

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

June 19, 2006

The Medina County District Library Board of Trustees met in regular session on Monday, June 19, 2006 at 7:00 pm at the Brunswick Community Library.

Roll Call was taken with the following members noted as present: Philip Duke, Patricia Walker, Karen Hammon and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzell, Business Manager; Diane Dermody, Carole Kowell, Judy Leuthaeuser, Sandy Nannfeldt, Deborah Pawlik, Tina Sabol, Judy Scaife, Al Scheimann, Dawn Yonek and Elaine Frankowski. Guests in attendance were David Scaife, Dave Gulley from The Ruhlin Company and Eric Ward from David Milling & Associates Architects.

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

Recognition of Guests and Comments From the Public – Board president Duke welcomed all to the meeting this evening and recognized David Scaife, husband of Judy Scaife, and Dave Gulley and Eric Ward who will discuss the building project later in the Agenda.

A motion was made by Karen Hammon and seconded by Shoukat Ali Bhamani to approve the May 15, 2006 regular Meeting **Minutes**. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Brian Hertzell discussed the distributed May 31, 2006 **Financial Report** and indicated that there were no unusual activities this month. Hertzell also referred to page one of the report with regard to some of our CD's that have matured. They have been reinvested for 90 days, which will result in a considerable amount of increase in investment income due to better rates at this time. We will also have some Bonds maturing in June and July. Page one also shows \$12,851 in stock. Hertzell indicated that the stock has now been sold and we realized a profit of \$850. This will appear in the June report presented at our July Board meeting. An additional report was prepared (reported on pink sheets) showing General Fund Percentages. One example shows that total expenditures to date have been 38.4% and the average is 39.3% which indicates we are ahead of the game. A motion was made by Karen Hammon and seconded by Shoukat Ali Bhamani to accept the May 31, 2006 Financial Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Director's Report – Harris asked Community Relations Coordinator, Tina Sabol, to discuss the 2006 Summer Reading Celebration. The kickoff was on June 5th and is already doing really well. The theme this year is called "Amazonia" which has been incorporated into all reading levels with matching prizes in all age groups. This event will run through August 12th. The Board thanked Sabol for the very informative presentation. In addition to the written report in the Board packets, Harris indicated that circulation is up 39%. Harris indicated that the Bookmobile is now in New Orleans, and he plans to visit next week when he is at ALA. The local publicity has really been outstanding. The Brunswick facility will close on June 26th and we hope to open around July 6th. Brunswick will continue to hold children's programs but since we have a smaller area, programs will be somewhat limited. Programs in Medina continue to be strong even though our space is limited.

With regard to the public forums and surveys from patrons and staff, there are paper surveys available at the libraries for everyone's use and they are also available on line. There has also been newspaper articles for the non-users. Kathy Compton is working on the Public forums. We are now looking for members for the Core Team and would like at least two Board members to participate on this team. President Duke will take care of these appointments. We will need several meetings scheduled sometime in mid or late August.

It was also mentioned that due to the closing of Brunswick and moving to our temporary facility, along with possible less patron usage during the break-in period, staff from Brunswick will work at the Lodi and Buckeye facilities.

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

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

The **Personnel Committee** met on June 16, 2006 and discussed several items. **Additional Librarian Hours** - The Director and library management is requesting four additional reference librarian hours. Due to the change in location of Medina Library, the current staffing levels as Medina staff helps our new libraries, and the need of more in-charge coverage, we are requesting four hours be added to a current part-time 26 hour Medina Reference Librarian's hours. As these hours will continue to be needed when Medina moves into our new facility, we are requesting those hours be added at this time. These hours can be funded within our current budget. **RESOLUTION 06-16** Upon motion was made by Karen Hammon on behalf of the Personnel Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees approve four additional professional librarian hours for Medina Library.** The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Position Descriptions and Re-Classifications – We are recommending the reclassification of two positions and one current employee in one of those positions. The other position is currently vacant. We are recommending that the current position of Community Relations Clerk be eliminated, a new position of Community Relations Assistant be created at Grade III. This position is currently vacant. This change is due to necessary skills and education that this position now requires. We are also recommending that the current position of Facilities Maintenance Technician be reclassified to Grade IV from Grade III and the current employee, Dave Csontos be reclassified. This change is due to the added responsibilities of this position. We have recommended revisions to all other descriptions to reflect present duties and tasks. No other position has had major changes in duties or responsibilities to justify a reclassification. **RESOLUTION 06-17** Upon motion was made by Karen Hammon on behalf of the Personnel Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby eliminates the position of Community Relation Clerk and adopts the new position and position description of a Community Relations Assistant. The new positions is to be placed on Grade III of the Bargaining Unit Wage Scale.** The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

RESOLUTION 06-18 Upon motion was made by Karen Hammon on behalf of the Personnel Committee, it was: **RESOLVED:** That the Medina County District Library Board of Trustees hereby adopts the revised position description for Facilities Maintenance Technician and reclassifies it on the Union Wage Scale at Grade IV, effective 6/26/06. The current incumbent, David Csontos, is to be reclassified to Grade IV, effective 6/26/06. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

RESOLUTION 06-19 Upon motion was made by Karen Hammon on behalf of the Personnel Committee, it was: **RESOLVED:** That the Medina County District Library Board of Trustees hereby adopts the revised position descriptions for all bargaining unit positions. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Planning Committee - Karen Hammon asked Director Harris to give an update on the various projects. Harris indicated that the Medina project is moving along nicely. We are meeting with the fire chief to go over the smoke evacuation plan. A discussion was then held with regard to the Brunswick Library budget/bid comparisons. For ease of discussion, Eric Ward distributed a handout that was prepared showing various figure comparisons. Dave Gulley was also available for questions. We will re-bid General Trades, Millwork and Electrical as the bids came in very high. We feel that the bids will come in much lower on the re-bidding. We are over budget about \$400,000 but we do have about \$200,000 that can be reallocated, and we will discuss this at our next Board meeting. We are confident that with the re-bids, combined with some potential cost-saving items, we should come within budget. We will also have additional money from the sale of the old Lodi Library and some excess funds from the Buckeye project. We will need to schedule a Special MCDL Board Meeting the first week of July to begin the re-bid process. Since the figures are now in, we will also have some information available as to what we can do with the Seville Library. The Board asked why some of the bids came in so high. Eric and Dave indicated some of the increases are due to copper and light fixture prices being higher and some of the bidders were not clear on some of the bidding items.

The **Policy and By-Laws Committee** had no report.

Communications. Harris read patron correspondence and a letter from David & Judy Scaife with regard to her years with MCDL and a donation of \$1,000 to the library.

Unfinished Business – 2006 Library Levy - A motion was made by Karen Hammon and seconded by Patricia Walker to table this proposed resolution. This is as a result of our County Prosecutor's opinion that a replacement levy must be put to the voters within 12 months of its expiration. As a result of both that opinion and the removal of the TEL Amendment from the ballot in November, it would be best to wait until May to appear on the ballot. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye. It was also recommended that we have a one half day Board Retreat sometime in the fall.

New Business: Advance Payment Second Half Property Tax – A resolution was presented that would authorize the Clerk/Treasurer and/or the 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. Staff recommends that the motion be adopted authorizing the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to submit a request for tax advances. **RESOLUTION 06-20** Upon motion made by Karen Hammon and seconded by Shoukat Ali Bhamani it was: RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the second half of 2006. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was **Bank Depository Agreements** – Two recommended Resolutions that are related to the establishment of Bank Depository Agreements for 2006-2011 were presented. The first Resolution would establish the active and interim deposit levels for all Medina County District Library (MCDL) funds as they apply to soliciting applications for depository agreements with banking institutions. The second Resolution would authorize the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to proceed with designating various financial institutions as public depositories for the MCDL for a period of five years upon receipt of their Application for Deposit of Public Monies.

Every five years Depository Agreements must be renewed with banking institutions designating a specified level of active and interim deposits as denoted by MCDL. As part of this process applications will be sent to various banking institutions soliciting their interest in becoming a designated banking depository for the period August 17, 2006 to August 18, 2011. Current Depository Agreements expire on August 18, 2006.

According to Ohio Revised Code, deposits of public monies must be designated as one of three types of deposits: **Active** – funds that are necessary to meet current demands such as checking accounts, **Interim** – funds that will not be needed for immediate use such as investment vehicles, including STAROhio and **Inactive** – funds other than active or interim.

Prior to 2001, active deposit levels were set at \$750,000 and interim deposits levels were set at \$4,000,000. In 2001, active deposit levels were set at \$1,700,000 and interim deposit levels were set at \$26,000,000 in anticipation of the construction projects. Going forward it is suggested that the active deposit levels remain at \$1,700,000. However, since the interim deposits in the aggregate currently are approximately \$40,000,000, we suggest that the levels be increased to \$40,000,000. **RESOLUTION 06-21** 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 that the estimated aggregate maximum amount of public funds subject to the control of said board be awarded within the new period of designation and be on deposit as ACTIVE deposits is One Million, Seven hundred thousand Dollars (\$1,700,000), and as INTERIM deposits is Forty Million Dollars (\$40,000,000), that the Business Manager-Clerk/Treasurer and/or the Deputy Clerk/Treasurer notify the banks of the passages of this resolution and request their application to become a depository. These applications will be received and opened at 12:00 Noon, E.D.S.T. /E.S.T., on the 10th day

of July 2006, at which time designation will be made. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

RESOLUTION 06-22 Upon motion made by Karen Hammon and seconded by Patricia Walker it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Business Manager-Clerk/Treasurer and/or the Deputy Clerk/Treasurer to designate all appropriate financial institutions as public depositories for the period beginning August 17, 2006 to and including August 18, 2011 for the maximum amounts as listed. The Business Manager-Clerk/Treasurer shall report all such designations to the Board at their next regularly scheduled meeting.** The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was **Sale of Excess Furniture** – A recommended resolution was presented that would authorize the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to sell a small group of furniture (listed on copy of Resolution) to the Rodman Public Library for \$100. As a result of the various construction projects, we have been accumulating the used furniture that will not be needed in the future with the intent to have a public auction to sell the furniture. However, we were contacted by the Rodman Public Library to attempt to purchase some of the furniture. Their offer of \$100 is, in the opinion of Keith Maynard, nearly double from the amount that he believes we can realize from a public sale. Therefore, library administration recommends that the furniture be sold to the Rodman Public Library for \$100. **RESOLUTION 06-23** Upon motion made by Karen Hammon and seconded by Shoukat Ali Bhamani it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to sell the aforementioned listed furniture to the Rodman Public Library for \$100.** After further discussion, the Board asked that we add a paragraph to the description area of the resolution to further clarify the issue to read as follows: *Due to the present circumstances of the Library in it's building projects, the library would require storage of the listed furniture, and it is unknown if one or more months storage would be needed, at an estimated cost of at least \$150.00.* The Board then approved the resolution upon a motion made by Patricia Walker and seconded by Karen Hammon. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was **Approval of Bids for Brunswick** - A recommended resolution was presented to approve the awarding of contracts for the Brunswick Library, based upon recommendation from the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates/Architects.

The contracts involve twelve of the fifteen bid items, with a total value of \$2,433,379. Three Bid Items (General trades, Electrical, and Millwork) came in at more than 150% of estimated cost and will be rewritten and/or re-bid in a timely fashion in an effort to secure lower prices. We will need to contract out for minor electric work to stay on our demolition schedule, but otherwise the re-bidding process should have no effect on our current timeline. While the twelve items recommended for award are within our budget, the last three items may require additional money to be budgeted for Brunswick. Fortunately, we believe at least some of the funding can come from our temporary location line item after we have done the required remodeling at Laurel Square. **RESOLUTION 06-24** Upon motion made by Patricia Walker and seconded by Karen Hammon it was: **RESOLVED: That the Medina County District Library Board of Trustees upon recommendation from**

the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates Architects, The Medina County District Library Board of Trustees hereby authorizes the award of contracts for the construction of the Brunswick Library for all bid scopes except #6 (General Trades), #11 (Millwork), and #15 (Electrical), in accordance with the Construction Documents prepared by David Milling & Associates Architects, and authorizes The Ruhlin Company to prepare Owner-Contractor Agreements for Construction for signature for the individual Contracts. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Retirement Recognition for Judy Scaife – Judy was recognized by the Board and all in attendance for her twenty-six years of service to MCDL. A Retirement Resolution was read recognizing her. **RESOLUTION 06-25** Upon motion made by Karen Hammon and seconded by Patricia Walker it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Judith Ann Scaife on her retirement. We wish her many happy, relaxing years from behind the wheel of her John Deere tractor.** The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye. The Board thanked her for her many years of service and indicated that they have never met anyone that has such a passion for what they do.

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

- \$50 (SHOULD HAVE BEEN \$300, WILL BE CORRECTED NEXT MONTH) FROM FRIENDS OF THE HINCKLEY LIBRARY FOR 2006 SUMMER READING PROGRAM
- \$60 FROM MONDAY MORNING DISCUSSION GROUP FOR USE OF BRUNSWICK COMMUNITY ROOM
- \$100 FROM ANDERSON LANDSCAPING, INC. IN MEMORY OF JOHN STRICKER.
- \$5,000 FROM MEDINA FRIENDS OF THE LIBRARY FOR 2006 SUMMER READING PROGRAM
- \$100 FROM KATHLEEN LEMAR FOR THE NEW LODI LIBRARY
- \$783 FROM LODI FRIENDS OF THE LIBRARY FOR 2006 SUMMER READING PROGRAM
- \$50 FROM TRACY SOINGER FOR REFERENCE RESEARCH
- \$50 FROM SHARRI A. LUEFSCHUTZ IN MEMORY OF JOHN STRICKER
- \$50 FROM ALISON YAFFIE IN MEMORY OF JOHN STRICKER
- \$1,000 FROM DAVID & JUDITH SCAIFE FOR LODI & BUCKEYE WALL OF RECOGNITION.

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

Trustees' Comments – The Board once again thanked Judy for her years of support and knowledge and wished her good luck. President Duke reminded the Board that he will be asking for two Board members to serve on the Core Committee. The Board will also be contacted very soon to plan a Special Meeting to approve some building project plans. Ms. Walker announced that there

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will be a City Council meeting sometime soon with regard to the re-zoning in the City of Medina. She also indicated that the Strategic Planning Focus groups are very worthwhile and valuable and that the committee is doing a great job.

At 8:12 pm upon a motion made by Karen Hammon and seconded by Patricia Walker, the Board moved to enter into **Executive Session** to discuss the purchase of real estate. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The Board came out of **Executive Session** at 8:25 pm upon motion made by Karen Hammon and seconded by Patricia Walker. The vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye. No action was taken.

The meeting was adjourned at 8:36 pm upon motion made by Karen Hammon and seconded by Patricia Walker. The vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, July 17, 2006, 7:00 pm
Buckeye Library

Philip Duke
President

Patricia Walker
Secretary