

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

February 16, 2004

The Medina County District Library Board of Trustees met in regular session on Monday, February 16, 2004 at the Medina Library in the Annex Building.

**Roll Call** was taken with the following members noted as present: Philip Duke, Michael Tefs, Karen Hammon, Cindie Schneider, Thomas Horwedel and Patricia Walker. Our new board member, Shereen Lakhani, who will be installed this evening, was also present. Also present were Library **Staff** members: Mike Harris, Director, Pauline Chapman, Deputy Clerk-Treasurer, Judy Leuthaeuser, Diane Pajk, Tina Sabol, Al Scheimann and Elaine Frankowski. Dan Whisler from David Milling & Associates Architects was the only guest in attendance.

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

**Installation of New Board Member** – Patricia Walker then installed our new Board member, Shereen Lakhani.

**Recognition of Guests and Comments from the Public** – Mike Harris introduced Shereen and indicated that she was recommended by the Medina County Commissioners. Shereen resides with her family in Granger Township and is First Vice President for portfolio management for individuals, nonprofits and small business at Merrill Lynch. Shereen was welcomed by all and indicated that she was looking forward to serving on the Board.

A motion was made by Karen Hammon and seconded by Thomas Horwedel to approve the January 19, 2004 meeting **Minutes**. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - abstained, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - abstained and Philip Duke - aye.

Mike Harris discussed the January 31, 2004 **Financial Report** that was distributed this evening. Harris indicated that there would be a resolution later in the Agenda to appropriate moneys to the Debt Service Fund and Facility Construction & Renovation Fund so that budgetary demands for 2004 can be met. Our figures for last year were very good and actually were better than we originally thought. We were able to break even for last year and all indications to date indicate we will do almost as well this year. A motion was made by Cindie Schneider and seconded by Karen Hammon to accept the financial report as distributed. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

**Director's Report** - In addition to the written report submitted, Harris indicated that circulation was down somewhat, which is due to the closing of Hinckley, but circulation in all other branches was higher. LeapFrog Kits are proving extremely popular. New cards issued have increased. In anticipation of conversion to SIRSI, a purge was done eliminating all cards that have been inactive for more than two years. There will also be no new cataloguing or distribution of materials until April, due to the SIRSI conversion. We are hoping to make the transition as smoothly as possible. It will be an inconvenience to staff and patrons for a short period of time, but this is necessary to complete the project. All area libraries will be experiencing the same interruption. Debbie Pawlik, Lynn Wiandt and Jim Haprian and staff have been working very hard with the conversion and training of staff. There will be a resolution next month to extend the time period to create a fine free period from March 23 through April 6, 2004 to comply with Cleveland Public.

Tina and the Community Relations department will be short staffed due to the resignation of Lynee Bixler and maternity leave for Patti Hetkey. We will be working on getting some additional interim help for Tina and her department.

The **Personnel Report** was reviewed. A motion was made by Patricia Walker and seconded by Karen Hammon to approve the Personnel Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

The **Finance Committee** had no report.

Thomas Horwedel reported that the **Personnel Committee** met prior to this month's Board meeting and discussed **Reclassification of Outreach Services Manager**. The organization of the Outreach Services Department has been under revision since 2001. In 2002 a professional librarian position was created to supervise the bookmobile services, rather than continue with a bargaining unit supervisor. In 2003, with the retirement of the Outreach Supervisor, two part-time professional librarian positions were created. Both of these moves have proved very successful. The Outreach Services Manager position has been kept vacant until a review of that position could be done regarding the duties and responsibilities, our vision for the department in the coming years, etc. Mike Harris, Judy Leuthaeuser and Judy Scaife reviewed all of the above, with input from the Outreach Services Manager before she retired. It was found that the position needed only some minor revisions, but needed to be refactored for salary consideration. The position is currently at Grade 30 on the Professional/Administrative Salary Scale, as the managers of the three smaller libraries had reported to the Outreach Services Manager, however since the year 2000, the three managers began reporting, along with the Medina and Brunswick managers, to the Public Services Administrator. Now that we are ready to post this vacancy, it needs to be refactored and reclassified, and we are proposing it be placed on the scale at Grade 28. **RESOLUTION 04-07** Upon motion made by Thomas Horwedel on behalf of the Personnel Committee, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the revised position description for Outreach Services Manager and place it on Grade 28 on the Professional/Administrative Salary Scale.** The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

**Review of Business Manager Process** - Horwedel discussed the process and indicated that the Personnel Committee has selected six candidates to be interviewed. This will be done on Saturday, March 6, 2004 in the Board room. Interviews will begin at 9:00 and continue until completed, which should be approximately 3:00 p.m. The Committee will hopefully narrow down the applicants to two or three candidates who will then be interviewed by the full Board. The desired date for this second interview would be earlier in the day on March 15, 2004 prior to our regular monthly Board meeting.

**Planning Committee** - Michael Tefs indicated that Director, Mike Harris, included a very thorough update in the Board packets distributed prior to this meeting. The Lodi and Buckeye facilities were discussed in great detail with assistance from Dan Whisler of David Milling & Associates Architects. The original cost estimates came through dramatically different from the cost estimates. Solutions were presented that would solve both issues and is outlined in the Building Project Update dated February 14, 2004, which will be attached to these minutes. A Resolution will be presented later in the Agenda to appropriate money to the Debt Service Fund (301) and the

Facility Construction & Renovation Fund (402) in order to meet the fiscal needs of the remainder of 2004. The Medina facility was discussed with feedback from the Medina Historic Preservation Board and the City of Medina. Drawings were reviewed. We should have a clearer idea on this project at our next Board meeting. Whisler once again indicated that we would save significant money and construction time if we vacated the present Library and offices prior to construction, as opposed to staying on the premises. Information will be discussed later in the Agenda regarding a possible temporary location.

Patricia Walker indicated that the **Policy and By-Laws Committee** had no report. Harris indicated that due to the passing of the recent gun law legislation, we would need to meet sometime in the near future, to discuss a concealed weapon policy for the Board's consideration at our March or April meeting.

Harris included **Communications** in the Board packets regarding emails received pertaining to Senate Bill 144 and the need for phone calls and emails to encourage them to work against this legislation. The next session is on March 3, 2004. Harris is planning to meet with State Representative Chuck Calvert.

There was no **Unfinished Business**.

**New Business: Amended Appropriations Fiscal Year 2004 – Debt Service Fund (301) and Facility Construction & Renovation Fund (402.)** Presented tonight is a recommended resolution that would authorize the Deputy Clerk/Treasurer to appropriate funds within the Debt Service Fund (301) and the Facility Construction & Renovation Fund (402) to meet the fiscal needs of the remainder of 2004.

In the Debt Service Fund (301), payments for debt service will be made two times per year. June 1st accrued interest payments are due and on December 1st both accrued interest and the annual principal payments are due. Property tax receipts will accrue monthly throughout the entire year, as they do now, via our Request for Property Tax Advances that are submitted to the County twice a year.

The Facility Construction & Renovation Fund (402) has a number of budgetary demands for 2004. Primarily costs will be for architectural fees, construction management services, legal fees, as well as relocation costs and construction expenses. **RESOLUTION 04-08** Upon motion made by Thomas Horwedel and seconded by Karen Hammon, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby adopts the amendments to the 2004 Appropriations Budget for the Debt Service Fund (301) and the Facility Construction & Renovation Fund (402) and authorizes the Deputy Clerk/Treasurer to certify such appropriations as necessary and required to meet the fiscal needs of the remainder of 2004.** The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker – aye, Shereen Lakhani - aye and Philip Duke - aye.

The next item was **Blue House RFP** - Presented tonight is a recommended resolution that would authorize the Director to release the prepared RFP on the disposition of the "Blue House" prepared by Mike Sharb of Squires, Sanders, and Dempsey, and staff.

Upon approval by the Board, our Community Relations office will begin an advertising campaign in an attempt to find the best possible use for the building. The Request for Proposals has been written to allow maximum latitude in working with individuals or groups interested in relocation of the home within Medina. Our goal is to find a good home for a structure that we realize has a sentimental and historic value within the community.

The Board recognized in November, 2002, that the Blue House was no longer of use to Medina County District Library, and authorized the Business Manager to issue an RFP for Disposition and/or Relocation of the house. We are requesting that the Board authorize the Director to continue that process. **RESOLUTION 04-09** Upon motion made by Karen Hammon and seconded by Michael Tefs it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director to release the prepared Request for Proposals for the house located at 226 E. Washington St., and begin the advertising process.** The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker – aye, Shereen Lakhani - aye and Philip Duke - aye.

**Temporary Medina Facility** - Presented tonight is a recommended resolution that would permit the Director to pursue a facility that will serve as a temporary Medina Community Library and Administrative Offices.

We originally budgeted \$525, 000 for lease costs, with another \$65,625 for temporary utility costs and \$50,000 for moving expenses. It was understood that some of this expense would be incurred as Administrative offices were demolished and the rest would be balanced against the alternative of trying to maintain library service on the square while working around construction.

Mike Deiwert of The Ruhlin Company has offered an estimate of \$260,000 in potential savings to be gained by not remaining in the library during construction. A temporary relocation could also reduce the construction timeline by as much as six months.

Our goal has been to relocate both the library and administrative offices to the same location. The economy of scale involved in the move, day to day functionality, and the avoidance of having to install duplicate data and phone centers all argue for this approach. Mike Dolansky and Jim Gerspacher had been active in pursuing parcels large enough to meet this need over the past year.

Jim Gerspacher has been negotiating on our behalf for a suitable location, and has received a proposal that we believe is worthwhile. A 30-month lease would total \$530,145, only slightly over our projected figure. We are getting quotes on moving expenses, as well as estimates for the cost of cleanup, ADA remodeling, and what retrofitting would be required to allow the building to serve as a public facility. If those costs are not too far in excess of the \$260,000 that Deiwert feels could be gained, I think this may represent our last best opportunity to relocate the library during our construction period.

We would like Board authorization to pursue this option. It represents a fixed cost that has been budgeted already, a remodeling cost that can be compared against potential savings, moving expenses that should not be too far from amounts budgeted, and utility costs that should be lower from maintaining both public and administrative services in one building. **RESOLUTION 04-10** Upon motion made by Thomas Horwedel and seconded by Michael Tefs it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director to**

negotiate a lease for a temporary Medina Community Library and Administration Services at a lease cost not to exceed \$535,000. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker – aye, Shereen Lakhani - aye and Philip Duke - aye.

Upon motion made by Cindie Schneider and seconded by Karen Hammon the following donations were accepted **with gratitude**:

- \$50 FROM WILLIAM & SUSIE BOYCE FOR GENEALOGICAL RESEARCH MATERIALS
- \$100 FROM WILLIAM & KATHLEEN PLACHY IN MEMORY OF JOYCE BILICZKY
- \$30 FROM AARP CHAPTER 4955 FOR USE OF BRUNSWICK COMMUNITY ROOM

**Trustees' Comments** – The Board once again welcomed new Board member, Shereen Lakhani, and Ms. Lakhani indicated she looks forward to working with everyone on the Board. Future Board meeting locations was discussed. It was decided to schedule the MCDL Board of Trustees' meeting locations, beginning with the August 2004 date, to the Brunswick Community Room since we may have begun construction at the Medina facility and there would be no Annex Building. A new meeting schedule will be distributed at our next Board meeting.

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

The meeting was adjourned at 9:07 p.m. upon motion made by Thomas Horwedel and seconded Cindie Schneider. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker – aye, Shereen Lakhani - aye and Philip Duke - aye.

#### **NEXT BOARD MEETING**

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

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**Philip Duke**  
President

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**Karen Hammon**  
Secretary

