

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

September 17, 2007

The Medina County District Library Board of Trustees met in regular session on Monday, September 17, 2007 at 7:00 pm at the Buckeye Library.

**Roll Call** was taken with the following members noted as present: Thomas Horwedel, Scott Snyder, Shereen Lakhani and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager, Craig Harwick, Carole Kowell, Theresa Laffey, Judy Leuthaeuser, Deborah Pawlik, Tina Sabol and Elaine Frankowski. Guests in attendance were Eric Ward of David Milling & Associates Architects and Dave Gulley of The Ruhlin Company.

The **Agenda** was approved upon a motion made by Shereen Lakhani and seconded by Shoukat Ali Bhamani. The roll call vote was as follows: Scott Snyder - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

**Recognition of Guests and Comments From the Public** –President Horwedel introduced Deborah Pawlik, who spoke on behalf of the Citizens for the Library. Pawlik reported on what has been done by the committee since her last report. Updates will continue. The Board thanked Pawlik for her report and indicated they look forward to next month's report.

A motion was made by Shoukat Ali Bhamani and seconded by Shereen Lakhani to approve the August 20, 2007 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Scott Snyder - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

Brian Hertzal discussed the distributed August 31, 2007 **Financial Report** and indicated that we are ahead of budget by 5-1/2% in receipts and expenditures are less by 11%, so we are doing very well. As announced last month \$8,000,000 was placed at First Merit Bank in ninety day CD's at 5.27%, which will mature on November 15, 2007. Hertzal also announced that the levy fees came in much lower than anticipated and we still have \$37,800 left for the November election. This additional bill will probably not come in until next year. Hertzal also indicated that he will need to file a report with the SEC by the end of the month and will forward copies to the Board. The roll call vote was as follows: Scott Snyder - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

**Director's Report** – In addition to the distributed Director's Report, Harris indicated circulation continues to run ahead of last year, despite not having Seville open. We went from SRC right into homework mode; along with the all the grand openings, working to obtain the Brunswick occupancy permit so we are continuing to be very busy.

The **Personnel Report** was reviewed and discussed. The report contains mainly page changes. A part time Technology person was hired and will be reflected in next month's report. A motion was made by Shoukat Ali Bhamani and seconded by Shereen Lakhani to approve the Personnel Report as distributed. The roll call vote was as follows: Scott Snyder - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

Scott Snyder indicated that the **Finance Committee** had no report.

The **Personnel Committee** had no report but will need to meet before the October Board meeting.

The **Planning Committee** had no report but Director Harris gave a **Building Update**. In Seville, the approval of permits is coming down to the wire but we should be okay to go. We have a tentative

move in date of about November 14 at Medina for Administration staff followed, by the Technology department and then Collection Resources. Harris then called upon Eric Ward from David Milling, et al and Dave Gulley from The Ruhlin Company to discuss and explain the situation with a subcontractor having trouble meeting deadlines. Both Ward and Gulley feel we have the matter resolved and will be able to deal with the ongoing project with minimal costs and/or delays.

Shoukat Ali Bhamani indicated that the **Policy & Bylaws Committee** had no report.

**Communications** – A nice thank you note was received along with numerous newspaper articles.

There was no **Unfinished Business**.

**New Business – Record Disposal Inventory** – A recommended Resolution was presented that would allow for the destruction of the items listed on an attached Record Disposal Inventory, which will become a part of the minutes. In accordance with the record retention policy, records cannot be destroyed without the prior approval of the Board. Members from both the Finance and Human Resources Departments spent a considerable amount of time reviewing the contents of storage boxes in an attempt to reduce the number of documents that will be relocated into the new Medina Library. This list consists of records that do not need to be retained and can be destroyed. **RESOLUTION 07-35** Upon motion made by Scott Snyder and seconded by Shoukat Ali Bhamani, it was: **RESOLVED: That The Medina County District Library Board of Trustees hereby approves the destruction of the items listed on the Record Disposal Inventory.** The roll call vote was as follows: Scott Snyder - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The next item was **Creation of MCDL Library Records Commission** – A Resolution was presented that would create a Library Records Commission. Numerous changes to Ohio's Public Records Law were enacted by the General Assembly earlier this year to take effect on September 29, 2007. As it relates to libraries, the law requires that a library records commission be created and composed of the members of the Board along with the Clerk-Treasurer. The commission must meet at least once every twelve (12) months. The functions of the commission are to review applications for one-time disposal of obsolete records, and schedules of records retention and disposition submitted by any employee of the library. **RESOLUTION 07-36** Upon motion made by Shoukat Ali Bhamani and seconded by Shereen Lakhani, it was: **RESOLVED: That The Medina County District Library Board of Trustees hereby creates a Library Records Commission comprised of the members of the Board and the Clerk-Treasurer per Ohio Revised Code 149.411. The Commission shall meet at least once every twelve (12) months and shall be responsible for overseeing the library's compliance with the Ohio Records Law as defined in Chapter 149 of the Ohio Revised Code.** The roll call vote was as follows: Scott Snyder - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The next item was **Retirement Recognition – Diane Pajk** – was recognized by the Board for her ten years of service. A Retirement Resolution was read recognizing her dedication and many skills. **RESOLUTION 07-37** Upon motion made by Scott Snyder and seconded by Shereen Lakhani it was: **RESOLVED: That the Medina County District Library Board of Trustees congratulates Diane Pajk on her service to Medina County District Library. We honor her dedication and wish her well in her retirement.** The roll call vote was as follows: Scott Snyder - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

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

- \$55.99 FROM FRIENDS OF THE LODI LIBRARY FOR PURCHASE OF PLANET EARTH DVD FOR LODI COLLECTION
- \$500 FROM DICK & BEVERLY MUGRACE FOR DONOR WALL AT NEW MEDINA LIBRARY
- \$50 FROM WILLIAM & JANE MC MAHAN TO BRUNSWICK LIBRARY
- \$500 FROM SYLVIA & KEITH WILLIAMS FOR DONOR WALL AT NEW MEDINA LIBRARY
- \$500 FROM WOODBINE PRODJCTS COMPANY FOR DONOR WALL AT LODI LIBRARY
- \$350 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR BILLBOARD ADVERTISING FOR REOPENING OF NEW BRUNSWICK LIBRARY
- \$60 FROM MCDL OUTREACH DEPARTMENT EMPLOYEES IN MEMORY OF ALICE LAFFEY FOR ARTWORK IN ONE OF OUR BUILDINGS

The roll call vote was as follows: Scott Snyder - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

**Trustees' Comments** – The Board thanked Staff for the great job they are doing with the levy campaign in addition to all the day to day activities, opening new buildings, etc. that needs to be done.

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

The meeting was adjourned at 7:50 pm upon motion made by Shoukat Ali Bhamani and seconded by Shereen Lakhani. The vote was as follows: Scott Snyder - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

#### **NEXT BOARD MEETING**

**Monday, October 15, 2007, 7:00 pm**  
**Buckeye Library**

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**Thomas Horwedel**  
**President**

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**Scott Snyder**  
**Secretary**