

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

August 18, 2003

The Medina County District Library Board of Trustees met in regular session at 7:30 p.m. on Monday, August 18, 2003 at the Outreach Services Building Meeting Room.

Roll Call was taken with the following members noted as present: Philip Duke, Michael Tefs, Dale Lynk, Thomas Horwedel, and Karen Hammon. Also present were Library **Staff** members: Mike Harris, Director; Mike Dolansky, Business Manager; Holly Camino, Diane Dermody, Betsy Gilder, Barbara Gillespie, Theresa Laffey, Judy Leutheuser, Tina Sabol, Judy Scaife, Mary Olson and Elaine Frankowski. Guests in attendance were David Milling, Dan Whisler and Seth Penchansky from David Milling & Associates and Lynn VanDeusen and son.

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

Recognition of Guests & Comments From the Public – Director, Mike Harris introduced new Outreach Librarians, Holly Camino and Mary Olson and Tina Sabol, new Community Relations Coordinator. Harris asked our new employees to tell the Board a little about themselves. Mrs. VanDeusen and son arrived later in the meeting and were given an opportunity to speak when the Hinckley facility was being discussed.

Cindie Schneider arrived at the meeting at this time after having been detained.

A motion was made by Thomas Horwedel and seconded by Dale Lynk to approve the July 21, 2003 meeting **Minutes**. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Karen Hammon - aye, and Philip Duke - aye.

Mike Dolansky discussed the July 31, 2003 **Financial Report**. Mike indicated that our revenues are doing well with our cash balance close to \$7.0 million. We are on target to meet the modified revenue estimations developed in the spring. Our expenditures look very good as well. All indications are that we will have a balanced budget at the end of fiscal year 2003. Dolansky distributed two handouts, one pertaining to the tentative time schedule for MCDL \$42,300,000 Unlimited Tax Library Improvement Bonds, Series 2003 and a copy of the Official Certificate of Estimated Resources submitted by the Office of Budget Commission for Medina County required by ORC 5705-36. Dolansky noted that we would probably never see another certificate with this large of an authorization level, \$55,110,459. Harris and Dolansky will be going to Chicago this week to participate in the bond rating procedures with Standard & Poor's and Moody's. We are in an excellent position for a very good rating. Dolansky will go to St. Louis the last week of the month to participate in the initial offering of the bonds at the central office of A.G. Edwards & Sons. A motion was made by Cindie Schneider and seconded by Karen Hammon to accept the July 31, 2003 Financial Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Karen Hammon - aye, and Philip Duke - aye.

Director's Report - In addition to the written report submitted, Mike Harris indicated that the Medina Library had a record circulation, exceeding 90,000 for the first time! Water problems in Brunswick forced the closing of the library for the most of July 1 and the morning of July 2. The SRC Grand Finale was very successful with over 250 attendees. We have a new ADA Workstation in Brunswick and the Cleveland Sight Center will train Kym Lucas, Sue Demis and others. The Building project is moving right along with staff meetings tomorrow about the Buckeye and Medina sights.

The **Personnel Report** was discussed. There is a number of Pages that have resigned due to returning to college. A motion was made by Karen Hammon and seconded by Cindie Schneider to approve the Personnel Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Karen Hammon - aye, and Philip Duke - aye.

Finance Committee – Chair, Karen Hammon, indicated that a meeting is planned for August 28, 2003 to discuss Fund Appropriations for 2003 related to the Facility Construction & Renovation Fund (402) and the Debt Service Fund (301).

Thomas Horwedel reported that the **Personnel Committee** had no report.

Planning Committee – Architects, David Milling, Dan Whisler and Seth Petchansky discussed the design plan that the Planning Committee had reviewed at their recent committee meeting. After reviewing six separate visions of a Lodi Library that were presented to the Board, staff and public groups, the Library Board selected two plans to present to a public forum on July 22, 2003. The feedback from all of these meetings has led to the selection of Plan “F” as the preferred design for the library. On July 29, 2003, the Planning Committee of the Library Board unanimously recommended the submission of Plan “F” to the full Board for final approval. Milling indicated that a great deal of discussion was necessary as original plans called for a 12,000 square foot facility and this had to be increased to approximately 14,800 square feet in order to provide space for all that was needed, in addition to elevator space to service a two story facility. The Board asked what additional monies would be needed for this additional footage. It is estimated it would cost approximately \$150 per square foot. Owner's contingency amounts were budgeted to Lodi, as they have been for all facilities, but even this budgeted contingency may be exceeded. It was also noted that even though we would be slightly over budget on this first facility, we should be able to make some minor adjustments to other projects to stay within budget for the entire expansion program. Staff at tomorrow's meeting will okay the outer and interior plans for Lodi. The final package will go to The Ruhlin Company next for cost estimates to be presented at a future Planning Committee meeting. **RESOLUTION 03-34 Upon motion made by Dale Lynk, on behalf of the Planning Committee, it was: RESOLVED: . That the Medina County District Library Board of Trustees hereby approves Design Plan “F” as the plan of choice for the Lodi Community Library.** The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Karen Hammon - aye, and Philip Duke - aye.

Before further discussions began, President Duke indicated that he was pleased with the procedures that we have been using for approval by which the Planning Committee reviews all the plans in detail and makes a recommendation to the full Board for action. He has confidence in the Planning Committee that they will make good decisions for presentation to the full Board.

The Buckeye facility was then discussed. The facility will be approximately 26,700 square feet and will house a library, the Extension Services Department, as well as maintenance and delivery operations. We are currently reviewing the zoning ordinances and Staff will discuss design plans at upcoming meetings. The plan submitted by David Milling & Associates calls for a flat roof. Some discussion was held pertaining to a flat roof design. More discussion will be needed on this matter.

The Medina facility was discussed briefly. As was expected, renovating and building a facility of approximately 73,000 square feet including basement on the tight Medina site is a real challenge to the architects and staff. Discussions and planning will be ongoing.

Hinckley Facility – President Duke introduced Lynn VanDeusen, who was unhappy about the situation with the Hinckley library. Director Harris explained the reasoning behind the closing of the facility. In September of 2002, EA Group was contracted to do an environmental study of the Hinckley Community Library. Upon sharing the results of that study with the Hinckley Township Trustees, it was determined that the costs of remediation were significantly higher than acceptable given the age and condition of the building.

In February of 2003, at a public forum at Hinckley Town Hall, we stated that the end of 2003 was as long as we could hope to maintain the facility in its present condition. Given the condition of the basement, structural issues and mold issues, and other environmental concerns which have probably worsened as a result of our particularly wet summer, we believe it is time to prioritize safety over service and close the Hinckley Community Library.

During our Building Project, we have maintained communication with Township Trustees, and they have expressed an interest in replacing the current building with a new structure of 1,800 to 2,000 square feet of space that could be made available for a satellite library operation. We have promised that if built, we will shelve, stock and staff it for a limited number of hours each week. Discussions are ongoing.

Director Harris will speak with the Highland School Board at their meeting on August 27, 2003. We have no land agreement in place, but our goal is to buy land somewhere in their new High School complex to build the facility. Director Harris and President Duke thanked Ms. VanDeusen for her comments.

On July 29, 2003, the Planning Committee of the Library Board unanimously recommended that the Medina County District Library close the Hinckley Community Library on or before December 31, 2003, due to deteriorating conditions, with a memorandum that every effort will be made to ensure reunification of staff at the new Highland facility. **RESOLUTION 03-35** Upon motion made by Dale Lynk, on behalf of the Planning Committee, it was:

RESOLVED: That the Medina County District Library Board of Trustees hereby approves the closing of the Hinckley Community Library on or before December 31, 2003. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Karen Hammon - aye, and Philip Duke - aye.

Policy and By-Laws Committee In the absence of Patricia Walker, Committee Chair, Director Harris indicated that the committee met on August 6, 2003 and began talks about the recent Supreme Court Decision regarding CIPA. Further discussions and research will be done before any final decisions are made. The Committee then discussed the Records Retention Policy, and this will also be discussed further before it is brought to the full Board.

Communications Two letters were included in the Board packet from appreciative patrons.

There was no **Unfinished Business**.

New Business: There were no donations or New Business.

Trustees' Comments - The Board thanked Barbara Gillespie and staff for hosting tonight's meeting.

President Duke indicated that he will have fall classes on Mondays and will not be able to attend Board meetings until after the first of the year. Vice President Tefs will preside. Duke indicated that he is always available by all communication methods if he needs to be reached.

Michael Tefs asked about the T-1 lines going to Seville. Dolansky indicated that we are having some problems and are trying to find out if it is due to CLEVNET or Verizon.

As we get further into the Building process, the Planning Committee will be meeting every several weeks.

At 9:10 p.m. upon a motion made by Thomas Horwedel and seconded by Michael Tefs, the Board moved to enter into **Executive Session** to discuss compensation of a public employee. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Karen Hammon - aye, and Philip Duke - aye.

The Board came out of **Executive Session** at 9:42 p.m. upon motion made by Dale Lynk and seconded by Cindie Schneider. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Karen Hammon - aye, and Philip Duke - aye.

Upon discussion during executive session with present Board Members the parameters of the employment contract for Director Harris were discussed and the following modifications were agreed upon with Mr. Harris following the discussion. **RESOLUTION 03-36 Upon**

motion made by Thomas Horwedel and seconded by Karen Hammon, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves an amendment of the existing Director Employment Contract with Michael Harris, signed and dated August 19, 2002, said contract to be extended through December 31, 2006 with an annual salary of \$88,000 effective January 1, 2004. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Karen Hammon - aye, and Philip Duke - aye.

The meeting was adjourned at 9:48 p.m. upon motion made by Thomas Horwedel and seconded by Dale Lynk. The roll call vote was as follows: Michael Tefs - aye, Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Karen Hammon - aye, and Philip Duke - aye.

NEXT BOARD MEETING

Monday, September 15, 2003, Medina County Library Annex, 7:30 p.m.

Philip Duke
President

Dale Lynk
Secretary

