

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

September 20, 2004

The Medina County District Library Board of Trustees met in regular session on Monday, September 20, 2004 at 7:30 pm at the Medina Library Annex Building.

Vice President, Michael Tefs, presided over the meeting in President Philip Duke's absence.

Roll Call was taken with the following members noted as present: Michael Tefs, Karen Hammon, Cindie Schneider, Thomas Horwedel, Patricia Walker and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris; Director, Brian Hertzel; Business Manager, Theresa Laffey, Judy Leuthaeuser, Tina Sabol, Judy Scaife, Al Scheimann and Elaine Frankowski. There were no Guests 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: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Michael Tefs - aye.

A motion was made by Cindie Schneider and seconded by Karen Hammon to approve both the August 16, 2004 Regular meeting and the August 25, 2004 Special meeting **Minutes**. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - abstained, Shereen Lakhani - aye and Michael Tefs - aye.

Brian Hertzel discussed the distributed August 31, 2004 **Financial Report**. He indicated that all numbers continue to look good. Hertzel indicated that the Facility Construction and Renovation Fund (Fund #402) was adjusted due to the construction costs pertaining to both the Buckeye and Lodi locations. The Board asked what our investment income is to date and what the current rate is. Hertzel indicated that we are receiving a rate of about 2%, due to the poor investment rates in the market today. The total investment income to date is \$338,739, which is found on Page 8 of the report. A motion was made Karen Hammon and seconded by Thomas Horwedel to accept the financial report as distributed. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Michael Tefs - aye.

Director's Report – In addition to the written report in the Board packets, Harris indicated that circulation statistics are still up, even though Hinckley is open less hours. We feel that the totals will still exceed last year, in spite of the problems with the SIRSI conversion issues. SRC was very successful and the programs continue to be strong, which are detailed in this month's report. CRO began a new partnership with the Medina County Convention and Visitors Bureau to expand distribution of our literature and there were 15 articles in print in the *Gazette* and *Sun* newspapers. The Human Resources Department was very busy with the 14 Library Page vacancies this month, which usually happens each year when students return to college. A new publication, designed by Tina Sabol of the CRO department, for staff was previewed. All in attendance agreed that it was very attractive and timely. Harris then read two letters from patrons thanking MCDL for the "Keep on Trucking" and "Book Buddies" programs.

Shereen Lakhani was called out of the meeting at approximately 7:40 p.m. and returned after the Personnel Report was reviewed. It was then necessary for her to leave the meeting at 7:50 p.m.

The **Personnel Report** was reviewed and discussed. Numerous Page openings were filled. Eric Lucius was hired as our new Library Associate for Medina and Carmen Croghan as our part time Circulation Clerk in Brunswick. A motion was made by Thomas Horwedel and seconded by Patricia Walker to approve the Personnel Report as distributed. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - absent and Michael Tefs - aye.

The **Finance Committee** had no report.

The **Personnel Committee** had no report.

Planning Committee - Building Update - Harris reported that the construction is very encouraging and on track at Buckeye. In fact, it was indicated that they may pour the concrete in October instead of November to take advantage of the good weather. Heavy equipment began to roll Monday in Lodi. A Pre-Bid meeting for Lodi has been set up for September 28, 2004 in the Annex and then the Bid Openings for the re-bidding will be in the Annex on October 12, 2004. The Historic Preservation Board has acknowledged our meeting two of their eight conditions for final approval. (*since increased to four*) A meeting with members of the Historic Preservation Board has been set up outdoors at the Medina facility on Tuesday, September 21, 2004 to compare brick and other samples with the existing building. We are also hoping to have some drawings soon for the Brunswick facility.

A phone call was received during the meeting notifying us that the Highland School Board had unanimously accepted our purchase offer with two conditions. One that we would have something in writing about the shared parking, and two, that if we would abandon the property that the school district would have first option on buying the property. This should not be a problem.

Policy and By-Laws Committee met prior to this meeting to discuss the proposed **Record Retention Policy**. A recommended resolution was presented that would authorize the Medina County District library to adopt a revised record retention policy. Brian Hertzell indicated that this policy was originally created through the joint efforts of the Human Resources Coordinator and the previous Business Manager. Minor revisions were made to the document subsequent to the August 18, 2003 Policy and By-Laws Committee meeting. **RESOLUTION 04-31** Upon motion made by Patricia Walker, on behalf of the Policy and By-Laws Committee, it was: **RESOLVED: . That the Medina County District Library Board of Trustees hereby adopts a revised record retention policy.** The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Michael Tefs - aye.

There were no **Communications**.

There was no **Unfinished Business**.

New Business: Award of Bids for Masonry & Interior Finishings for Lodi Library - A recommended resolution was presented that would approve the awarding of Masonry and Interior Finishes contracts for the Lodi Library, based upon recommendation from the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates Architects.

The contracts involve two of the remaining four bid items, with a total maximum value of \$573,729.00. Actual cost will be somewhat less, based upon changes currently being negotiated by architect and construction management. Mike Deiwert is confident that we will be able to contain costs in Masonry and Interior Finishes without the need to re-bid. The remaining Bid Scopes, General Trades and Windows, will be re-bid, either separately or combined. **RESOLUTION 04-32** Upon motion made by Karen Hammon and seconded by Thomas Horwedel, it was: **RESOLVED:** That the Medina County District Library Board of Trustees, upon recommendation from the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates Architects, The Medina County District Library Board of Trustees hereby authorizes the award of Masonry and Interior Finishes contracts for the construction of the Lodi Library, in accordance with the Construction Documents prepared by David Milling & Associates Architects and dated July 26, 2004, including Drawings, Specifications, and all Addenda issued, and per the Bid Scopes indicated, and authorizes The Ruhlin Company to prepare Owner-Contractor Agreements for Construction for signature for the individual Contracts. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Michael Tefs - aye.

The next item was **Financial Hardware & Software Upgrade** – A recommended resolution was presented that would authorize the Medina County District Library to upgrade its financial system hardware and software.

Currently, the Library utilizes SuiteWin financial software from Software Solutions incorporated (SSI). SSI will no longer support this software and has devoted its efforts to supporting its eGov Professional software system. The eGov software has numerous additional features not found in the SuiteWin software – some of which are as follows:

- Can process next year's transactions while awaiting the audit for prior year.
- Allows for blanket purchase orders with an expiration date.
- Has the ability to schedule vendor payments.
- Tracks multi-year history and audit trail records.
- Ability to interface with Microsoft Excel.

We received a quote from SSI to upgrade the financial software to eGov. The total price of the quote is \$16,892 and includes the cost of converting the current system to the new software and on-site training for all users. Our Technical Services Coordinator reviewed the documentation and believes that converting to the eGov software is the best option at this time and that the cost of the software is reasonable. However, he suggested that the Library purchase a separate server dedicated solely to run the financial applications. The estimated cost of a new server is \$4,500 thus resulting in a total cost of the upgrade of approximately \$21,500. We contacted a number of organizations that converted their financial systems to the eGov software and the overall consensus was very positive.

A software upgrade expenditure has been included in the budget for the past couple of years. We believe that an investment of this nature will result in being able to better manage the future demands of the Library as it undergoes its expansion. **RESOLUTION 04-33** 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 the expenditure of up to \$21,500 to upgrade its financial system hardware and software. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Michael Tefs – aye.

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

- \$5000 FROM FRIENDS OF THE MEDINA LIBRARY FOR THE 2004-2005 WRITER'S LIVE PROGRAM
- \$40,000 FROM THE ESTATE OF HELEN V. THOMAS

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

Trustees' Comments - Thomas Horwedel gave a brief introduction of the Medina Career Center Bond Issue that will be on the November ballot. This facility is used by the entire county and now offers academic classes, in addition to the technical classes, and needs more space for labs, etc.

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

The meeting was adjourned at 8:05 p.m. upon motion made by Karen Hammon and seconded by Patricia Walker. The vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Michael Tefs - aye.

NEXT BOARD MEETING

Monday, October 18, 2004, Medina County Library Annex, 7:30 p.m.

(Date later changed to Tuesday, October 19, 2004)

Philip Duke
President

Karen Hammon
Secretary

