

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

November 19, 2007

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

**Roll Call** was taken with the following members noted as present: Patricia Walker, Scott Snyder, Philip Duke, Karen Hammon and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager, Craig Harwick, Human Resources Coordinator; Carole Kowell, Theresa Laffey, Judy Leuthaeuser, Keith Maynard, Sandy Nannfeldt and Elaine Frankowski. Guest in attendance was Eric Ward of David Milling & Associates.

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

**Recognition of Guests and Comments From the Public** – Vice-President Walker welcomed Eric Ward of David Milling & Associates.

A motion was made by Karen Hammon and seconded by Philip Duke to approve the October 15, 2007 **Regular Meeting Minutes** as distributed. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - abstained and Patricia Walker - abstained.

A motion was made by Philip Duke and seconded by Karen Hammon to approve the November 7, 2007 **Special Meeting Minutes** as distributed. The roll vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - abstained and Patricia Walker - aye.

Brian Hertzal discussed the distributed October 31, 2007 **Financial Report** and indicated that it has been a quiet month regarding the financial report. Hertzal also indicated we are ahead of budget by 4-1/2% in receipts and expenditures are less by 15%, so we are doing very well. Hertzal also announced that the value of the 185 shares of J. M. Smucker stock that were donated last month has decreased in value from \$54.43 per share to \$50.26. He will keep monitoring them and will sell them when the price for share rates is better. Hertzal also indicated that \$8M of our CD's matured on November 15, 2007 and \$6M of this amount were placed in CD's at a rate of 4.44% and \$2M were placed with Star Ohio in order to have more liquidity. Unfortunately the rates have gone down at this time. An updated Building Construction Analysis and Construction Project Expenditures were also included in the packets. Hertzal also provided a very useful Ohio Public Library Levy & Bond Issues report for the recent area elections held on November 6, 2007 for the Board's use. The Board suggested that Hertzal prepare a ten-year plan spread sheet on how we project the allocation of the levy money so that it will last us for the ten year period. We should also pass a Resolution so that the Board can show our intentions for the next ten years. A motion was made by Scott Snyder and seconded by Karen Hammon to accept the October 31, 2007 Financial Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Patricia Walker - aye.

**Director's Report** – In addition to the distributed Director's Report, Harris indicated that he and staff are very excited that the Levy passed and once again thanked everyone for all their hard work. The board thanked Mike and all staff indicating that they were the key to the success of the campaign. Harris also indicated that Brunswick has had a whopping 37% increase in circulation. In fact all the branches

have had phenomenal statistics and we will continue to build on this before our building projects are completed sometime in March.

The **Personnel Report** was reviewed and discussed. We have not had any postings until the results of the Levy were known. Now that the Levy has passed, we will begin posting the openings that we were unable to fill prior to the election. The report also showed various local educational opportunities attended by staff. 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, Shoukat Ali Bhamani - aye and Patricia Walker - aye.

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

The **Personnel Committee** met prior to this meeting and discussed **Approval of Health Insurance Program & Rates** - The current health insurance policy with Anthem is up for renewal effective January 1, 2008. The only change to the program of coverage is with the prescription drug portion. The plan was modified to change from a 10/20/30 program for drugs to a 10/25/40 program. These represent the rates for generic, brand name, and non-formulary drugs. The overall change in premium to the Library is only 6.1 % after the above plan modification. **RESOLUTION 07-42** Upon motion made by Karen Hammon on behalf of the Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the attached changes to our Anthem Health Policy and approves the proposed rate structure for 2008. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Patricia Walker - aye.

The **Planning Committee** had no report but Director Harris gave a **Building Update**. We are on track in Medina and Highland. Highland should be completed in late February or early March. The Hinckley facility is leased until April 1. A discussion was held pertaining to the parking issue at the new Medina facility. It was suggested by the Board that a Press Release be sent prior to the opening of the Medina Library addressing the parking issue and giving alternative parking sites that are available in and around the square. Staff will also prepare a map of possible parking sites in the downtown area and will make them available to patrons and anyone else who may be interested.

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

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

**Unfinished Business** – The Board asked Business Manager, Brian Hertzell if he is planning to respond to the three recommendations that were suggested during our last audit. Hertzell indicated that he has been working on these and would prepare three resolutions for the Board for our December meeting.

**New Business – Reallocation of Funds for Seville Library** – A recommended Resolution was presented that would transfer an additional \$50,000 from the accumulated Investment Income in the 402 Fund to the Seville Library construction budget. It has been known for some time that the original estimate for furniture was inadequate. In order to maintain the same quality of shelving and furniture in Seville that we have committed to in our other libraries, the transfer of an additional \$50,000 to the Seville budget is necessary. **RESOLUTION 07-43** 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 authorizes the transfer of \$50,000 from the accumulated Investment Income in the 402 Fund into the Seville construction budget. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Patricia Walker - aye.

The next item was **Certifying 2008 Tax Rates** – A recommended resolution was presented that would certify the tax rate through the Medina County Auditor for fiscal year 2008. This action is required annually to officially accept the amount and rates of property taxes related to the 1.25 mill operating levy. The Medina County Budget Commission certifies the amounts that the levy will generate to the Library and in return the Board of Trustees must vote to accept the rate and amount for it to be effective next year. With the passage of the 1.25 mill operating levy, the 2008 tax receipts are estimated to be \$4,766,314.

At this time, it is recommended that the motion be adopted authorizing the necessary 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 07-44** 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 amount and rate of the tax necessary to be levied by this Board, as determined by the Medina County Budget Commission, 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, Shoukat Ali Bhamani - aye and Patricia Walker - aye.

The next item was **Custodial Services** - A recommended resolution was offered that would award the custodial services contract to ADW for 2008 and 2009. A Request For Proposal (RFP) was sent to eighteen vendors – eight of whom responded including ADW, the current contract holder. A summary of bids was attached. Director Harris, Business Manager Hertzell and Maintenance supervisor Maynard met to review the analysis and they believe that it would be in the best interest of the library to select ADW to provide custodial services for the following reasons:

- Although another bidder submitted a lower annual cost, there is concern that the hours per week were underestimated in order to achieve the lower annual cost.
- ADW has the lowest cost per hour of all the bidders.
- ADW has provided good service over the past four years.

**RESOLUTION 07-45** Upon motion made by Philip Duke and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees awards the custodial services contract to ADW for 2008 and 2009.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Patricia Walker - aye.

The next item was **2008 Contract For New Director** - After considerable interviewing and discussion, the Board has made a decision on the appointment of a new Director for the Medina County District Library. A tentative offer was made to Carole Kowell, the current manager of the Brunswick branch, and she has verbally accepted. It is now time to make the appointment official by approving and signing the contract for her position. The contract is a three year contract and does include all of the tasks that the Board has requested of Carole during her first six months of employment. The salary offer is outlined in the contract and includes an automatic increase as of July 1, 2008 upon Carole meeting all of the items outlined in the contract. **RESOLUTION 07-46** Upon motion made by Philip Duke and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approve the appointment of Carole Kowell as Director hereby effective January 1, 2008 for a period of three years and approves the signing of the employment contract as attached.** The

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

The Board thanked the Search Team consisting of Scott Snyder, Karen Hammon, Craig Harwick, Judy Leuthaeuser and Sandy Nannfeldt for all their hard work and effort. It was a very difficult task to choose from the remaining three semi-finalists who were: Carole Kowell, Deborah Pawlik (Ensor) and Glenda Thornton.

The next item was **Appointment of Nominating Committee** – Walker indicated that the following Board members will serve on the Nominating Committee: Karen Hammon, Philip Duke and Shoukat Ali Bhamani, with Hammon serving as the Chair. Officer and Committee announcements will be made at our December meeting.

The last item was **Discuss Meeting Dates for 2008** - It has been discussed previously that we change our meeting dates for January and February of each year due to the normal meeting dates being on legal holidays and many employees have the day off. It was decided to hold the January 2008 meeting a week later, which would be January 28, 2008 and the February 2008 meeting to be held a week later as well, which would be February 25, 2008. All were in agreement.

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

- \$319 FROM KIWANIS CLUB OF MEDINA FOR THE “TOUCH’ N SEE PANEL OCEAN” FOR CHILDREN’S AREA IN NEW MEDINA LIBRARY
- 185 SHARES OF J.M. SMUCKER STOCK (VALUED AT \$10,069.55 AT THIS TIME) FROM WILLIAM & PAT BOYLE TO BE USED FOR THE GLASS MOSAIC MURAL IN MAIN LOBBY OF NEW MEDINA LIBRARY
- \$500 FROM JUDY HAMER FOR DONOR WALL OF RECOGNITION AT NEW MEDINA LIBRARY
- \$100 FROM CARL E. CHRISTNER TO BE USED FOR BRUNSWICK LIBRARY
- \$10,000 FROM CLUB MEDINA, INC. C/O RAY SEAMAN TO BE DIVIDED USING \$5,000 FOR TEEN AREA & \$5,000 FOR THE TEEN ACTIVITY ROOM IN NEW MEDINA LIBRARY
- \$40 FROM WILMA ROSE TO MEDINA LIBRARY IN THANKS FOR GENEALOGY RESEARCH
- \$5,000 FROM L. HARVEY KASSEBAUM TRUST FOR MEDINA LIBRARY
- \$25 FROM JOHN & JUDITH ROBINSON TO MEDINA LIBRARY IN MEMORY OF EDITH A. RIEGGER.

**Trustees’ Comments** – The Board once again thanked everyone for all their support with the levy campaign. A brief discussion was held with comments on why the levy passed by such a small margin. It was felt that all was done that could be done but we are going through very difficult economic times and the public are having a hard time making ends meet. The Board again thanked the Recruiting Team for all their hard work in search of a new Director. They were very pleased with the excellent

direction and help from Human Resources Coordinator Harwick in the entire process. The Board also asked if there will be any money left over from the construction fund that could be given back to the tax payer. Harris indicated that additional money may be needed for system-wide furniture and shelving, etc. but would certainly entertain this when the project is completed. We will also begin looking into the Clevnet Contract for 2008 and continue to explore future capital expenditures. Debbie Ensor (Pawlik) and Judy Leuthaeuser were thanked again for co-chairing the successful Levy Committee. It was also announced that Dave Gulley has left The Ruhlin Company. He was thanked for his unending help with the construction project. The Board closed their comments indicating that they look forward to working with Carole Kowell, as Director in the New Year.

At 7:50 pm upon a motion made by Philip Duke and seconded by Karen Hammon, the Board moved to enter into **Executive Session** to discuss compensation of a public employee. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 9:16 pm upon motion made by Scott Snyder and seconded by Shoukat Ali Bhamani. The vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Patricia Walker - aye. No action was taken.

The meeting was adjourned at 9:18 pm upon motion made by Karen Hammon and seconded By Shoukat Ali Bhamani. The vote was as follows: Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Patricia Walker - aye

#### **NEXT BOARD MEETING**

**Monday, December 17, 2007, 7:00 pm  
To Be Announced**

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**Thomas Horwedel  
President**

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**Scott Snyder  
Secretary**