

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

January 28, 2008

The Medina County District Library Board of Trustees met in regular session on Monday, January 28, 2008 at 7:00 pm in The Medina Room at the new Medina Library. Interim President, Patricia Walker called the meeting to order.

Roll Call was taken with the following members noted as present: Patricia Walker, Philip Duke, Karen Hammon and Shereen Lakhani. Also present were Library **Staff** members: Carole Kowell, Director; Brian Hertzell, Business Manager; Diane Dermody Craig Harwick, Theresa Laffey, Judy Leuthaeuser, Sheila Loomis, Kym Lucas, Keith Maynard, Sandy Nannfeldt, Tina Sabol and Elaine Frankowski. Guests in attendance were David Milling and Eric Ward from David Milling & Associates Architects and Brian Richter of the Prosecutor's office.

Interim President, Patricia Walker, asked that we make the following changes to the Revised Agenda that was distributed this evening:

- Add to the end of the Agenda the appointment of a Clerk-Treasurer and/or Deputy Clerk Treasurer as stated in Article IV, Section 2 of the MCDL Board of Trustees Bylaws.
- Move up letter "L – Garfield School Parking Presentation" on the Agenda to follow the Approval of Minutes in order for our participating guests to make their presentations before the many other items to be discussed.
- Move the Executive Session to follow the Presentation so that our attorney and other parties participating would not have to remain for the entire meeting.
- There will be an additional Resolution for funding if the staffing Resolutions are approved.

The **Revised Agenda** with the above stated changes was then approved upon a motion made by Philip Duke and seconded by Shereen Lakhani. The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Patricia Walker - aye.

Installation of New Board Member – Interim President Walker then installed our new Board member, Dr. Maria Griffiths to the MCDL Board. All congratulated and welcomed Dr. Griffiths.

Presentation of Slate of Officers – Interim President Walker asked the Nominating Committee Chair, Karen Hammon, to present the proposed Officers for 2008. They are as follows:

President -	Patricia Walker
Vice President -	Scott Snyder
Secretary -	Karen Hammon

No other nominations were presented. A motion was made by Karen Hammon and seconded by Philip Duke to accept the Slate of Officers as presented. The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani – aye, Maria Griffiths - aye and Patricia Walker - aye.

Walker announced the various Committees and chairs as follows:

- Finance Committee: Shereen Lakhani, Chair
Scott Snyder
Shoukat Ali Bhamani
- Personnel Committee: Karen Hammon, Chair
Scott Snyder
Maria Griffiths
- Planning Committee: Philip Duke, Chair
Maria Griffiths
Karen Hammon
- Policy & By-Laws: Shoukat Ali Bhamani, Chair
Shereen Lakhani
Philip Duke

Recognition of Guests and Comments From the Public – President Walker recognized David Milling and Eric Ward from David Milling & Associates, Architects and Brian Richter of the County Prosecutor’s Office. Staff in attendance were acknowledged and thanked for their participation.

A motion was made by Shereen Lakhani and seconded by Philip Duke to approve the December 17, 2007 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Philip Duke - aye, Karen Hammon - abstained, Shereen Lakhani - aye, Maria Griffiths - abstained and Patricia Walker - aye.

New Business - Garfield School Parking Presentation – David Milling & Associates Architects - (*Moved up on Agenda from letter “L”*) Eric Ward from David Milling et al provided two illustrated boards pertaining to this item. He gave a very informative review from the very beginning of this idea to what is being considered today. Former Director Harris and the School Board began discussing this issue last Fall and a site plan was drawn up that was then approved by the City of Medina and the School. A draft proposal was drawn up which would provide 72 additional parking spots during the summer season and after school hours. At that time a cost estimate was prepared by Thorson & Baker to be somewhere between \$300,000 to \$500,000. Construction costs were estimated to be about \$375,000. Added to this figure would be professional services fees, contingency amount and money for new playground equipment for the school since the old equipment would need to be removed. Ward indicated that the bid time should occur sometime this February or March to obtain the best prices if this project is to go forward at the end of the school year for completion by the 2008 fall school schedule. The Board thanked Ward for an excellent presentation. A motion was made by Karen Hammon and seconded by Philip Duke to authorize Director Carole Kowell and Business Manager Brian Hertzell to continue to contact all parties in order for the Board to consider an agreement pertaining to the Garfield Parking Project. The Board of Education and all interested parties will be contacted to begin this process as well as a member of the Prosecutor’s office, our legal council. The Board would like to be updated on all progress. This will be discussed further at a Planning Committee meeting or the February Board

meeting. The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

At 8:50 pm upon a motion made by Philip Duke and seconded by Karen Hammon, the Board moved to enter into **Executive Session** to discuss the Purchase of Property and Attorney Conference. The vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The Board came out of **Executive Session** at 10:20 pm upon motion made by Karen Hammon and seconded by Philip Duke. The vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye. No action was taken.

Brian Hertzell discussed the distributed December 31, 2007 **Financial Report** and indicated that at year end the General Fund has a balance of \$2.4M which is ahead of the \$1.3 that we had projected. It should be noted that we do have \$800,000 of this amount that has been encumbered. Hertzell reported that we did have one of our bonds called in that would have matured in June of this year. Hertzell also reported that the donated 185 shares of Smucker's stock closed today at \$46.18 a share, which is down from the \$54.43 figure when the stock was received. A motion was made by Shereen Lakhani and seconded by Philip Duke that we sell the stock as soon as possible, preferably tomorrow. The roll call vote was as follows: Philip Duke - aye, Karen Hammon - nay, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye. Motion carried. Ms. Lakhani asked that the Finance Committee consider a policy that MCDL would sell any donated stock upon receipt and not hold on to them. This will be placed on the Agenda for the next Finance Committee meeting. A motion was made by Karen Hammon and seconded by Shereen Lakhani to accept the December 31, 2007 Financial Report as distributed. The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye

Director's Report – Director Kowell indicated that due to the lateness of the hour she would not add to any of the items that were already mentioned in her report distributed earlier. It was noted that there were some end of year reports that were included with the packets. She did announce, however, that we have chosen a new Branch Manager for Brunswick. It will be Susan Ungham, a former employee with a great amount of knowledge and will have much to add to this position. Her start date will be February 25, 2008.

The **Personnel Report** was reviewed and discussed. We are receiving many applications for our posted positions and some interviews have already begun. A motion was made by Philip Duke and seconded by Shereen Lakhani to approve the Personnel Report as distributed. The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The **Personnel Committee** had no report.

The **Finance Committee** had no report.

The **Planning Committee** had no report and there were no additional **Building Updates**.

The **Policy & Bylaws Committee** had no report.

Communications – A very nice email was noted from a patron that is very happy with the new Medina Library and an email from staff thanking Philip Duke for his letter to the Gazette addressing the parking issues, along with numerous newspaper articles.

Unfinished Business – Parking Availability Flyer Discussion – At our last Board meeting the Board requested that we prepare some sort of parking availability information flyer that could be distributed to patrons. A parking map of all available parking areas in and around the square was prepared by Tina Sabol and her CRO department for the Board's approval. The Board was happy with this map and asked that it be made available to all patrons as they come to the Library or anyone else requesting this information. Signs have been posted and others are being made letting the patrons know where they should or should not park so that we would be good neighbors.

New Business – Tax Advances Request – First half A recommended Resolution was presented that would authorize the Clerk/Treasurer and/or 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 Deputy Clerk/Treasurer to submit a request for tax advances. **RESOLUTION 08-01** Upon motion made by Philip Duke and seconded by Karen Hammon, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or 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 2008. The vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **2008 Banking Resolutions** – A recommended resolution was presented that would provide the necessary authorizations related to performing various banking functions throughout the 2008 fiscal year. (See attached A – C for details) 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 as follows:

- 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.

Staff recommends that the motion be adopted providing the appropriate authorization to conduct various banking functions throughout the 2008 fiscal year. **RESOLUTION 08-02** Upon motion made by Philip Duke and seconded by Shereen Lakhani, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the following 2008 Fiscal Year Banking Resolutions A – C. The vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **2008 Interest on Investments** - A recommended resolution was presented that would authorize the Clerk-Treasurer and/or the 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 2008.

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 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 our 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. **RESOLUTION 08-03** Upon motion made by Philip Duke and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby the Clerk/Treasurer 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 2008.** The vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Investment Policy** - A recommended resolution was presented that would formally renew the Medina County District Library Investment Policy. An Investment Policy was attached with no changes from the last annual approval by the Board. **RESOLUTION 08-04** Upon motion made by Philip Duke and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the Investment Policy for the 2008 fiscal year.** The vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Buckeye Library – Extended Hours** – Documentation was provided indicating the need to extend hours from 35 hours per week to 52 hours per week at this facility along with the cost to do so. A discussion was held. **RESOLUTION 08-05** Upon motion made by Philip Duke and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the extension of the operating hours at Buckeye Library from 35 hours per week to 52 hours per week beginning 3/17/08 when the Library opens and 3/3/08 for hiring and training of staff.** The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Highland Library – Extended Hours** - **RESOLUTION 08-06** Upon motion made by Philip Duke and seconded by Shereen Lakhani, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the extension of the operating hours at Highland Library from 35 hours per week to 52 hours per week beginning 3/17/08 when the Library opens and 3/3/08 for hiring and training of staff.** The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

A discussion was then held pertaining to having enough funds obtained from the recent Operating Levy to cover the ten year time frame. With the ups and downs of the economy today, this is very difficult to determine but Business Manager Hertzell will try to prepare a ten year projection over the next few weeks.

The next item was **Additional Professional Staffing – Medina Library** - Documentation was provided indicting the need to increase additional hours for two Librarians at the Medina Library totaling 15 additional hours per week for two librarians and the cost to do so. **RESOLUTION 08-07** Upon motion made by Philip Duke and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the addition of a total of 15 hours per week for two librarians at the Medina Library beginning 3/3/08.** The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Additional Professional Staffing – Children’s Librarian – Brunswick Library** - Documentation was provided indicting the much needed Children’s Librarian in Brunswick along with the cost to do so. This would be a part time position for a total of 22-1/2 hours per week. **RESOLUTION 08-08** - Upon motion made by Philip Duke and seconded by Karen Hammons, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the addition of a part time Children’s Librarian at Brunswick for a total of 22-1/2 hours per week.** The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Approval of Proposal for Page Benefits** – Documentation was provided outlining additions to or changes to the benefits offered to certain eligible pages along with the cost to do so. The criteria going forward for holiday pay and EAP participation will be based upon 30 standard hours instead of 40. Also vacation pay would be made available beginning with four years of service and would be available by the day instead of only weekly. **RESOLUTION 08-09** - Upon motion made by Philip Duke and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the proposal for benefit changes for pages as submitted with a February 1, 2008 effective date.** The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Approval of Proposal for External Sub Pay Increases** - Documentation was provided outlining methodology for increases to the hourly rate of certain external subs. The criteria going forward will be based upon the number of hours worked or the fact the sub is still being used even though they work just a few hours. **RESOLUTION 08-10** - Upon motion made by Philip Duke and seconded by Karen Hammons, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the proposal for salary increases for external subs as submitted with a February 1, 2008 effective date.** The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

The next item was **Approval of Job Description and New Position** – A job description was provided to the Board outlining the functions and responsibilities for a new position that would be added to Brunswick and Medina branches. With the activity and volume we are now experiencing in both branches, the addition of this position will give us the additional supervision over the circulation staff and page staff, additional staffing on the circulation desk, and additional “in charge” hours for scheduling. The cost of these positions is already in the 2008 budget. **RESOLUTION 08-11** - Upon motion made by Philip Duke and seconded by Maria Griffiths, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves a new position of Assistant Circulation Supervisor for the Medina and Brunswick branches along with the proposed job description for this new position.** The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

Due to the approval of the various Human Resources Resolutions listed above a Resolution is now needed to fund these new approvals. **Additional 2008 Appropriation – Extended Hours/Additional Staffing/Benefit & Pay Adjustments** - Documentation and costs were provided for the Board’s discussion. A recommended resolution was presented that would authorize the

Director, the Clerk-Treasurer and/or the Deputy Clerk/Treasurer to establish and certify an additional appropriation of funds from the general Fund (Fund 101) in the amount of \$165,000 to cover the costs associated with the following:

- Extending the hours at the Buckeye and Highland branches.
- Adding additional staffing at the Medina and Brunswick branches.
- Adjusting page benefits throughout the library system.
- Increasing external subs pay based upon hours worked throughout the library system.

RESOLUTION 08-12 - 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 an Additional appropriation of funds from the General Fund (Fund 101) in the amount of \$165,100 to cover the costs associated with the following: extending the hours at the Buckeye and Highland branches, adding additional staffing at the Medina and Brunswick branches, adjusting page benefits throughout the library system and increasing external subs pay based upon hours worked throughout the library system. The Board further authorizes the Director, the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to certify such an appropriation as necessary and required.** The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

President Walker indicated that according to the MCDL Board of Trustees By Laws, Article IV, Section 2 the appointment of a Clerk-Treasurer and/or Deputy Clerk-Treasurer should be done in January of each year. A motion made by Patricia Walker and seconded by Karen Hammon to appoint Brian Hertzell as Clerk-Treasurer and Pauline Chapman as Deputy Clerk-Treasurer. The vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

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

- \$700 FROM 3M COMPANY FOR DONOR WALL OF RECOGNITION AT NEW MEDINA LIBRARY & CHILDREN'S PLAY AREA TOYS
- \$500 FROM DAVID & JUDY SCAIFE FOR DONOR WALL OF RECOGNITION AT NEW MEDINA LIBRARY
- \$30 FOR BOOK PURCHASE FROM JAN & JOHN DISCENZA IN MEMORY OF DIANE PAJK
- \$425 FROM WALKER & JOCKE TO COVER COST OF RETIREMENT RECEPTION FOR MIKE HARRIS
- \$40 FROM MR. & MRS. JACK ESGAR IN MEMORY OF PAULA ARNER
- \$2,000 FROM SCHNEIDER NATIONAL FOUNDATION, INC. TO BE USED FOR ARTWORK FOR REMODELED SEVILLE LIBRARY
- \$50 FROM JAMES & JANICE CLARK TO BE USED FOR LODI LIBRARY
- \$100 FROM JIM SIEGEL (DISTRACTIONS) TO BE USED FOR MEDINA LIBRARY

The roll call vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - abstained.

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Trustees' Comments – The Board again welcomed and congratulated new Board member Dr. Maria Griffiths and indicated she will be a valuable member. Thanks to all in attendance for this unusually long meeting.

The meeting was adjourned at 11:00 pm upon motion made by Karen Hammon and seconded by Philip Duke. The vote was as follows: Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye, Maria Griffiths - aye and Patricia Walker - aye.

NEXT BOARD MEETING

**Monday, February 25, 2008, 7:00 pm
Medina Library**

Patricia Walker
President

Karen Hammon
Secretary