

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

November 20, 2006

The Medina County District Library Board of Trustees met in regular session on Monday, November 20, 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, Shoukat Ali Bhamani and Scott Snyder. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager; Craig Harwick, Judy Leuthaeuser, Sandy Nannfeldt, Tina Sabol, Albert Scheimann and Elaine Frankowski. Guests in attendance were Eric Ward from David Milling & Associates Architects, Dave Gulley from The Ruhlin Company and practicum student Vickie Pietrasz from Kent State University.

President Duke asked that we amend the **Agenda** by adding "Appointment of Nominating Committee" under *New Business, letter "D"*. A motion was made by Karen Hammon and seconded by Shoukat Ali Bhamani to approve the **Agenda** as amended. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Recognition of Guests and Comments From the Public – Director Harris introduced practicum student, Vickie Pietrasz and President Duke welcomed her as well as Eric Ward and Dave Gulley. Ward and Gulley are in attendance should the Board have any questions regarding the building program.

A motion was made by Karen Hammon and seconded by Scott Snyder to approve the October 16, 2006 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - abstained, Scott Snyder - aye and Philip Duke - abstained.

A motion was made by Karen Hammon and seconded by Scott Snyder to approve the November 8, 2006 Special Meeting **Minutes** as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - abstained, Karen Hammon - aye, Shoukat Ali Bhamani - abstained, Scott Snyder - aye and Philip Duke - aye.

Brian Hertzal discussed the distributed October 31, 2006 **Financial Report** and indicated that once again receipts were received on a timely basis and expenditures were in line with the budget. Our CD's matured and were rolled over for 35 days at a rate of 5.07 with a maturity date of December 15. Using a four year average, we are 4% ahead in receipts and about 6% behind in our expenditures. A motion was made by Thomas Horwedel and seconded by Karen Hammon to accept the October 31, 2006 Financial Report as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Director's Report – In addition to the distributed report, Harris reported that Circulation statistics for October were up 20% from the previous year. Buckeye is still new circulation, Lodi is up 80% from the old building, and Medina, Hinckley and Outreach were 15-20% higher. Brunswick is back to about 95% of previous circulation. Programming numbers were also up for the month, reflecting the work that staff is doing to bring people to our temporary facilities.

The annual Hennen's American Public Library Rankings has come out, and we have dropped from second to fourth in our population demographics. While it is obviously a little disappointing, given the disruption of our building project and the various library closings that have accompanied moves, it is a tribute to everyone's efforts that we have maintained a top ranking. We expect that the 2006 and 2007 rankings will also reflect the hurdles of opening our new libraries, but by 2008 we should be back stronger than ever. The Board asked for an explanation as to how this ranking is determined. The figures used for this current ranking used the statistics from 2004 and 2005, which was when we were closing libraries and moving to temporary facilities.

Medina will begin trying out its first self-check machine later this month, and has also agreed to be our test site for the software that Automation has purchased for time and print management. We will implement in Medina only in January. Use of the software will free up staff from having to referee arguments over whose turn it is at the computers, but will also require a library card number to register. The Board asked for an explanation on how this software will work. We would like to see what impact this will have on policy and make one set of recommendations through the Bylaws Committee. Judy Leuthaeuser or Mike Harris will speak to the issue at either the December or January Board meeting.

The Board asked if we are able to determine if new people are using our facilities because of the new Buckeye location and larger Lodi facility. Harris indicated that some of this information is on the "*New Cards Issued*" report that is included in the Board Packets each month.

The **Personnel Report** was reviewed and discussed. It was noted that Dave Murray of Delivery/Maintenance will be retiring at the end of the year and Lynn Gagnon, our Bookmobile Services Supervisor, will be leaving to take a position with a school system. A motion was made by Patricia Walker and seconded by Karen Hammon to approve the Personnel Report as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Patricia Walker indicated the **Finance Committee** had no report at this time.

Tom Horwedel indicated that the **Personnel Committee** had not report

Planning Committee - Director Harris indicated that all building projects are on schedule. We will be voting on approval of remaining bids for Highland later on the Agenda. The Seville Village Council has approved the design for renovations for the library and the architects and Library staff members are meeting to finalize construction documents.

The **Policy & Bylaws Committee** had not report.

Communications - A notification letter was sent to the Board announcing a Public Meeting of the Historic Preservation Board to obtain citizen input regarding the Medina Historic District Design Guidelines.

There was no **Unfinished Business**.

New Business: Highland Library – Approval of Fund Transfer - A recommended Resolution was presented that would authorize the transfer of \$250,000 from our Investment Income Line Item to the Highland Library budget. There is no money to be saved at this point from any further delay. Rising costs for raw materials have made square foot estimates made in good faith in 2003 obsolete. The design for our Highland Library was created with significant input from architects, construction management, and library staff, and represents our vision of the best we can accomplish in Highland.

Our Investment Income line item in the 402 budget has performed well beyond early projections. What had been projected as \$580,000 for 2006 was adjusted up to \$800,000 during the year, and is now projected to reach \$1,200,000. The transfer of \$250,000 to the Highland project and a potential transfer of approximately \$100,000 to the Seville budget, if needed, will still leave more in the Investment Income line item than was anticipated. We believe it is wise to transfer the funds necessary to make these libraries capable of achieving the original vision.

The Board asked for further explanation on the higher costs for this project. Harris indicated that the primary reason was the large increase of prices in the copper, steel and petroleum prices since the project began. This is especially noted in the electrical costs with the high price of copper. In order to have approval by the Board of Education, we had some additional site costs as well. We also added about 400 square feet to the building that was needed in order to make sure that we had a building that would fit all the current and future needs of the patrons.

The Board also asked Harris and Hertzell to recap what monies were transferred to date and what monies were left in contingency. Updates were given. **RESOLUTION 06-38** – Upon motion made by Thomas Horwedel and seconded by Karen Hammon it was: RESOLVED: That Upon recommendation from staff, The Medina County District Library Board of Trustees hereby authorizes the transfer of \$250,000 from the 402 Investment Income Line Item into the Highland Budget. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **Highland Library – Approval of Remaining Bid Items** – A recommended resolution was presented to approve the awarding of contracts for the Highland Library, based upon recommendation from the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates/Architects. The contracts involve the remaining five Bid Items, with a total value of \$641,375. The remaining Bid Items are Roofing, Flooring and Tile, Plumbing, Fire Protection, and HVAC. All have clear low bidders and were awaiting the transfer of funds necessary to complete the project. **RESOLUTION 06-39** - Upon motion made by Thomas Horwedel and seconded by Karen Hammon it was: RESOLVED: That 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 Highland Library for the following bid scopes; #6 (Roofing), #9 (Flooring and Tile), #11 (Plumbing), #12 (Fire Protection), and #13 (HVAC), in accordance with the Construction Documents prepared by David Milling & Associates/Architects, and authorizes The Ruhin Company to prepare Owner-Contractor Agreements for Construction for signature for the individual Contracts. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

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

- \$288 FROM MCDL STAFF IN MEMORY OF MARLENE WYSZYNSKI, FORMER CIRCULATION SUPERVISOR AT BRUNSWICK LIBRARY, FOR APPROPRIATE MEMORAL
- \$1,500 FROM WOODBINE PRODUCTS CO. TO BE USED FOR AN OUTDOOR SCULPTURE FOR NEW LODI LIBRARY
- \$1,000 FROM RACHEL WELLS FOR QUIET STUDY/TUTORING ROOM ON SECOND FLOOR OF NEW MEDINA LIBRARY
- \$25 FROM MAUREEN KUTZ IN MEMORY OF MARLENE WYSZYNSKI
- \$250 FROM FRIENDS OF THE BUCKEYE LIBRARY FOR AUTHOR FEE FOR FIRST ANNIVERSARY PROGRAM AT BUCKEYE LIBRARY
- \$100 FROM THE YOGA GROUP (GA) IN MEMORY OF IDA DULT
- \$500 FROM DR. CHAD WEBB OF WEBB OTHODONTICS FOR FIRST FLOOR STUDY ROOM FOR CHILDREN I NEW MEDINA LIBRARY

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

Appointment of Nominating Committee - President Duke appointed Karen Hammon, Shoukat Ali Bhamani and Scott Snyder to serve on the Nominating Committee to choose MCDL Board of Trustee Officers for the 2007 year. These will be presented at the January 2007 meeting.

President Duke announced that Judge Collier has asked if he would accept another term of office as an MCDL Board of Trustees member. This will enable our building project to have his expertise throughout completion of the project. Duke indicated that he would accept another term but would not serve as President next year.

Trustees' Comments - The Board thanked staff for doing such a great job in serving our patrons even though we are at temporary facilities.

Levy Retreat – The purpose of this session was to start dialogue for the anticipated levy, how it should be handled and when it should be placed on the ballot. President Duke asked for a presentation from Mike Harris, Brian Hertzell and Tina Sabol in order to provide information to begin discussions. Harris provided a handout which contained background information on previous MCDL Levy efforts and support and important items that will need to be discussed and decided upon. Hertzell provided an analysis of Library Levy and Bond Issue Results for various libraries in Ohio from elections held in May and November of 2006. Hertzell also provided Estimated County Property Values showing various millages, rates and tax money that would be generated if we were to go with a Replacement Levy. He also provided projections from 2007 – 2010 in the General Fund with an accompanying notes page to illustrate what monies will be needed through 2010. Another sheet provided various costs for extending hours at locations where patrons have indicated they

would like more opportunities to visit the libraries. Tina Sabol distributed handouts with useful information from a law firm in Columbus pertaining to an "Analysis of Proposed Tax Levies for Library Purposes" and "Library Levy Planning & Analysis" from a law firm in Cleveland and Columbus. She also made various contacts and provided information on Tax Issues in Medina County from 2004-2006 which provided important information on what type of levy, how many voted for and against each levy, in addition to the various school issues and how they turned out. She went a step further and researched some other nearby library levies and indicated the results. Finally she provided a "Potential Obstacles List," both negative and bonuses should we go on the ballot in May 2007. All the above was used to discuss our options. Also discussed was use of the Endowment Fund, and what time frame should we use for the Replacement Levy that would be in the best interests of MCDL for the future. This could be difficult as there are many unknowns. The Board asked Brian Hertzell for several other scenarios and additional estimates. Harris and Hertzell will work on this information and send to the Board. This will need to be voted upon at the December meeting so that the County Commissioners will know when we will go on the ballot, what type of levy we are presenting and what millage.

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

The meeting was adjourned at 9:26 pm upon motion made by Scott Snyder and seconded by Karen Hammon. The vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, December 18, 2006, 7:00 pm
Buckeye Library

Philip Duke
President

Patricia Walker
Secretary