

**MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE
BOARD OF TRUSTEES BOARD RETREAT
JUNE 12, 2003**

The Medina County District Library Board of Trustees met in a special session at 8:30 a.m. on Thursday, June 12, 2003 at the Westfield Inn for the purpose of a Board Retreat.

The following Board members were present: Philip Duke, Michael Tefs (arrived at 10:40 a.m.), Dale Lynk, Thomas Horwedel (arrived at 9:25 a.m.), Cindie Schneider, Patricia Walker and Karen Hammon. Also in attendance were Mike Harris, Director and Mike Dolanksy, Business Manager. Guest presenters were David Milling, Seth Penchansky & Dan Whistler of David Milling & Associates Architects and Jim Fenske, Bob Judd and Mike Deiwert of Ruhlin & Company.

President Duke welcomed everyone and thanked them for their attendance. Duke indicated that this is a very exciting time for us. The voters endorsed our plan and vision for expansion. We have worked toward this goal for many years defining site locations, plans, and numerous meetings, asking questions, debating and general discussion of ideas. Duke indicated that no ideas should be left on the table. We will meet with experts, staff, and the public so that we have a unified version of our plan for each location.

A brief discussion was held pertaining to the approval of the MCDL Board of Trustees May 19, 2003 Meeting Minutes. Two Board members who will be present at the next meeting will abstain from voting on the minutes due to the fact they were not in attendance at the May meeting. It was decided that these minutes would be tabled and approved at the July Board of Trustees meeting when all members would be present.

Director, Mike Harris then addressed the group. He indicated that he wanted to recap what brought us here today and what we will need to accomplish over the next 54 months. Our building project will not take that long, but the success of our building project can serve as a springboard for appropriate local funding in 2007 if we plan well starting today. At the task level, we need to maintain a strong reality check. We have become one of the premier library systems in the country by maintaining a strong focus on customer service one book, one video, and one program at a time. The commitment to superior service must remain sustainable as we present more libraries with more material to more people. We will need to consider further automation of repetitive motion tasks and some degree of self-service where it will allow us to provide real library service to those who truly need our help.

Harris reported in detail on what each area of the Library and each branch have been working on to prepare for the building project. Decisions will need to be made on each level based on the statistics and data gathered and how it can all be put to the best use. It will be a tall order, but here's what we have to work with. We have the best library staff we could possibly hope for to see us successfully through the project. We have a community that just pledged \$42.3 million dollars to support the building project. We have an architectural firm of national stature for their work on public libraries under

contract. We are near to completing contract work with a construction management firm that has the firepower to accomplish their charge extremely well and the local presence to ensure truly extra mile service. We have a Board that met here at Westfield six months ago, listened to a talk kind of like this one, and went out speaking as one Board to make it happen. Finally, we have five sites either in our possession or close to it, that are placed as well as we could ever hope to find to provide superior and equitable library service for the future of Medina County.

Harris indicated that we will need consistent Board input and some plan of delegation to the Planning Committee and/or Mike Harris and Mike Dolansky to ensure that everything remains on track. We will also need to keep the community informed.

Lifelong learning starts early in life and therefore the Children's Services area is a vital part of our growth. It's not the book that excites us; it's the anticipation of opening a new window to the world. We are about to create five new windows for our communities' children and their families. Harris then outlined the tentative plans that we have for each facility and the reasons for the timelines. These could change. Harris indicated that this was just a preliminary view of where he thinks we are going. As we continue further discussions today from all parties, this could well change. Harris closed with three thoughts that he asked everyone to hold onto as we start the next part of this journey:

- There are no competitors, just potential customers.
- Despite all efforts, the territory will be more complicated than the map.
- We'll all do our best, but perfectionism kills.

President Duke thanked Harris for the excellent job and then introduced David Milling of David Milling & Associates Architects. Milling expressed his gratitude on being part of this team. He indicated that he and his firm will be fully engaged in the project and will enjoy the experience. This is the best opportunity to do what we love best!

Milling introduced Seth Penchansky who distributed a tentative MCDL Building Program Schedule. This spreadsheet showed all six projects in logical order, with color coding emphasizing the various phases. Each site was listed from program review and design through the construction and finally move-in. All these times/dates are approximate and tentative as many issues will come into play such as land, for example where will the Brunswick Library site be finalized, Highland corridor site selection, etc. The opening dates of each completed project will be staggered to receive the full promotional effect of each completed building within a community and the district. All facilities were discussed in great detail with emphasis on the Lodi Library, since the plan is to start and complete this site first. Milling and Penchansky emphasized that MCDL

needs to tell them what we want and they will do their best to work with the information they receive.

Milling then introduced Dan Whistler who indicated that as many issues as possible should be addressed early on in the project. He then showed numerous options of possible site locations for the Lodi Library, in addition to the aerial site of the land. Due to the slope of the land, several options were addressed as to the placement of the building itself. Whistler went on to explain to newer Board members how these plans came about from our first attempt to pass the Bond Issue. Community focus meetings were held to obtain patron input. We have found that patrons usually know what they don't want but are flexible in what they could have. Options B, C, D. and E were presented which gives various choices of where the building should be located on the site, whether it could be one floor or two, how parking should be presented, and other related issues. It would be best if the Board would take no more than three options to the public meetings in Lodi. After talking with Betsy Gilder, Manager of Lodi Library, and staff, a serious attempt will be made to narrow down the choice to no more than three options and hopefully two. The architects will then elaborate and revise the two or three options chosen to give even better options to the original plans so that a good decision can be made.

Extensive discussions were then held with regard to the Buckeye property and how the building will be situated, the Medina building and it's various constraints, where the Brunswick building will end up (current site or new Town Center) and finally the Seville site.

Milling distributed a draft Building Committee outline, which he thought might be useful to define responsibilities of all involved in the building process. It was also suggested that a Planning Committee be held before our July Board meeting and then monthly thereafter.

A break was then taken from the meeting for lunch.

Jim Fenske of The Ruhlin Company was then introduced. For ease of understanding the presentation, a printed booklet was distributed for all items that would be discussed. Fenske gave a brief review of why we are here today. Our goals are for the entire process to be on time and on budget. He indicated that the Library construction can be difficult and cited some common causes of project failure, which we hope to avoid. Fenske outlined The Ruhlin Company's three "Keys to Good Construction." They are "Ready, Aim – Fire." Following these guidelines will lead to a successful project. He then presented a master time schedule, using David Milling & Associates schedule, with a few variations. The hopes are to start work on three projects during the first year, these would include Lodi, Buckeye and Medina. The second year Highland and Brunswick would be addressed as Medina is being finished. Seville would be

completed towards the end of the entire program to allow for any opportunities that might present themselves over the next couple of years.

With regard to the Medina location, construction time will depend on if we stay on site during construction or move off the site. Ideally it would be best to move off the site during construction. Fenske indicated that the Board should sign off on a schedule and agree to stick to it.

Fenske then discussed the Program Budget, with costs broken down for each site and appropriate fees.

Bob Judd was then introduced to discuss pre-construction services, followed by Project Manager, Mike Deiwert. An organization chart was reviewed to show various areas of responsibilities for the project. A Functional Responsibility Matrix, a very important document for the project, was then discussed. This will give a very clear understanding of responsibility of each phase of the project from the beginning to the final stages of the project. It is also suggested that the Owner and Management meet once a month to ensure that everything is on schedule. A month by month overview report will be prepared as to the progress and this information could be available on a web site and shared by all. There should also be something posted on the MCDL Web page to keep the public informed of our progress. Approval process was discussed and indications were that the Board should sign off as each phase is completed. Change orders were discussed. Due to time constraints, an approval figure will need to be established so that Mike Harris and Mike Dolansky would not have to come to the Board for approval on smaller items that could drastically delay project progress on a daily basis.

Lastly, Dispute Resolution Procedures with Trade Contractors was explained and discussed. For ease of resolving any disputes, past experience indicates that the best method to use is usually a Dispute Review Board.

Business Manager, Mike Dolansky then discussed the MCDL proposed 2004 Tax Budget. Considering the economy and the uncertain LLGSF totals, we are still in a fairly healthy position.

Dolansky then explained that due to the passing of the May 6, 2003 bond issue for one mill for library facility construction and renovation, MCDL needs to establish two new funds to deal with the anticipated funding that will be forthcoming shortly. We are required by O.R.C. and Federal law to make financial record keeping accommodations to segregate these funds for the purpose of specifically tracking the disbursement of said public monies for the intended purposes as stated in the ballot language and future bond issuance documents. Two governmental funds will need to be set up. The first one is the

Debt Service Fund (301) that would account for the accumulation of resources and Board funding for and payment of general short-term and long-term debt principal and interest on bond anticipation notes and bonds, including receipts from the one mill tax levy. The other would be the Facility Construction & Renovation Fund (402) that would account for financial resources specifically set aside for designated construction for land acquisition related to major capital facilities and appurtenances, including proceeds of “new money” bond anticipation note and/or bond issues. These will be voted upon by the full Board at the June 16, 2003 Board meeting.

Dolansky then distributed handouts pertaining to The Bond Issuance Process and explained the process in a very understandable manner. A Resolution will be presented at the June 16, 2003 Board meeting indicating that A.G. Edwards & Sons, Inc. was chosen as our underwriting/financial advisor as they were found to be the most qualified firm. Dolansky then distributed additional handouts from A.G. Edwards with additional information to help understand the process. This was discussed and explained in great detail. A paying agent will need to be selected and the Board indicated that they had confidence in Mike Dolansky to select the best company for the job.

The following points were stated as part of the closing remarks:

- We have a great deal to accomplish in the next six months.
- We will need to delegate or respond quickly to timelines.
- The Ruhlin Company was asked, if feasibly possible, to provide a rough estimate on each site plan requested for the Lodi facility. This would allow us to gauge which option will be the best for the original budget or if not, how much more each option will cost if we decide to pursue alternative locations on the site.
- We hope to have some narrowed down options and a budget for the July Board meeting so that we can tell the Lodi patrons what options we will be able to work with. We will then hold focus groups to receive feedback from the patrons.
- The first facility completed needs to be a good one to show a good solid start. We may have to spend more than anticipated but still not go over the overall bond issue budget.

President Duke summed up the following four items that the Board needs to decide very quickly. They are:

- What site will we use in Brunswick, the existing site or the Town Center?
- Should we vacate the Medina Library site during construction or not?
- Which “Dispute Resolution” method we will use?
- Finalize two to three plans for Lodi by the July Board meeting. Options C, D, & E were voted as the options we should develop with further detail and try to obtain relative cost differences for each option.

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At 2:35 p.m. a motion was made by Cindie Schneider and seconded by Patricia Walker that the meeting be adjourned. The roll call vote was as follows: Philip Duke - aye, Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Karen Hammon - aye.

NEXT BOARD MEETING

Monday, June 16, 2003, Lodi Community Library, 7:30 p.m.

Philip Duke
President

Dale Lynk
Secretary