

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

January 16, 2006

The Medina County District Library Board of Trustees met in regular session on Monday, January 16, 2006 at 7:00 pm at the new Lodi Library.

Roll Call was taken with the following members noted as present: Philip Duke, Karen Hammon, Thomas Horwedel, Patricia Walker, Shereen Lakhani and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager; Judy Scaife, Human Resources Coordinator; Betsy Gilder, Tina Sabol, Al Scheimann and Elaine Frankowski and new Board member Scott Snyder. There were no Guests in attendance.

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

Installation of New Board Member – Patricia Walker then proceeded to install the new Medina County District Library Trustee, Scott Snyder, who was chosen by the Medina County Commissioner's Office. He was congratulated and welcomed by all.

Presentation of Slate of Officers – President Duke asked Nominating Committee Chair, Karen Hammon to present the proposed Officers for 2006. They are as follows:

President -	Philip Duke
Vice President -	Thomas Horwedel
Secretary -	Patricia Walker

A motion was made by Karen Hammon and seconded by Patricia Walker to accept the Slate of Officers as presented. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye. President Duke thanked everyone for their vote of confidence.

Recognition of Guests and Comments From the Public – Board president Duke thanked Betsy Gilder, Lodi Manager, for her hospitality this evening. Prior to the meeting, Board members toured the new Lodi facility and were very impressed with the building in all aspects. It is a beautiful facility. Gilder indicated that she and staff are very excited about the new building and it speaker's for itself with its grandeur.

A motion was made by Karen Hammon and seconded by Shoukat Ali Bhamani to approve the December 19, 2005 regular Meeting **Minutes**. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - abstained, Shereen Lakhani – abstained, Shoukat Ali Bhamani – aye, Scott Snyder – abstained and Philip Duke - aye.

Brian Hertzal discussed the distributed December 31, 2005 **Financial Report**. He noted that page one of the report now shows the Stock account, which includes the donated 1,100 shares of Omnova Solutions, Inc. stock that was donated to the Library at the end of the year. These shares will be sold.

Hertzell also reported that a 2 million bond will mature in January. A Certificate of Deposit will be purchased with the proceeds. Also noted is that Page 9 of the report shows the donation we received at the end of the year in the amount of \$189,082.63. This money was placed in the Unrestricted Donations account.

Hertzell also indicated that he will have the end of year transfer amounts, along with an analysis for the year, at our February meeting. He will also have the monthly construction report completed in a few days and it will be emailed to the Board.

A motion was made by Thomas Horwedel and seconded by Patricia Walker to accept the December 31, 2005 Financial Report as distributed. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Director's Report – In addition to the written report in the Board packets, Harris indicated that circulation is up by more than 18,000 items, in spite of the moves and closings. Judy Scaife and the Human Resources Department have been very busy completing all the W-2's, Health information, PERS information, etc. to staff. Scaife also reported that we are under budget in the amount of approximately \$225,000 for the year in salaries. Some of this is due to having no major retirement payouts for the year. That is good news. Harris also reported that the Hinckley Library had to close due to a gas leak at a nearby gas station. We are not sure how long we will need to be closed. Updates will follow. Harris indicated that the bid openings for Medina will be held on January 18 and we will know better how everything looks at that time. We will then need to plan a Special Board Meeting sometime during the week of January 30. We will set this up sometime tomorrow. We should have some new designs for Brunswick that can be discussed and voted upon at this meeting as well. More information will be given later in the Agenda. Harris announced that Peter MacEwan will be leaving The Ruhlin Company and Mike Deiwert will take over until a new project manager is chosen. Correspondence with regard to various legal issues was received from Dominic's and the law suite pertaining to Lien Releases at Lodi, etc. Our attorneys are handling these issues.

Harris gave an update on the OLC Legislation Committee and the Blackwell TEL/TABOR constitutional amendment and will continue to receive updates from Alan Nicholas to be shared with the Board.

The **Personnel Report** was reviewed and discussed. A motion was made by Karen Hammon and seconded by Shereen Lakhani to approve the Personnel Report as distributed. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Patricia Walker indicated that the **Finance Committee** had no report

Thomas Horwedel indicated that the **Personnel Committee** had no report.

Planning Committee - Karen Hammon asked Director Harris to give an update on the various projects. Harris indicated that Lodi is on schedule. The current location will close after business hours on Saturday, February 4 and will reopen at the new location at 635 Wooster Street on Saturday, February 18, 2006 at 10:00 am. Information has been sent out regarding book drops,

return of materials, etc. Preview night will be on February 16. Invitations have been sent out. As previously indicated bid openings for Medina is scheduled for January 18 at noon at the Ruhlin offices. In Brunswick, new drawings have been designed and will be presented to the Planning Committee on February 2 in Brunswick. We have added approximate 1,000 square feet to the building, as requested by the Committee. There will now be no interior drive up book drop. Some issues regarding the landscaping remain as we will have to give up some of our parking spaces. This will be discussed. The Board asked that as we get closer to the date, they would like to be reminded to see if they may be able to attend. The Highland land transfer should be completed soon and it is now in the hands of the EPA. We will also contact Granger Township with site plan. Buckeye is doing well. Updates will continue.

Shereen Lakhani indicated that the **Policy and By-Laws Committee** had no report.

Communications - Harris indicated that a copy of a letter he wrote to the Theodore McDowell Family in care of the attorney at FirstMerit Bank was included in the Board folders this evening. Also included in the folders, on orchid paper, are some 2005 year-end statistics for the Board's information.

There was no **Unfinished Business**.

New Business: 2006 Banking Resolutions - A resolution was presented to provide the necessary authorizations related to performing various banking functions throughout the 2006 fiscal year. This request allows for the normal day-to-day financial functions of the library to be performed in accordance with the Ohio Revised Code and the Ohio Administrative Code. In summary, these resolutions authorize various appointed positions within the Medina County District Library the following:

- To have access to any safe deposit boxes.
- To sign any checks, drafts, notes or orders drawn against checking or savings accounts.
- To invest or redeem investments through wire transfers at various banking institutions.

RESOLUTION 06-01 Upon motion made by Karen Hammon and seconded by Patricia Walker, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the following 2006 Fiscal Year Banking Resolutions A – C.**

2006 FISCAL YEAR BANKING RESOLUTIONS

RESOLUTION 06-01A That the Medina County District Library Board of Trustees authorizes the following individuals to have access to any safe deposit box rented by the Library: Medina County District Library President of the Board of Trustees; Director; Clerk/Treasurer; and the Deputy Clerk/Treasurer.

RESOLUTION 06-01B That the Medina County District Library Board of Trustees resolves that all checks, drafts, notes or orders drawn against the accounts at First Merit/Old Phoenix, STAR Ohio-Provident Bank, or any other Board approved Depository Financial Institutions for the Library be signed by two of the following:

Medina County District Library President of the Board of Trustees; Vice President; Clerk/Treasurer; and the Deputy Clerk/Treasurer.

RESOLUTION 06-01C That the Medina County District Library Board of Trustees resolves that any one of the following are currently authorized to act with full power to invest or redeem investments through wire transfers at First Merit/Old Phoenix, STAR Ohio-Provident Bank, or any other Board approved Depository Financial Institutions for the Library: Medina County District Library Director; Clerk/Treasurer; and the Deputy Clerk/Treasurer.

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

Tax Advances Request – First Half 2006 - A resolution was presented to authorize the Clerk/Treasurer and Deputy Clerk/Treasurer to submit for an advance on property taxes collected by Medina County and distributed by the Medina County Auditor to the Medina County District Library. This request permits MCDL to receive a portion of the tax collections monthly which allows for a steady cash flow and increased investment income. **RESOLUTION 06-02** Upon motion made by Karen Hammon and seconded by Shereen Lakhani, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and Deputy Clerk/Treasurer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the first half of 2006. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **2006 Interest on Investments** - A recommended resolution was offered that would authorize the Clerk/Treasurer and/or Deputy Clerk/Treasurer to segregate and accrue all interest earned on investments within each specific fund to that particular fund, or any other as shall be designated, for the fiscal year 2006.

H.B 674 went into effect on March 30, 1999 and amended O.R.C. 135.21 that had required libraries to credit all investment earnings from any funds, other than fiduciary funds, to the General Fund. The amendment, O.R.C. 3375.391, provides for an exception wherein a board of library trustees may pass a resolution designating that all investment earnings accrued within a specific fund may be credited to that fund or any other as the board specifies.

The only exclusion to this new legislation would be to the earnings made on the investment of any bond retirement fund or sinking fund. Also, investment earnings made within the Endowment Fund may never be co-mingled with any other funds due to the fiduciary responsibilities in appropriating said funds for specific purposes and bequests.

This recommendation would allow investment earnings accrued in the General Fund, Building and Repair Fund, Grant Fund, and Endowment Fund to remain in each of their respective funds. Due to its temporary nature, investment earnings in the Grant Fund may at some point and time need to be transferred into the General Fund, as is permitted by law.

RESOLUTION 06-03 Upon motion made by Karen Hammon and seconded by Shereen Lakhani it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to credit investment earnings from the General Fund, Building and Repair Fund, Grant Fund, and the Endowment Fund to the respective funds from which they accrued for fiscal year 2006. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **2006 Investment Policy** - A recommended resolution was offered that would formally renew the Medina County District Library Investment Policy. No changes were made to the Investment Policy since the last annual approval by the Board. A copy of this Investment Policy will become part of these minutes. **RESOLUTION 06-04** Upon motion made by Karen Hammon and seconded by Shereen Lakhani it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Investment Policy for the 2006 fiscal year. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **Bookmobile Disposition** - A recommended resolution was offered approving the sale of our old bookmobile to the Friends of the Medina Library for an average estimated value of \$2,000.00, and authorizing the Director and Business Manager to solicit donated funds and equipment to allow the Friends to purchase, refurbish and stock the bookmobile before its journey south as a donation to the New Orleans Library.

The two valuations we have solicited from our insurance agent were \$2,000 and a range of \$1,500-\$2,500. The Medina Friends have offered to act as fiscal agent if we are able to secure donations to accomplish the purchase. Other literature included for the Board's review makes it clear that the Bookmobile is of far greater value to the hurricane impacted areas right now than the open market would warrant.

Our intention is to repair the bookmobile with private donations, stock it with gifts from book vendors and our Friends groups, and solicit donations for a laptop computer or two to put on board. Harris is in regular contact with Linda Santi, Development Director of the New Orleans Public Library.

A discussion was held and the Board agreed to personally donate money for this donation, as did Director Harris and other staff members. Any monies that are collected in excess of \$2,000 will be used for additional repairs, fuel to make the trip, possible lap top computer and other items for the Bookmobile. The checks should be made out to the Friends of the Medina Library and will be sent to the Administrative office for gathering and then delivered to the Friends of the Medina Library. **RESOLUTION 06-05** Upon motion made by Shereen Lakhani and seconded by Karen Hammon it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the sale of the old bookmobile to the Friends of the Medina Library, for the purpose of its donation to the New Orleans Public Library, and authorizes the Director and Business Manager to solicit donations for its purchase, repair, and stocking. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - abstained, Shereen Lakhani - aye Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **Food for Fines**. Due to the building projects and using temporary sites, the Board acknowledged that Food for Fines is not an effort that we are in a position to accomplish this year. Several suggestions were discussed. A motion was made by Thomas Horwedel and seconded by Karen Hammon that MCDL allow a collection of voluntary donations for the month of March in lieu of Food for Fines to be used for the Feed-A-Family organization, since they depend on this yearly event so greatly. Further discussions were held and Thomas Horwedel and Karen Hammon then withdrew their motion. The Board then indicated that they would commit to making individual voluntary contributions to Feed-A-Family to compensate for not holding a Food for Fines event. Staff will be given the opportunity to donate as well. MCDL does not want to leave Feed-A-Family without any food or monetary amounts as we have made up about 2/3 of their collection for the year. It is felt that this will help Feed-A-Family this year so that they will have ample time to plan for future years. The Library will publicize this decision so that the public will be aware of this change, the reason for it and the solution. It was suggested that some sort of amnesty program be looked in to at some point in time. Information will be sent to the Board and interested staff as to where the checks should be sent

Use of Logo on signage – A lengthy discussion was held with regard to putting our logo into more prominent visibility in the new libraries showing that we are all under one umbrella. This is done very well in all publications, flyers and any material that is used to promote the Library, its programs, etc. Several suggestions were offered such as a MCDL flag, additional signage in the buildings, etc. A point was made that since all of our new buildings are being built to capture the feel of the neighborhoods so we need to continue to preserve that image. Our ability to promote the logo at the new Medina Library will face the most restrictions so we will use that solution as our guideline in revisiting where to best place more obvious system identification at all facilities. The Board agreed and indicated that they would like to see this item placed on the Agenda again at a later date.

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

- \$40 FROM MR. & MRS. JACK ESGAR IN MEMORY OF PAULA ARNER
- \$189,082.63 FROM THEODORE MCDOWELL CHARITABLE REMAINDER TRUST

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

Trustees' Comments – The Board once again welcomed Scott Snyder to the Board. Snyder thanked staff for a very enjoyable and helpful orientation provided him last week and is looking forward to working with the Board. President Duke indicated that he will announce the Committee assignments at our next board meeting and asked the Board if they had a preference of a Committee to contact him.

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

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The meeting was adjourned at 8:35 pm upon motion made by Thomas Horwedel and seconded by Karen Hammon. The vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

NEXT BOARD MEETING

**Monday, February 20, 2006, 7:00 pm
Brunswick Community Library**

**Philip Duke
President**

**Patricia Walker
Secretary**