

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

January 17, 2005

The Medina County District Library Board of Trustees met in regular session on Monday, January 17, 2005 at 7:10 pm at the Medina Library Annex Building.

Roll Call was taken with the following members noted as present: Philip Duke, Karen Hammon, Thomas Horwedel, Patricia Walker and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris; Director, Brian Hertzell; Business Manager, Theresa Laffey, Sandy Nannfeldt, Tina Sabol, Judy Scaife, Daphne Silchuk-Ashcraft and Elaine Frankowski. Guests were Cindie and Berndt Schneider and Judge John J. Lohn.

President Duke asked that we revise the **Agenda** by moving Item H under New Business - *Recognition for Service - Cindie Schneider* and insert under Recognition of Guests and Comments From the Public and move Item F under New Business - *2005 Salary Increase For Director* to Executive Session for the purpose of discussion of compensation for a public employee. The revised **Agenda** was then approved upon a motion made by Karen Hammon and seconded by Shereen Lakhani. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Installation of New Board Member - John J. Lohn, Judge of Medina County Common Pleas Court, was introduced. He then proceeded to install the new Medina County District Library Trustee, Shoukat Ali Bhamani, who was chosen by the Judges of Medina County Common Pleas Court. He was congratulated and welcomed by all. Mr. Bhamani thanked everyone and indicated that he was excited to be a Trustee and looked forward to working with the Board. The Board thanked Judge Lohn for his attendance and participation.

Recognition of Guests and Comments From the Public - Director Harris introduced guests, Dale Lynk, former Medina County Board of Trustees member. The Board was pleased to see him again. Judge J. Lohn was then introduced and he indicated that all three judges felt that Mr. Bhamani would be an excellent choice for the Board. On behalf of all the Judges of the Medina County Common Pleas Court, Judge Lohn wished Mr. Bhamani and the entire MCDL Board much success during this exciting time at the Library. Harris then introduced Daphne Silchuk-Ashcraft, the new YA Department/Reference Department Supervisor for the Library. She comes from our Seville branch, where she was a Library Associate and worked a great deal with teens. The Board members welcomed her and wished her well in her new position.

Recognition for Service - Cindie Schneider - Cindie and her husband, Berndt were then introduced and welcomed. A Service Recognition was read by President Duke stating all Cindie Schneider's accomplishments since becoming a member in January, 1998. She was congratulated by all in attendance and wished continued success.

A motion was made by Thomas Horwedel and seconded by Karen Hammon to approve the December 20, 2004 meeting **Minutes**. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - abstained and Philip Duke - aye.

Brian Hertzell discussed the distributed December 31, 2004 **Financial Report** noting that there was no large or unusual activity during the month. A typo correction was made to Footnote "L" on page ten of the report. Hertzell also mentioned that the Debt Service Fund continues to have a negative balance. Before an inter-fund transfer is made to offset the negative balance, the Medina County Auditor will be contacted to insure that the transfer is made within proper guidelines. An update will follow next month. A motion was made by Karen Hammon and seconded by Shereen Lakhani to accept the financial report as distributed. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Inter-Fund Transfer – Hertzell indicated that an inter-fund transfer is necessary at this time as a result of a negative balance within the Debt Service Fund caused by expenditures exceeding tax receipts. However, as indicated earlier, there may be restrictions pertaining to the inter-fund transfer; specifically, from which fund the inter-fund transfer can originate. To insure that no violation occurs when the inter-fund transfer is made, the Medina County Auditor will be contacted for a recommendation as to the proper manner in which to record the inter-fund transfer. **RESOLUTION 05-01** Upon motion was made by Karen Hammon and seconded by Shereen Lakhani, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and Deputy Clerk/Treasurer to make an inter-fund transfer for the 2004 fiscal year to offset the negative balance within the Debt Service Fund based upon the recommendation of the Medina County Auditor. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Hertzell also distributed a Building Construction Analysis as of December 31, 2004 showing building expenses by branch. The Board very much appreciated this report and asked if this could be done on a monthly basis. Hertzell indicated he would prepare this report each month.

Director's Report – In addition to the written report in the Board packets, Harris indicated that circulation statistics were down slightly for the month and a little more than 2% for the year. We know that the reduction of hours in Hinckley and conversion to SIRSI was responsible for this. We are working on a more streamlined report by branch for this coming year, perhaps by April or May, which would gather statistics by branch on a month to month basis rather than by materials. The Board was agreeable as they are more interested in the activity in the branches rather than the type of materials. Programs continue to be strong, computer usage has sky rocketed and new card issuance is up. Harris indicated that the 2004 Year-End Statistics were also included listing totals for the year along with priorities accomplished. Harris indicated that our staff has continued to provide excellent public services while making time for numerous meetings concerning our building expansion projects and while adjusting to our new SIRSI compute system. The Board indicated that they appreciated the many efforts of staff.

The **Personnel Report** was reviewed and discussed. Dianne Guzik has filled the HR Department Secretary position. There are two openings at the present time, Library Associate in Seville and Delivery/Maintenance position. A motion was made by Karen Hammon and seconded by Patricia Walker to approve the Personnel Report as distributed. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Karen Hammon indicated the **Finance Committee** had no report.

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

Planning Committee - Building Update - Harris spoke in the absence of Michael Tefs. He indicated that the Committee met on January 12, 2005 and the Minutes of this meeting were included in the Board folders for discussion purposes.

Medina Temporary Facility – The Medina Budget and Medina Temporary Location Costs were discussed at the Planning Committee meeting. The Committee, with previous authority given by the Board, authorized the Director and Business Manager to enter into an agreement with Gerspacher Realty to present an offer to lease the DIY Building for two years at an approximate cost of \$135,000. We have presented this offer and another visit with key staff is scheduled for this Wednesday, January 19, 2005. It was determined at the Committee meeting that we can easily afford this and would be an ideal location. We would lease about 13,500 square feet. Our goal would be to move the Administrative staff, Collection Resources and Technology to this facility sometime in April or May. When the Buckeye facility is completed sometime in August, the Extension Services area would move into the new building and the Administrative staff would move into the Extension Services building, which we are already leasing. Collection Resources and Technology would remain at DIY, along with the Library itself until completion of the new Medina facility.

Medina Facility – Potential Cost Savings Options and an updated Building Construction Budget Analysis was discussed. After all the adjustments were made, the deficit amount was reduced to \$100,000. With the savings discussed from the Medina Temporary Location costs and recent donations, it was determined that we will have ample money to rebalance the budget. Our contract for the bus garage is now ready to go back to the School Board. We also hope to meet with the Historical Preservation Board soon.

Phillips (Blue) House- We have a good prospect for the Blue House, a gentlemen from California wishes to move it to California. He provided us with a preliminary contract, which has been presented to our attorney for review. Costs and responsibilities of both parties were discussed. This purchase would fit in perfectly with our time frames. Discussions and updates will continue. Harris thanked Tina Sabol and Christine Gramm for their excellent publicity and participation and Al Scheimann for all his hard work in meeting and discussing everything with all interested parties.

Highland – We are now looking into where the septic system should be placed. Everything else on schedule.

Brunswick – Dan Whisler will be coming to town this week with new plans for Brunswick. We hope to have something to present to the Board by the March meeting.

Patricia Walker reported that the **Policy and By-Laws Committee** had no report. Harris indicated that we will be revising the lending limits policy to coincide with the new SIRSI system.

We also need to discuss with the Cleveland Public Library before this can be done. We hope to have this completed as soon as possible.

There were no Communications.

There was no Unfinished Business.

New Business: Property Tax Advances Request – First Half 2005 - A resolution was presented to authorize the Clerk/Treasurer and Deputy Clerk/Treasurer to submit for an advance on property taxes collected by Medina County and distributed by the Medina County Auditor to the Medina County District Library. This request permits MCDL to receive a portion of the tax collections monthly which allows for a steady cash flow and increased investment income. **RESOLUTION 05-02** Upon motion made by Karen Hammon and seconded by Thomas Horwedel, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and Deputy Clerk/Treasurer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the first half of 2005. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

2005 Banking Resolutions - A resolution was presented to provide the necessary authorizations related to performing various banking functions throughout the 2005 fiscal year. This request allows for the normal day-to-day financial functions of the library to be performed in accordance with the Ohio Revised Code and the Ohio Administrative Code. In summary, these resolutions authorize various appointed positions within the Medina County District Library the following:

- To have access to any safe deposit boxes.
- To sign any checks, drafts, notes or orders drawn against checking or savings accounts.
- To invest or redeem investments through wire transfers at various banking institutions.

RESOLUTION 05-03 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 following 2005 Fiscal Year Banking Resolutions A – C.

2005 FISCAL YEAR BANKING RESOLUTIONS

RESOLUTION 05-03A That the Medina County District Library Board of Trustees authorizes the following individuals to have access to any safe deposit box rented by the Library: Medina County District Library President of the Board of Trustees; Director; Clerk/Treasurer; and the Deputy Clerk/Treasurer.

RESOLUTION 05-03B That the Medina County District Library Board of Trustees resolves that all checks, drafts, notes or orders drawn against the accounts at First Merit/Old Phoenix, STAR Ohio-Provident Bank, or any other Board approved Depository Financial Institutions for the Library be signed by two of the following:

Medina County District Library President of the Board of Trustees; Vice President; Clerk./Treasurer; and the Deputy Clerk/Treasurer.

RESOLUTION 05-03C That the Medina County District Library Board of Trustees resolves that any one of the following are currently authorized to act with full power to invest or redeem investments through wire transfers at First Merit/Old Phoenix, STAR Ohio-Provident Bank, or any other Board approved Depository Financial Institutions for the Library: Medina County District Library Director; Clerk/Treasurer; and the Deputy Clerk/Treasurer.

The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was **2005 Interest on Investments** - A recommended resolution was offered that would authorize the Clerk/Treasurer and/or Deputy Clerk/Treasurer to segregate and accrue all interest earned on investments within each specific fund to that particular fund, or any other as shall be designated, for the fiscal year 2005.

H.B 674 went into effect on March 30, 1999 and amended O.R.C. 135.21 that had required libraries to credit all investment earnings from any funds, other than fiduciary funds, to the General Fund. The amendment, O.R.C. 3375.391, provides for an exception wherein a board of library trustees may pass a resolution designating that all investment earnings accrued within a specific fund may be credited to that fund or any other as the board specifies.

The only exclusion to this new legislation would be to the earnings made on the investment of any bond retirement fund or sinking fund. Also, investment earnings made within the Endowment Fund may never be co-mingled with any other funds due to the fiduciary responsibilities in appropriating said funds for specific purposes and bequests.

This recommendation would allow investment earnings accrued in the General Fund, Building and Repair Fund, Grant Fund, and Endowment Fund to remain in each of their respective funds. Due to its temporary nature, investment earnings in the Grant Fund may at some point and time need to be transferred into the General Fund, as is permitted by law. **RESOLUTION 05-04** Upon motion made by Karen Hammon and seconded by Shereen Lakhani it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to credit investment earnings from the General Fund, Building and Repair Fund, Grant Fund, and the Endowment Fund to the respective funds from which they accrued for fiscal year 2005. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was **Food for Fines** – March has been Food for Fines Month at the Medina County District Library for many years. The food collected is used in county-wide programs to feed those in need. The efforts of the library in past years have provided up to three-fourths of what is collected in the month long food drive. The promotion also brings back some very long overdue materials. Clevnet's migration to SIRSI will impact some of the procedures we will

need to apply. Staff is currently studying whether we might have to assign a monetary amount per donation if we are not able to align one item per fine. Details will be discussed in more detail next month. **RESOLUTION 05-05** Upon motion made by Shereen Lakhani and seconded by Patricia Walker it was RESOLVED: That the Medina County District Library Board of Trustees hereby recognizes the month of March as Food for Fines month at all MCDL locations. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was **Local Government Fund Resolution** - A recommended resolution was presented that would request the Ohio General Assembly to continue its history of partnership with Ohio's local governments and return funding for the Local Government Funds to the permanent law formula.

Medina County Commissioner Patricia Geissman has provided outstanding leadership in organizing local recipients of Local Government Funds to petition the Governor and State Representatives to recognize the importance of these funds to the basic operation of local government, libraries and park districts.

As the largest single recipient of Local Government Funds in Medina County, the Medina County District Library has been active on the LGF Executive Committee. Mike Harris and Tina Sabol have been preparing for a March taping on public access television, sponsored by the Medina County Commissioners, and will be offering a press release in conjunction with the Wadsworth Library and other committee members. We hope to also meet with the Medina Gazette Editorial Board. The future plans for this committee is to continue their efforts by meeting with editorial boards of local newspapers and television stations to make them aware of how important this funding is to many causes. **RESOLUTION 05-06** Upon motion made by Patricia Walker and seconded by Shereen Lakhani it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the attached resolution that would request the Ohio General Assembly to continue its history of partnership with Ohio's local governments and return funding for the Local Government Funds to the permanent law formula. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The Board asked that Harris let Commissioner Pat Geissman know how much they appreciate her leadership in this endeavor.

There were no **Donations** this month.

Trustees' Comments - President Duke and the Board again welcomed our new Board member and indicated they look forward to working with him. The Board again congratulated Cindie Schneider for her years of service and took a brief break at 8:05 pm to enjoy some refreshments. Duke indicated that the Board would move into Executive Session after the brief break.

At 8:19 pm upon a motion made by Karen Hammon and seconded by Thomas Horwedel, the Board moved to enter into **Executive Session** to discuss compensation of a public employee. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The Board came out of **Executive Session** at 9:15 pm upon motion made by Karen Hammon and seconded by Patricia Walker. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The meeting reconvened and the following action was taken. **RESOLUTION 05-07** Upon motion made by Karen Hammon and seconded by Thomas Horwedel it was RESOLVED: That the Medina County District Library Board of Trustees hereby amends Section 2, Compensation of the Existing Director Employment Contract with Michael Harris to increase the annual salary to \$93,280, effective January 1, 2005. Said contract was signed and dated August 19, 2002 and amended August 18, 2003 for salary and length. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - abstained and Philip Duke - aye. Motion carried.

The meeting was adjourned at 9:28 pm upon motion made by Karen Hammon and seconded by Patricia Walker. The vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, February 21, 2005, Medina County Library Annex, 7:00 pm

Philip Duke
President

Karen Hammon
Secretary

