

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

July 17, 2006

The Medina County District Library Board of Trustees met in regular session on Monday, July 17, 2006 at 7:00 pm at the Buckeye Library.

Roll Call was taken with the following members noted as present: Philip Duke, Thomas Horwedel, Patricia Walker, Karen Hammon, Shereen Lakhani and Scott Snyder. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager; Theresa Laffey, Judy Leuthaeuser, Tina Sabol and Elaine Frankowski. Guest in attendance was Charles Parsons from The Parsons Group.

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

Recognition of Guests and Comments From the Public – Board president Duke welcomed all to the meeting and recognized Charles Parsons who will give a Strategic Planning Update later in the Agenda.

A motion was made by Karen Hammon and seconded by Thomas Horwedel to approve the June 19, 2006 regular Meeting **Minutes**. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - abstained, Scott Snyder - abstained and Philip Duke - aye.

A motion was made by Karen Hammon and seconded by Scott Snyder to approve the July 5, 2006 **Special Meeting Minutes** as amended. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - abstained, Scott Snyder - aye and Philip Duke - aye.

Brian Hertzal discussed the distributed June 30, 2006 **Financial Report** and indicated that receipts were received on a timely basis and expenditures are in line with the budget. Hertzal reported that Investment Income was higher in several areas and will result in a \$200,000 increase over the original Budget. A \$2.0 million Bond matured in July and the proceeds were placed into a CD's at a 60 day rate of 5.3%. This will be reflected on the July Financial Report. An updated Building Construction Analysis Report was also provided. The transfers approved at the July 5th Special Board Meeting were not included in this month's report but will be reflected in the July report. A motion was made by Karen Hammon and seconded by Patricia Walker to accept the June 30, 2006 Financial Report as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Scott Snyder - aye and Philip Duke - aye.

A final audit report from Charles E. Harris and Associates, Inc., Certified Public Accountants, was distributed along with a copy of the Management Letter. MCDL received a clean opinion. Several recommendations were made and the Board will review these at a later date. The Board thanked and congratulated Brian and staff for a job well done.

Director's Report – Harris introduced Charles Parsons of the Parsons Group, who gave a **Strategic Planning Update**. An information sheet was provided with updated information. The Administrative Team met to discuss the future of the Library and how our Library impacts Medina County. Parsons indicated that Good Data, Great People and a Good Process is needed and felt that MCDL has these qualities. We received 492 Library User Surveys and 97 Library Staff Surveys. There

have been 12 Community Forums with a total of 55 participants. Next will be future analysis by Library Administrative Staff and key person interviews. The Core Team Formation is being finalized.

President Duke announced that Thomas Horwedel and Scott Snyder will serve on the Core Team as Board representatives. There has been a Planning Retreat scheduled for August 16, 17 and 18th at Rustic Hills Country Club. Parsons indicated that there are two new books out about future trends in organizations and how to go from a “good” library to a “great” library. These along with several other books will be used at the Retreat. President Duke indicated that Parsons has done very good due diligence work in preparation for this project.

Harris then asked Community Relations Coordinator, Tina Sabol, to discuss the information that her department will focus on for distribution to patrons for August and September. In August the theme will be “Expanding Your Reach,” which will highlight our Bookmobile and Outreach Services. This service helps our senior citizens by visiting outlying areas, the Achievement Center, Senior residences and the Bookmate system. It also features Early Childhood Librarian visits and programming to preschools, day care centers and local agencies. Also featured will be services for the visually impaired. At the end of September we will feature our participation in the “Every Child Ready to Read Program” which involves parents to learn how to teach their children. We will also begin focusing on the upcoming election and provide voter registration opportunities. The Board thanked Sabol for her a very impressive presentation.

In addition to the distributed report, Harris reported that we had a very heavy visitor month in Medina. We are hoping to open the new Brunswick temporary facility this coming Friday. Staff has returned and are preparing for the opening after we receive the final inspections for public occupancy. Work on the old Brunswick building has already begun. We are having some ceiling problems at Lodi and we may have to close for a day in August to resolve these issues. Buckeye celebrated it’s sixth anniversary with a birthday party and they have 300 children signed up for the Summer Reading Program.

The **Personnel Report** was reviewed and discussed. Most of the leave of absences were due to staff wishing to take time off rather than work at another building. We will be conducting second interviews for the Human Resources Coordinator this week. A motion was made by Karen Hammon and seconded by Scott Snyder to approve the Personnel Report as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Scott Snyder - aye and Philip Duke - aye.

Patricia Walker indicated that the **Finance Committee** had no report at this time. She thanked Hertz and staff for such a good audit. A future meeting may be necessary.

The **Personnel Committee** had not report

Planning Committee - Karen Hammon asked Director Harris to give an update on the various projects. Harris indicated that in Medina the floors have been poured and the walls on the second floor will be next. Brunswick is on schedule and the re-bids will be received in about 1-1/2 weeks. We will need to call a Special Board Meeting if bids are received on the scheduled date of July 25. In Highland, we have approval from zoning on plan site and a letter from our legal council about the swale on school property. We still hope to break ground by the end of the year. Seville is coming along nicely and we hope to begin remodeling in early 2007 or spring.

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

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Communications. Bookmobile/New Orleans Letter – A copy of a thank you letter, along with a history of the Lakeview Library where the Bookmobile is housed, and picture of the Bookmobile on a New Orleans street were in the Board packets.

There was no **Unfinished Business**.

New Business: Staff Development Day Resolution - Beverly Masek, Training Coordinator, and the Staff Development Day Committee have been busy preparing for Staff Development Day on Friday, August 25, 2006. Our theme this year is “Pit Stop 2006.” There will be a general session and breakout sessions. Annual service awards will also be presented at the end of the day. We have had very successful days at Westfield and have arranged for this year’s day to be held once again in the Conference Center. Staff have enjoyed and appreciated the food and atmosphere of Westfield’s accommodations.

Professional/Administrative and Bargaining Unit staff will be required to attend. Pages working 20 or more hours per week will be invited to attend, but the day is optional. Including Board members, we will have approximately 142 in attendance. All Board members are invited for the entire day and invitations will be sent. We hope some of you can attend, if not for all of the day, at last part of the day; perhaps lunch or the end of the day when we recognize staff.

We have budgeted for the day, and now we only need to officially close the library.
RESOLUTION 06-29 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 closing of the library to the public on Friday, August 25, 2006 for the purposes of professional growth and development.** The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Scott Snyder - aye and Philip Duke - aye.

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

- (CORRECTION) \$300 FROM FRIENDS OF THE HINCKLEY LIBRARY FOR 2006 SUMMER READING PROGRAM
- \$50 FROM SALLY B. ELSEA IN MEMORY OF MARGE MCGONNELL
- \$50 FROM MRS. THOMAS MILLER & FAMILY IN MEMORY OF MARGE MCGONNELL
- \$25 FROM KENNETH & JENNIFER COBB IN MEMORY OF MARGE MCGONNELL
- \$25 FROM ROSEMARY FAHLER IN MEMORY OF MARGE MCGONNELL
- \$25 FROM MRS. HARRY BAKER IN MEMORY OF MARGE MCGONNELL
- \$50 FROM MR. & MRS. JOHN SHELDON IN MEMORY OF MARGE MCGONNELL
- \$2,000 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR 2006 SUMMER READING PROGRAM
- \$25 FROM MEDINA NEEDLEWORK GUILD IN MEMORY OF ALICE AMON

- \$500 FROM LONDA LEBANIK IN MEMORY OF RONALD LEBANIK FOR TUTORING ROOM IN NEW BRUNSWICK LIBRARY
- \$50 FROM JOHN BURKE IN MEMORY OF JOHN STRICKER
- \$50 FROM CHRISTOPHER A. JAKAB IN MEMORY OF JOHN STRICKER
- \$25 FROM MARYANN ANDRES IN MEMORY OF JOHN STRICKER

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

There were no **Trustees' Comments.**

At 7:35 pm upon a motion made by Thomas Horwedel and seconded by Karen Hammon, the Board moved to enter into **Executive Session** to discuss the purchase of real estate. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Scott Snyder - aye and Philip Duke - aye.

The Board came out of **Executive Session** at 7:50 pm upon motion made by Karen Hammon and seconded by Scott Snyder. The vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Scott Snyder - aye and Philip Duke - aye. No action was taken.

The meeting was adjourned at 7:51 pm upon motion made by Karen Hammon and seconded by Thomas Horwedel. The vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Scott Snyder - aye and Philip Duke - aye.

NEXT BOARD MEETING

**Monday, August 21, 2006, 7:00 pm
Buckeye Library**

**Philip Duke
President**

**Patricia Walker
Secretary**