

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

December 17, 2007

The Medina County District Library Board of Trustees met in regular session on Monday, December 17, 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 and Thomas Horwedel. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzelt, Business Manager; Diane Dermody, Carole Kowell, Theresa Laffey, Judy Leuthaeuser, Sandy Nannfeldt and Elaine Frankowski. There were no Guests in attendance.

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

Recognition of Guests and Comments From the Public – President Horwedel recognized Judy Leuthaeuser who distributed information on precinct results from our last successful election. Thanks were given again to all for their hard work during the campaign.

A motion was made by Philip Duke and seconded by Patricia Walker to approve the November 19, 2007 **Regular Meeting Minutes** as distributed. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye and Thomas Horwedel - aye.

Brian Hertzelt discussed the distributed November 30, 2007 **Financial Report** and indicated that it has been a quiet month regarding the financial report. Hertzelt also indicated we are ahead of budget by 5% in receipts and expenditures are less by 18%, so we are doing very well. He also indicated that there will be some bills to be paid for the opening day collections. An updated Building Construction Analysis and Construction Project Expenditures Report were also included in the packets. A motion was made by Patricia Walker and seconded by Scott Snyder to accept the November 30, 2007 Financial Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye and Thomas Horwedel - aye.

Board member Shereen Lakhani arrived at approximately 7:05 pm.

Director's Report – Director Harris made a correction to his monthly report, the Health Fair was held on November 30 and not December 2 as previously indicated. As indicated in his report, circulation for November was still up in spite of Medina being closed the last five days of the month. Other Library news for the month was included in Director Harris's monthly report. The Board asked about the Resolution to come before the Board later in the Agenda pertaining to the Letter of Agreement with the bargaining unit. Most of the outstanding issues were already discussed with the Board at a prior meeting and were clarified by Director Harris. Harris indicated that he and Kowell are meeting with David Milling & Associates and The Ruhlin Company representatives to discuss any financial items that may need to be changed and/or added to complete the project. A report will be given to the Board pertaining to this meeting. Harris also indicated that we may need to move some money from Investment Income to cover the completion of the projects, particularly for Medina parking. Director Harris then asked Business Manager Hertzelt to answer any questions that the Board might have with regard to the ten year budget projections. The Board appeared satisfied with the projections at this time. Lastly, Harris thanked everyone who attended his retirement reception last Friday and asked the Board to support our new Director, Carole Kowell, as they have supported him. He thanked everyone for their good wishes.

The **Personnel Report** was reviewed and discussed. We have now posted the positions that need to be filled and listed various local educational opportunities attended by staff. A motion was made by Philip Duke and seconded by Scott Snyder to approve the Personnel Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - abstained and Thomas Horwedel - aye.

The **Personnel Committee** met on December 5, 2007 (Minutes of this meeting were included in the Board packets distributed prior to tonight's meeting.) and the following Resolutions were discussed and recommended approval by the full Board: **Professional/Administrative Salary Scale Adjustment** - The Personnel Committee has discussed an adjustment to the Professional/Administrative salary scale. Since the Social Security COLA is increasing by 2.3% in January, the Ohio minimum wage is increasing by 2.2% in January, and the bargaining unit contract calls for an increase in scale of 3% over the course of the next calendar year to the bargaining unit scale, the Personnel Committee is suggesting a 2.5% increase to the existing professional/administrative scale effective January 1, 2008.

The next item was **Professional/Administrative Salary Increase** - The Personnel Committee has discussed an increase for the Professional/Administrative staff for 2008. Because of all of the efforts expended by the staff as we passed the levy, moved into new buildings, and provided temporary staffing levels to assist in new locations, the Personnel Committee is suggesting a 3.5% increase to salaries for existing professional/administrative staff effective January 1, 2008.

The next item was **Approval of Page Scale structure for 2008** - The Personnel Committee has discussed the current page scale along with the fact that Ohio minimum wage is increasing effective January 1, 2008. They also discussed the philosophy of trying to keep our minimum for pages above the State minimum for hiring purposes and to establish a cushion should we be in a position at some later date to not want to increase the structure. Therefore, they recommend that we start new hire pages at \$7.25 per hour, use the same step increase amounts as in the past, and eliminate the automatic six month increase but instead stay with the 624 hours worked for each step increase with a maximum of four steps.

The new structure would look like this:

- \$7.25 - entry
- \$7.45 - after 624 hours worked
- \$7.70 - after another 624 hours worked
- \$7.90 - after another 624 hours worked - maximum rate

The next item was **Approval of Additional Professional Hours For Existing Staff** - Board approval is needed for any professional librarian hours or positions that are being recommended for addition to the budget. The Personnel Committee is recommending that the hours of two of the branch managers be increased to 40 hours per week. This represents a 2.5 hour per week increase for both. The positions effected are the manager at Lodi and the manager at Hinckley (Highland). These increases are to be effective during March 2008.

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The last item was **Approval of Increase & Contract For Business Manager** - The Personnel Committee has discussed an adjustment to the salary of the Business manager along with an extension of his contract through the end of 2008. They are recommending an increase of 3.5% to be effective January 1, 2008.

RESOLUTION 07-47 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 an increase to the Professional/Administrative salary scale of 2.5% effective January 1, 2008.**

That the Medina County District Library Board of Trustees approves an increase of 3.5% for Professional/Administrative staff effective January 1, 2008.

That the Medina County District Library Board of Trustees approves an adjustment to the page structure with an entry rate of \$7.25 and elimination of the six month step to be effective January 1, 2008.

That the Medina County District Library Board of Trustees approves an increase in hours for the branch managers at Lodi and Hinckley to be effective in March 2008. Both would be increased to 40 hours per week.

That the Medina County District Library Board of Trustees approves an increase to the salary of the Business Manager of 3.5% and an extension to his contract through the end of 2008. The increase is to be effective January 1, 2008.

The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

Scott Snyder indicated that the **Finance Committee** also met on December 5, 2007 after the Personnel Committee meeting. (Minutes of this meeting were included in the Board packets distributed prior to tonight's meeting.) The proposed 2008 Appropriation Budget as distributed was discussed at this meeting and some changes were recommended by the Committee. The recommended changes were made and this new budget was presented and discussed again. **RESOLUTION 07-48** Upon motion made by Philip Duke and seconded by Scott Snyder, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the 2008 appropriations (copy attached) and authorizes the Director, Clerk/Treasurer and/or Deputy Clerk/Treasurer to certify such appropriations as necessary and required.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

The **Planning Committee** had no report but Director Harris gave a **Building Update**. We are on track in Medina and Highland. Smoke alarm and evacuations procedures are now being done. Furniture is arriving daily. Some items may not arrive and be in place by grand opening but will not be visible to the public. Harris and Kowell are meeting with the contractors tomorrow for more updates. Highland will open on March 15 with the VIP night on March 12. We have delayed this by a short period of time to make sure all the phone lines and equipment are up and running for the Medina opening.

The **Policy & Bylaws Committee** meeting that was scheduled prior to this meeting was cancelled due to lack of a quorum; however items were discussed at the regular meeting instead. **Policy/ Procedure Changes Re: Cell Phones, Expense Reimbursement & IT Disaster Plan For Human Resources & Finance** - This resolution would establish two (2) new policies and procedures and revise one (1) policy and procedure. This is in response to recommendations made during the last audit. While the cell phone and IT disaster plan are new, the changes to the existing expense reimbursement policy are with regard to employees being prohibited from accepting, soliciting, etc. for personal use, etc. and are outlined in the new policy. With regard to the two new policies and procedures the Board would like the cell phone usage to be monitored closely so that it is not abused and asked about the back up procedures. Since both servers are in the same building but on different floors backups are done weekly and these tapes are kept in a safe deposit box at FirstMerit Bank. The Board agreed that this was a good plan. **RESOLUTION 07-49** 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 policies and procedures relating to cell phones, expense reimbursement and the IT disaster plan.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

Communications – A very nice congratulatory letter from Ohio Representative William Batchelder pertaining to the passage of our levy was noted along with numerous newspaper articles.

Unfinished Business – It was announced that the Hinckley Library will close on February 23, 2008.

New Business – Approval of 2007 End Of Year Appropriation Transfers – A recommended Resolution was presented that would authorize the Clerk/Treasurer and/or Deputy Clerk/Treasurer to make the necessary appropriation transfers at the end of the 2007 fiscal year. The purpose of this resolution is to allow the Clerk/Treasurer and Deputy Clerk/Treasurer to make the necessary transfers to cover line item expenditures that may have exceeded appropriated allocations within a given fund at the close of the current fiscal year. As a matter of sound fiscal practice, transfers should be made to adjust any end-of-year appropriations to cover all financial disbursements of funds. A detailed transfer report will be provided to the Board at either the January or February 2008 Board Meeting. **RESOLUTION 07-50** Upon motion made by Philip Duke and seconded by Scott Snyder, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or Deputy Clerk/Treasurer to make such appropriation transfers as are necessary at the close of the 2007 fiscal year in the following funds to adequately cover all expenditures: General Fund (101), Grant Fund (201), Debt Service Fund (301), Building & Repair Fund (401), Facility Construction & Renovation Fund (402) and Endowment Fund (701).** All such transfers shall be reported to the Board at the earliest time possible subsequent to the closing of the financial records for 2007. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

The next item was **Approval Of Letter Of Agreement With Bargaining Unit** – A recommended resolution was presented that pertains to a Letter of Agreement that was negotiated with the bargaining unit on November 28, 2007. This negotiating session was initiated to outline a couple outstanding issues concerning the payment of special rates for Library requested “special

time” along with several housekeeping issues that will result in administrative ease for management and offer better services to the bargaining unit. An explanation/discussion was held. The Board reminded staff that they would like to be updated on items more frequently with regard to bargaining unit negotiations. **RESOLUTION 07-51** 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 Letter of Agreement as attached for amendment to the existing bargaining unit contract with effective dates as outlined in the letter. This letter was negotiated on November 28, 2007.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

The next item was **Strategic Planning Update** - Harris indicated that we have come a long way in our research and have come up with items for a tentative plan, however with the failure of the levy in May, and preparing for the November election, in addition to the loss of our building coordinator, time did not allow for future work on this important project. When Carole Kowell becomes Director in January 2008 she will continue working on this important project with the material already available and will look for our dreams for the future and how we can better serve our patrons and MCDL. There will also be more Board involvement so that we end up with the best Strategic Plan for years to come.

Presentation of Slate of Officers – The Board decided to announce and install the new officers at our January 2008 meeting and voted to have Patricia Walker serve as temporary President for this first meeting of 2008. The roll call vote was as follows: Patricia Walker - abstained, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

The next item was **Approval of 2008 Meeting Dates** - The following meeting schedule was presented for year 2008:

January 28
February 25
March 17
April 21
May 19
June 16
July 21
August 18
September 15
October 20
November 17
December 15

Changes were made to the January and February dates due to normal dates being on a legal holiday. These two meetings will be a week later. All meetings will be held at the new Medina Library except during the summer months and then they will be rotated at the other branches. These locations will be determined at a later date. **RESOLUTION 07-52** Upon motion made by Scott Snyder and seconded by Philip Duke, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the meeting dates for 2008.** The roll call vote was as follows: Patricia

Walker - aye, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

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

- \$5,000 FROM KIWANIS CLUB OF MEDINA FOR CHILDREN'S PLAY AREA IN NEW MEDINA LIBRARY
- \$75 FROM RICHARD O. REUSS II TO BE USED TO PAY FOR SUBSCRIPTION FOR WINE SPECTATOR MAGAZINE FOR MEDINA COLLECTION
- \$2,000 FROM CARL & MARLEEN BRUNELLO TO BE USED FOR LOUNGE AREA IN FRONT OF GENEALOGY ROOM IN NEW MEDINA LIBRARY

It was also announced that Board member Patricia Walker made a donation of \$450 to cover the cost of the retirement recognition reception for Director Mike Harris. All in attendance thanked Walker for her generosity. This will be listed on our January 2008 MCDL Board Agenda.

The next item was **Retirement Recognition for Michael Harris** - Board President Thomas Horwedel read a Retirement Recognition proclamation thanking Harris for his eighteen years of service to Medina County District Library from beginning at Brunswick Library, then Manager of Brunswick and on to Director of MCDL. He was recognized for his successful coordination of our bond issue campaign in 2003, replacement operating levy campaign in 2007 and leadership through our five-year facilities expansion project, just to mention a few of his accomplishments. **RESOLUTION 07-53** Upon motion made by Patricia Walker and seconded by Shereen Lakhani, it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Mike Harris on his years of faithful service to Medina County District Library and honor his dedication and leadership and wish him well in his retirement.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

The last item was **Recognition of Service – Thomas Horwedel** – Vice President Walker read a Service Recognition noting all Horwedel's accomplishment during his seven years on the MCDL Board of Trustees. He was thanked for his insight and dedication to the huge building project and support of library services. Walker also thanked him for being such a great leader and noted how important his guidance and input was in the process of selecting a new Director for MCDL. **RESOLUTION 07-54** Upon motion made by Philip Duke and seconded by Scott Snyder, it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Thomas G. Horwedel on his service to Medina County District Library. We honor his dedication to public service in our county libraries and his guidance to the library building project.** The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye and Thomas Horwedel - aye.

Trustees' Comments – Horwedel thanked everyone for the recognition and indicated it was a very rewarding seven years and indicated he sees many more accomplishments to be made in the future. The Board once again thanked Tom for his enthusiasm and library service. If something needed done, Tom would do it. They wished him good luck in his future endeavors. The Board also

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thanked Harris again for his passion and dedication to the building project. He has definitely left a mark on MCDL for years to come. Carole Kowell was welcomed and all look forward to new accomplishments in 2008 and beyond.

At 7:45 pm the Board recessed briefly for refreshments to celebrate Horwedel's service to the Board.

At 8:15 pm upon a motion made by Philip Duke and seconded by Scott Snyder, the Board moved to enter into **Executive Session** to discuss the purchase of property. The vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye and Thomas Horwedel -aye.

The Board came out of **Executive Session** at 8:37 pm upon motion made by Scott Snyder and seconded by Philip Duke. The vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye and Thomas Horwedel -aye. No action was taken.

The meeting was adjourned at 8:38 pm upon motion made by Philip Duke and seconded by Scott Snyder. The vote was as follows: Patricia Walker - aye, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye and Thomas Horwedel -aye.

NEXT BOARD MEETING

**Monday, January 28, 2008, 7:00 pm
Medina Library**

**Thomas Horwedel
President**

**Scott Snyder
Secretary**