

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

April 21, 2008

The Medina County District Library Board of Trustees met in regular session on Monday, April 21, 2008 at 7:00 pm in The Medina Room at the new Medina Library. President Patricia Walker called the meeting to order.

**Roll Call** was taken with the following members noted as present: Patricia Walker, Scott Snyder, Philip Duke, Shereen Lakhani, Shoukat Ali Bhamani and Maria Griffiths. Also present were Library **Staff** members: Carole Kowell, Director; Brian Hertzal, Business Manager; Craig Harwick, Judy Leuthaeuser, Marilyn Plitt and Elaine Frankowski. There were no Guests in attendance.

President Walker asked that we move Item XIII - Executive Session to immediately follow Garfield Parking Project from Unfinished Business on the Agenda. A motion was made Philip Duke and seconded by Maria Griffiths to change the order of the Agenda as stated above and to approve the **Revised/Corrected Agenda** as distributed. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

**Recognition of Guests and Comments From the Public** – President Walker welcomed everyone present.

A motion was made by Shoukat Ali Bhamani and seconded by Scott Snyder to approve the March 17, 2008 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - abstained, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

Brian Hertzal announced that we had a very successful and well attended auction. Everything was sold so that we will be able to vacate the building at the end of the month. We realized approximately \$10,500 from the auction. The distributed March 31, 2008 **Financial Report** was then discussed. Hertzal indicated that the \$3 Million of Certificates of Deposit at First Merit matured and since the rates are very low now this money was invested in STAR Ohio for a short time while we wait to see if the rates will go up. Meanwhile these funds will remain liquid should they be needed. Hertzal also indicated that we will need a Finance Committee meeting to discuss the 2009 Tax Budget sometime before our May Board meeting. The Committee will be contacted for acceptable dates for this meeting. Included with this month's report Hertzal also provided an updated Building Construction Analysis, Investment Portfolio and a report for the month of March on all the activities in the Finance Department. A motion was made by Philip Duke and seconded by Shoukat Ali Bhamani to accept the March 31, 2008 Financial Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

**Director's Report** – Director Kowell indicated that in addition to her previously distributed report statistics continue to rise. Circulation was nearly 270,000 by transacting library, up over 26% from one year ago. System-wide door count was up 22%. Computer use was 18,340, up over 95%. The Board asked if Staff felt there was a shortage of computers and did patrons have to wait a long time to use the computers. Kowell indicated that coverage is good for now and currently there is little or no waiting time. Having the Computer Lab makes a big difference in the Medina Library. Collection Resources reports that we have nearly 600,000 items in MCDL, which is an all time

high. Very good news for patrons. Kowell also prepared an additional report for the Board with a recap of the OLC "New Directors, New Directions 2008 two day workshop that she attended. She thanked the Board for the opportunity to attend and will answer any additional questions that the Board would like. Kowell also indicated that there is an additional report from each of the attendees of the recent PLA Conference held in Minneapolis. Attendees were Carole Kowell, Judy Leuthaeuser, Debbie Ensor and Jim Haprian. They thanked the Board for the opportunity to attend this very worthwhile meeting as well. They brought back additional ideas for our Strategic Planning process, along with other useful library information. Kowell also shared a letter from Leadership Medina County thanking us for the Leadership Medina County Environment Quality of Life Day tour and PowerPoint overview of the system and how and why the buildings were designed to fit each community.

The **Personnel Report** was reviewed. There were a considerable amount of New Hires, Change in Hours, Change in Status, Retirements and Resignations for last month. A motion was made by Maria Griffiths and seconded by Shereen Lakhani to approve the Personnel Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The **Finance Committee** had no report; however a meeting will need to be held prior to our May Board meeting.

Scott Snyder indicated that the **Personnel Committee** met prior to this evening's meeting and discussed the **Review & Approval of Organization Chart, Title Changes & Job Descriptions**. A recommended resolution was presented pertaining to the new organizational chart as presented by Library Management, the recommended title changes, and all other job descriptions and felt that they properly reflect the structure that MCDL should have in place for ongoing administration of the system along with the duties and responsibilities of each position. Several changes should be noted that Judy Leuthaeuser will now have the title of Assistant Director. Also Keith Maynard, Facilities/Operations Manager and Jim Haprian Technology Services Manager would now report directly to Director Kowell. All changes were approved by the Committee with one change, which is mandated by the State. Fiscal Officer will be added to the Business Manager and Deputy Officer titles. **RESOLUTION 08-24** Upon motion made by made by Scott Snyder on behalf of the Personnel Committee it was: RESOLVED: That the Medina County District Library Board of Trustees approves the proposed organizational chart, title changes as noted, and all other descriptions as presented to the Personnel Committee and will be effective upon approval of the Board. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Approval of Reclassification Requests** - The Personnel Committee reviewed and discussed five (5) requests for employees to be reclassified into a different and new job description. In each case the employee's job duties and responsibilities have changed dramatically from what was reflected in their existing job description. Therefore, new job descriptions have been drafted and reviewed and it is management's recommendation that these employees be moved into the new job descriptions and that each have their salary adjusted to more properly reflect their

position in the new job. Funding for these salary changes was included in the budget which was presented and approved for 2008. **RESOLUTION 08-25** Upon motion made by Scott Snyder on behalf of the Personnel Committee it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the proposed reclassification requests. The funds needed to make the salary adjustments are already included in the 2008 approved budget.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The **Planning Committee** had no report.

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

**Communications** were discussed earlier.

**Unfinished Business** – The next item was **Garfield Parking Project Engineering Costs** – Since we do not have an Agreement at this time a motion was made by Philip Duke and seconded by Shereen Lakhani to table this item until our next meeting. The vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

At 7:37 pm upon a motion made by Shereen Lakhani and seconded by Maria Griffiths, the Board moved to enter into **Executive Session** to discuss the purchase of real estate. The vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 8:07 pm upon motion made by Shoukat Ali Bhamani and seconded by Philip Duke. The vote was as follows:, Scott Snyder - aye, Philip Duke - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye. No action was taken.

Board Member, Shereen Lakhani, had to leave the meeting at this time.

**New Business – Landscaping Services** - A recommended resolution was presented that would award the landscaping services contract to C & M Lawn Service & Landscaping for 2008 – 2009. A Request for Proposal was sent to twelve (12) vendors – five (5) of whom responded. A summary of bids was provided to the Board. The Business Manager and Facilities Operations Manager reviewed the analysis and believe that it would be in the best interest of the library to select C & M to provide landscaping services. Not only are their costs, in most cases, the lowest but they were the only bidder to submit a bid for each location. It was the hope of the Maintenance Department that one vendor be chosen to provide all landscaping services so that the quality of the services provided will not fluctuate from one location to another. **RESOLUTION 08-26** Upon motion made by made by Philip Duke and seconded by Maria Griffiths it was: **RESOLVED: That the Medina County District Library Board of Trustees awards the landscaping services contract to C & M Lawn Service & Landscaping for 2008 – 2009.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Victorian Village** – An Addendum To Agreement with Washington Enterprises, LTD was obtained and signed by Warren Raese, President/Member of Washington Enterprises, LTD. A discussion was held. We have received input from the CDC and it was favorable. After signed by both parties, it will be submitted to the City and demolition could begin in a few weeks. **RESOLUTION 08-27** Upon motion made by made by Philip Duke and seconded by Maria Griffiths it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the Addendum to Agreement with Washington Enterprises, LTD pertaining to the property described as Medina City Lots numbered 403, 404 and 405.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye. A copy of this Agreement will be made a part of MCDL Permanent Records.

A question was presented asking if we will need additional money in the Escrow Account to finalize this transaction. A motion was made by Scott Snyder and seconded by Shoukat Ali Bhamani that the Medina County Board of Trustees authorizes the Business Manager/Fiscal Officer to move the amount necessary to pursue the Agreement with Washington Enterprises, LTD from the Investment Account to the Escrow Account. The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Milling Agreement** – An Addendum Settlement Agreement and Release of All Claims was presented to the Board. A correction was made in paragraph one of the Addendum, the address should be “210 “South Broadway and not 201. A discussion was held. All Board members thanked President Patricia Walker for all her hard and long work on this Agreement. Much personal time was put into this Agreement and it is very much appreciated by all. Board member, Philip Duke, asked to be on record indicating that he is very disappointed in David Milling & Associates and for the unprofessional manner in which David Milling handled this situation. **RESOLUTION 08-28** Upon motion made by made by Maria Griffiths and seconded by Scott Snyder it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the Addendum Settlement Agreement and Release of All claims between Medina County District Library and David Milling & Associates/Architects.** The roll call vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye. A copy of this Agreement will be made a part of MCDL Permanent Records.

**Strategic Planning Update** – Director Kowell distributed Strategic Plan Binders to all the Board members which contain the Four Goals, Recommendations where the Board could participate and a special section for Updates As we work through all the Goals this binder should prove very useful and easy to manage. The Administrative Team will submit monthly goal updates and these will be distributed to the Board for inclusion in the binders.

Upon motion made by Shoukat Ali Bhamani and seconded by Maria Griffiths the following **Donations** were accepted **with gratitude**:

- \$2,000 FROM FRIENDS OF THE MEDINA LIBRARY TO COVER COST OF CLEAR CHANNEL BILLBOARD & COMCAST SPOTLIGHT COMMERCIAL USED LAST YEAR

- \$2,500 FROM THE MEDINA ROTARY CLUB FOR SECOND PLEDGE AMOUNT TO BE USED TO SPONSOR CHILDREN'S ROOM & BEEHIVE IN NEW MEDINA LIBRARY
- \$50 FROM BRUNSWICK LIBRARY STAFF (PAST & PRESENT) IN MEMORY OF MARGARET HUBBELL
- \$100 FROM CAROLYN & JIM BRUCKMANN IN MEMORY OF JOHN C. BRUCKMANN III
- \$100 FROM MARC & JULIE WILLIAMS, TOM & MINDY WOLL & PAT & SANDY NAPLES IN MEMORY OF JOHN C. BRUCKMANN III
- \$25 FROM CHARLES & MARY BENNETT IN MEMORY OF ESTHER R. WOLSTENCROFT
- \$50 FROM MARTHA & NEIL HUGHES IN MEMORY OF ESTHER R. WOLSTENCROFT
- \$50 FROM WALKER & JOCKE IN MEMORY OF GEORGE A. YOUNG
- \$40 FROM CHRIS & ERMA BETTS IN MEMORY OF GEORGE A. YOUNG
- \$100 FROM C. DONALD & CHARLENE M. BRAMLEY IN MEMORY OF GEORGE A. YOUNG
- \$100 FROM DR. & MRS. D. CRANER IN MEMORY OF GEORGE A. YOUNG
- \$45 FROM SHENANDOAH VILLAGE ASSOCIATION IN MEMORY OF MARGARET HUBBELL
- \$500 FROM KARLYN & CHARLES PETRETTI FOR DONOR WALL OF RECOGNITION AT NEW MEDINA LIBRARY
- \$5,000 FROM ANONYMOUS DONOR TO BE USED FOR LARGE PRINT BOOKS FOR MCDL COLLECTION
- \$300 FROM FRIENDS OF THE BUCKEYE LIBRARY TO HELP PAY FOR PROGRAM WITH ARTIST JOHN J. PELENCAR AT BUCKEYE LIBRARY
- \$400 FROM FRIENDS OF THE BUCKEYE LIBRARY FOR 2008 SUMMER READING CELEBRATION
- \$1,000 FROM FRIENDS OF THE BUCKEYE LIBRARY TO BE USED TO PURCHASE "BIG COZY BOOKS" FOR BUCKEYE LIBRARY

The vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - abstained.

**Trustees' Comments** – The Board told Director Kowell that they appreciated the report from the recent conferences and are very pleased with the thorough communications she had had with the Board. President Walker was again thanked for all her help on the recent Agreements and all appreciate her legal knowledge. The Board thanked and acknowledged again all the numerous Memorial donations from the Staff to the various libraries. A suggestion was made about holding our Board meetings in the Community Room. This will be considered. Plans are almost complete to

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hold meetings from June through September at the various branches. An updated list will be distributed by the next Board meeting. A thank you note was read for the Board from Diane Dermody, Highland Library Manager, thanking the Board for all their support and encouragement that resulted in a wonderful community resource.

The **Executive Session** was held earlier in the meeting.

The meeting was adjourned at 9:55 pm upon motion made by Philip Duke and seconded by Maria Griffiths. The vote was as follows: Scott Snyder - aye, Philip Duke - aye, Shoukat Ali Bhamani - aye, Maria Griffiths - aye and Patricia Walker - aye.

**NEXT BOARD MEETING**

**Monday, May 19, 2008, 7:00 pm  
Medina Library**

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**Patricia Walker  
President**

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**Karen Hammon  
Secretary**