

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

July 21, 2003

The Medina County District Library Board of Trustees met in regular session at 7:45 p.m. on Monday, July 21, 2003 at the Seville Community Library.

Roll Call was taken with the following members noted as present: Philip Duke, Michael Tefs, Dale Lynk, Cindie Schneider, Thomas Horwedel, Patricia Walker and Karen Hammon. Also present were Library **Staff** members: Mike Harris, Director; Mike Dolansky, Business Manager; Judy Scaife, Lynn Wiandt and Elaine Frankowski. Guests in attendance were David Milling, Dan Whisler and Seth Penchansky from David Milling & Associates Architects, Attorney Mike Sharb of Squire, Sanders & Dempsey and Dr. Chris Williams.

The **Agenda** was approved upon a motion made by Cindie Schneider and seconded by Karen Hammon. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

Recognition of Guests & Comments From the Public – Dr. Chris Williams from Brunswick commented on CIPA and the recent Supreme Court ruling and asked about MCDL plans. Director, Mike Harris indicated that the Policy & Bylaws Committee would be meeting shortly to discuss the ruling. President Duke thanked Dr. Williams for his comments.

A motion was made by Thomas Horwedel and seconded by Dale Lynk to approve the May 19, 2003, June 12, 2003 Retreat, and June 16, 2003 meeting **Minutes**. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

Mike Dolansky discussed the June 30, 2003 **Financial Report**. Mike indicated that we are on target for the year. We will not receive any LLGSF funds for the month of July due to the second fiscal year correction as was mandated by the 2002-2003 State Biennium Budget. Expenditures are doing very well in relation to past years. Two investments are maturing in July, and we have reinvested some of our money in short-term bonds in hopes that rates will improve in the near future for long-term investments. It appears that the LLGSF allocations will be frozen at 2002 levels for another couple of years with recent approval of the State Biennium Budget for 2004-2005. Our estimated figures for next year, that were prepared for the 2004 Tax Budget, are very close to what are estimated LLGSF receipts for 2004. A motion was made by Michael Tefs and seconded by Karen Hammon to accept the June 30, 2003 Financial Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

Director's Report - In addition to the written report submitted, Mike Harris indicated that the ALA Conference in Toronto was a very worthwhile trip. Due to the SARS threat, attendance was down, but would not have been if all registered had attended. Lodi and SRC attendance was up and Seville led circulation increases this month with an increase of more than 13%. Outreach circulation was up despite the Bookmobile being sidelined with generator trouble. We will need to shop for a new Bookmobile next year.

Harris has been in contact with Carol Lynn Roddy, Executive Director of OPLIN, regarding the Supreme Court decision affecting the Children's Internet Protection Act, and it has not yet been determined what their response will be. Harris indicated that a Policy and Bylaws Committee meeting will be scheduled prior to our August Board meeting. The *Gazette* had a very good article recently explaining this issue.

The **Personnel Report** was discussed. MCDL is on the second round of interviews for the Community Relations Coordinator. A motion was made by Karen Hammon and seconded by Cindie Schneider to accept the Personnel Report as presented. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

Finance Committee – Library Bond Issue Resolution & Fiscal Officer’s Certificate – There are two items related to the issuance of Library improvement bonds in the principal amount of \$42,300,00 that require formal review and action from the Board to proceed with this public offering. A revised schedule for the issuance process of Library Bonds was distributed and discussed. The Finance Committee reviewed all relevant information regarding the bond issuance process and structure prior to the Board Meeting. Most of the full Board was present during this informative review and discussion. Bond Counsel, Mike Sharb of Squire Sanders & Dempsey, Al Bauccho of A.G. Edwards & Sons, were both on hand to review particular items. Al Bauccho provided thorough handout materials outlining the reasoning for entering the bond market as soon as possible with the entire issuance of \$42,300,000. Dolansky reaffirmed that this immediate issuance was necessary to take advantage of extremely low interest rates that would allow for the assessed 1 mil to drop off after 2007 if structured as recommended. The entire process was discussed by the Board with Dolansky and Attorney Sharb answering questions posed by the Board. **RESOLUTION 03-31** Upon motion made by Karen Hammon and seconded by Cindie Schneider, it was: **RESOLVED: . That the Medina County District Library Board of Trustees hereby approves the full text of the Library Bond Resolution requesting the Board of County Commissioners of Medina County to authorize the issuance and sale of Library improvement bonds of this Library District, in the maximum principal amount of \$42,300,000, for the purpose of constructing, furnishing, equipping and otherwise improving new library facilities; renovating, furnishing, equipping and other wise improving existing library facilities; and acquiring and improving new and existing library facility sites.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

RESOLUTION 03-32 Upon motion made by Karen Hammon and seconded by Cindie Schneider, it was: **RESOLVED: . That the Medina County District Library Board of Trustees hereby recognizes and approves the Fiscal Officer’s Certificate in its entirety as presented in connection with the Library Board Resolution.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

Thomas Horwedel, Committee Chair, indicated that the **Personnel Committee** had no report.

Planning Committee – Mike Harris and Michael Tefs, Committee Chair, gave an update on the building plans. We are currently working on plans for Lodi, Buckeye and Medina facilities. We hope to sign off on the basic design of the Lodi project shortly. There is a Public Forum set for Lodi tomorrow evening to obtain final feedback from the public. Betsy and Staff from Lodi and the Administrative Team have met and viewed the options that will be presented tonight to the Board. We are looking at a slightly larger facility than originally planned, due to the fact that the facility will need to be a two-story building in order to utilize the site to its full potential. David Milling, Dan Whisler and Seth Panchansky presented the draft design plans. The first one was Option D, which was designed using ideas from prior Options A and C. This plan places the building somewhat lower on the site towards the lower one-third point. It would be a two-story building with the meeting rooms, restrooms, storage, etc. in the lower level. It will of course have an elevator and stairs. Exterior layouts of the building were also shown.

The next plan was Option F. This plan sets the building a bit higher on the site with a terraced effect. This would also have a lower level for the meeting rooms, etc. Exterior layouts of this Option were also shown. The Board asked which design would be the most within budget. The architects indicated that they felt both Options could be within budget, with Option F perhaps being the most economical, due to less dirt removal being needed. It was also indicated that even though this first project could be somewhat over budget, the entire building project system-wide would still be within budget. Concerns were made about being over budget on the first facility. It was generally felt that if we should increase the budget on any facility, it should be on the Lodi facility. Lodi is by far the most heavily used right now and continues to expand business, also it will be the first of the new facilities MCDL will present to the County. Further discussion was held. It was decided that the Planning Committee would meet next week to make a final decision on behalf of the Board on what option will be best for the Lodi facility.

Patricia Walker, Committee Chair, indicated that the **Policy and By-Laws Committee** had no report but would be meeting before the August Board meeting.

There were no **Communications**.

There was no **Unfinished Business**.

New Business:

Staff Development Day Judy Scaife, Human Resources Coordinator, indicated that Library administration is recommending that the library be closed to the public for a day in November in order to hold a Staff Development Day. This year's gathering will revolve around the massive change our system is undertaking with our building program, and discuss the journey that MCDL has begun and how it will affect every single employee. We will be working with the architects for some sessions, perhaps by job classification and locations for others. The stress and anxiety that comes with any change will also be addressed. Annual service awards will also be presented. Due to the SARS occurrence, several staff members chose not to attend the ALA conference in Toronto, so we can redirect some of those saved funds to use for the staff day. **RESOLUTION 03-33** Upon motion made by Dale Lynk and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees approves the closing of the library to the public on Friday, November 7, 2003 for the purposes of professional growth and development.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

Upon motion made by Thomas Horwedel and seconded by Dale Lynk the following donations were accepted **with gratitude**:

- \$40 FROM PATRICIA SCHIESSWOHL IN RECOGNITION OF DENISE BERRY
- \$25 FROM MEDINA DAILY REFLECTIONS FOR PURCHASE OF CHILDREN'S BOOKS

The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

Trustees' Comments - The Board thanked Lynn Wiandt for hosting tonight's meeting.

At 9:05 p.m. upon a motion made by Thomas Horwedel and seconded by Karen Hammon, the Board moved to enter into **Executive Session** to discuss land acquisition. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

The Board came out of Executive Session at 9:50 p.m. upon motion made by Patricia Walker and seconded by Karen Hammon. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye. No action was taken.

The meeting was adjourned at 9:51 p.m. upon motion made by Cindie Schneider and seconded by Thomas Horwedel. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, and Philip Duke - aye.

NEXT BOARD MEETING

Monday, August 18, 2003, Outreach Services Building, 7:30 p.m.

Philip Duke
President

Dale Lynk
Secretary

