \$10,069.55. Hertzal will monitor this stock for the best time to sell the stock. An Investment Portfolio update was also included in the packets along with an update on Building Construction Analysis and Construction Project Expenditures. A motion was made by Philip Duke and seconded by Karen Hammon to accept the September 30, 2007 Financial Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

**Director's Report** – In addition to the distributed Director's Report, Harris indicated that even though Brunswick was closed for three weeks, circulation is still well ahead of last year. We have been very busy opening two libraries in one month. Harris thanked the board for working with the architect and contractors by agreeing to expand some of our choices to produce such great buildings. The

Brunswick VIP evening was really nice and the grand opening day had about 4,500 checking us out. Lodi had one of their biggest days recently as well. The Board asked how our Strategic Planning is coming along and Harris indicated that we should have something for the Board for the November or December meeting. We have been focused on the opening of new libraries and the results of the election.

The **Personnel Report** was reviewed and discussed. The report contains mainly leave of absences during the Seville and Brunswick closing. Due to the tremendous work needed in the Technology department, a part time Tech person was hired and two pages replacing ones that left for college were noted. 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: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

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

The **Personnel Committee** met on October 3, 2007 and discussed the items listed on today's Agenda. (minutes from this meeting were distributed in the Board packets) As indicated earlier in the meeting this evening, items 2, 3, 4 and 5 were removed from the Agenda and will be discussed after the election at a special meeting if necessary.

**Job Position Salary Adjustment** – A recommended resolution was presented that would approve a salary adjustment for the current Maintenance Supervisor. Due to the illness of our Building Project Coordinator, and the reality that he will not return in that position, the current Maintenance Supervisor has stepped up and has taken on additional responsibilities in addition to his own job. Therefore, it is recommended that we adjust his salary going forward, on a temporary basis for as long as he continues to serve in both capacities (through the end of the building project), to reflect the additional job responsibilities plus award him a salary adjustment retroactive to the first of June which is when he accepted the additional duties. Upon motion made by Karen Hammon on behalf of the Personnel Committee, it was recommended that the Medina County District Library Board of Trustees approve a temporary adjustment in salary of approximately 15% going forward (effective with the Oct 23<sup>rd</sup> pay and lasting as long as he continues to work in both capacities – but no longer than the end of the building project) plus a payment of \$2,600.00 which represents payment in lieu of a retroactive adjustment of salary to June 1, 2007. A discussion was held and additional wording was added to the end of the recommended resolution. **RESOLUTION 07-38** Upon motion made by Philip Duke and seconded by Shereen Lakhani, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves a temporary adjustment in salary for the current Maintenance Supervisor of approximately 15% going forward (effective with the Oct 23<sup>rd</sup> pay and lasting as long as he continues to work in both capacities – but no longer than the end of the building project) plus a payment of \$2,600.00 which represents payment in lieu of a retroactive adjustment of salary to June 1, 2007 pending approval by the County Prosecutor's office. (This was then approved by the Prosecutor's Office the next morning.)** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

The **Planning Committee** had no report but Director Harris gave a **Building Update**. As indicated before Brunswick and Seville opened on time and within budget. We are ahead of schedule on the Highland facility. We lost a week in Medina due to a problem with the elevator and not being able to take the furniture to the third floor. This has since been resolved. We are looking at January 10, 2008 for the Medina VIP night and January 12, 2008 for the grand opening. Administration will move in beginning November 15.

The **Policy & Bylaws Committee** had no report.

**Communications** –Thank you notes was received along with numerous newspaper articles.

There was no **Unfinished Business**.

**New Business – Petty Cash Resolution** – A recommended Resolution was presented that would that would adjust the levels of cash on hand at the various branches.

Subsequent to the purchase of cash registers and copiers, we now know how much money is needed at the various branches. It is recommended that the cash levels be adjusted as follows:

- \$75.00 is added to the circulation cash at Medina to reflect the use of an additional cash register.
- \$20.00 is added to the circulation cash at Buckeye, Highland, Lodi and Seville to reflect increased demand for change.
- The copier cash at all of the branches is adjusted to reflect the actual amount stored in the copy machines that is to be used to provide change.

The following table reflects the levels of cash on hand after the aforementioned adjustments:

	<b>Supply Cash</b>	<b>Circulation Cash</b>	<b>Copier Cash</b>	<b>Total Cash</b>
<b>Administration</b>	<b>50.00</b>			<b>50.00</b>
<b>Bookmobile</b>		<b>20.00</b>		<b>20.00</b>
<b>Brunswick</b>	<b>50.00</b>	<b>75.00</b>	<b>34.00</b>	<b>159.00</b>
<b>Buckeye</b>	<b>40.00</b>	<b>40.00</b>	<b>17.00</b>	<b>97.00</b>
<b>Hinckley/Highland</b>	<b>40.00</b>	<b>40.00</b>	<b>34.00</b>	<b>114.00</b>
<b>Lodi</b>	<b>40.00</b>	<b>40.00</b>	<b>17.00</b>	<b>97.00</b>
<b>Medina</b>	<b>50.00</b>	<b>150.00</b>	<b>102.00</b>	<b>302.00</b>
<b>Outreach</b>	<b>50.00</b>			<b>50.00</b>
<b>Seville</b>	<b>40.00</b>	<b>40.00</b>		<b>80.00</b>
<b>Total</b>	<b>360.00</b>	<b>405.00</b>	<b>204.00</b>	<b>969.00</b>

**RESOLUTION 07-39** Upon motion made by Philip Duke and seconded by Scott Snyder, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the adjusted levels of cash on hand at the various locations listed.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

The next item was **Certifying 2008 Tax Rates** – A recommended resolution was presented that would certify one of the tax rates through the Medina County Auditor for fiscal year 2008. This action is required annually to officially accept the amounts and rates of property taxes related to the 1.25 mill operating levy and 1.00 mill facility construction bond levy. The Medina County Budget Commission certifies the amounts that the levies will generate to the Library and in return the Board of Trustees must vote to accept the rates and amounts for them to be effective next year. This initial action must be taken prior to November but may be amended at a later date. The amounts generated by the 1.25 mill operating levy will need to be accepted subsequent to the levy passage in November. The 2008 tax receipts from the 1.00 mill construction bond levy are estimated to be \$3,657,600. Debt service payments for 2008 will be \$3,262,262, with \$823,631 in interest to be paid in May and principal of \$1,615,000 plus interest of \$823,631 to be paid in November.

At this time, it is recommended that the following motion be adopted authorizing the necessary construction bond tax levy and certifying it to the Medina County Auditor for fiscal year 2008 with the understanding that this certification may need to be amended as the County Auditor provides accurate estimations. **RESOLUTION 07-40** Upon motion made by Philip Duke and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby accepts the amounts and rates of the construction bond tax necessary to be levied by this Board, as determined by the Medina County Budget Commission in its certification dated September 21, 2007, thereby authorizing the necessary tax levy and certifying it to the County Auditor for fiscal year 2008.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

The next item was **Move Timeline For Medina Building** - A recommended resolution was offered that would approve the timeline for moves into the new Medina building along with official closings so that the move can be finalized.

Administrative offices currently located at 887 W. Liberty would be closed on Thursday and Friday, November 15<sup>th</sup> and 16<sup>th</sup> while they are moved to the third floor of the 210 S. Broadway building. That means that employees (other than managers) would not report to work but would be paid their regular scheduled hours for those days. Also, the offices would not be open for employee or patron business.

The Collection Resources and Technology departments, currently located at the Stonegate building, would be closed on Monday, November 19<sup>th</sup> while they are moved to the third floor and basement areas of the 210 S. Broadway building. Servers would **not** be moved at this time. Employees (other than managers) would not report to work but would be paid their regular scheduled hours for that day. Also, the offices would not be open for employee or patron business.

Sunday, November 25<sup>th</sup> would be the last day that the Medina Branch, located at Stonegate, would be open to the public. In order to shut down and move the computer servers and the phone system from the Stonegate building to the 210 S. Broadway building, it is recommended that the entire MCDL system (all libraries and other departments) be closed on Monday and Tuesday, November 26<sup>th</sup> and 27<sup>th</sup>. Employees who would normally be scheduled to work those days would be paid their regular hours. Employees who may be asked to report to work those days to oversee or work in certain departments will be given comp time to be taken at a later date. No buildings or departments will be open to the public. **RESOLUTION 07-41** 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 above timeline for closings and moves to establish residence at the new 210 S. Broadway building. The Board understands that various departments will require closing to the public while moves occur and the entire system will be closed for two days to facilitate the moves of the phone system and servers. Recommended provisions for wages during these times is also approved.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

The last item was **MCDL Commitment To The Uptown Medina Initiative Pending Passage Of Our November Library Levy.** A recommended resolution was offered to support the Uptown Medina Initiative by pledging a total of \$5,000, to be paid over five years as a core participant, contingent upon the passage of our November Library Levy. Christine Gramm has been working with this group as part of the Ohio Main Street Program for a number of months. It represents an attempt by the city and

downtown businesses to coordinate organizational, design, promotional and economic priorities to build a stronger and more sustainable downtown district. As one off the largest employers in downtown Medina, as well as a primary attraction within the historic district, it is obviously in our best interest to be a serious player in this endeavor. The City realizes that while their deadline for submission to be part of this project is October 17, we are not able to commit financially until the passage of our levy. They have therefore asked that we make a pledge contingent upon the success of the levy. A motion was made by Karen Hammon and seconded by Philip Duke that Medina County District Library Board of Trustees hereby pledges \$5,000, payable over five years, as a participant in the Uptown Medina Initiative, contingent upon the passage of our library levy in November. The roll call vote was as follows: Scott Snyder - nay, Philip Duke - nay, Karen Hammon - aye, Shereen Lakhani - nay and Thomas Horwedel - aye. Motion failed. A discussion was held and the Board indicated that they would like more information on this subject and Harris indicated that he would arrange for a presentation for another Board meeting for further discussion.

There were no **Donations** this month.

**Trustees' Comments** – The Board thanked Staff and the Committee for the great job they are doing with the levy campaign and are very impressed with the positive attitude. They also thanked Leuthaeuser for another good report. The Board also again thanked Maria Griffith for her dedication to MCDL and indicated that we will continue to hold further conversations pertaining to a library presence in Hinckley. The Board also thanked Harris for an amazing job that he has done during this building project, in addition to all the adversities and challenges that have come up. Harris thanked the Board for their support.

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

The meeting was adjourned at 7:55 pm upon motion made by Karen Hammon and seconded by Scott Snyder. The vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

#### **NEXT BOARD MEETING**

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

---

**Thomas Horwedel**  
**President**

---

**Scott Snyder**  
**Secretary**