

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

March 14, 2005

The Medina County District Library Board of Trustees met in regular session on Monday, March 14, 2005 at 7:00 pm at the Medina Library Annex Building.

Roll Call was taken with the following members noted as present: Philip Duke, Patricia Walker, Shereen Lakhani and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris; Director, Brian Hertzelt; Business Manager, Judy Leuthaeuser, Tina Sabol, Judy Scaife and Elaine Frankowski. Also in attendance was Dan Whisler, Helen Milling and Eric Ward of David Milling & Associates Architects.

The **Agenda** was approved upon a motion made by Patricia Walker and seconded by Shereen Lakhani. The roll call vote was as follows: Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, and Philip Duke - aye.

Recognition of Guests and Comments From the Public – President Duke recognized Dan Whisler, Helen Milling and Eric Ward of David Milling & Associates Architects and indicated they will make a presentation later on the Agenda.

A motion was made by Patricia Walker and seconded by Shoukat Ali Bhamani to approve the corrected February 21, 2005 meeting **Minutes**. The roll call vote was as follows: Patricia Walker - aye, Shereen Lakhani - abstained, Shoukat Ali Bhamani - aye, and Philip Duke - aye.

Brian Hertzelt indicated that the February 28, 2005 **Financial Report** was distributed this evening, instead of being mailed with the packets, due to several glitches occurring during the upgrading of new software. Hertzelt indicated that there was no large or unusual activity during the month. He referred to the footnote pertaining to the 101-1100 Library Support Fund indicating that the annual budgeted amount is based upon OLC estimates, and the fact that this amount may decrease based upon current budget discussions in the state legislature. He further mentioned that he will keep the Board informed as the budget process continues in Columbus.

A motion was made by Shereen Lakhani and seconded by Shoukat Ali Bhamani to accept the February 28, 2005 Financial Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, and Philip Duke - aye.

Director's Report – In addition to the written report in the Board packets, Harris indicated that it was not an exciting month for circulation statistics due to the bad weather and a short month, however there were many great programs that were described more fully in his report for the month. Harris talked about the recent 2-1-1 debut and gave a brief history of how it evolved and what an important part MCDL has played in this project. Harris thanked all who participated in the recent very successful Staff Development Day and thanked the Board for their participation and attendance. Employees were recognized for their various years of service, SIRSI updates were given, and many excellent break out sessions were offered on various topics

useful to employees, not only on the job, but their personal lives as well. Collection Resources has been adding to their collection as they prepare for our new libraries.

The **Personnel Report** was reviewed and discussed. A motion was made by Patricia Walker and seconded by Shoukat Ali Bhamani to approve the Personnel Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, and Philip Duke - aye.

Patricia Walker indicated the **Finance Committee** had no report. Harris indicated that our attorney has approved the two year lease for the DIY site on Stonegate, and it will now be submitted to them for final processing.

Patricia Walker indicated that the **Personnel Committee** had no report.

Planning Committee - Building Update - Harris reported that a letter, signed contract, and escrow check for \$10,000 (to ensure that he will complete the job) were received from Mr. Siegel. The Blue House is now officially sold. Dan Whisler will give us an update on Medina, Brunswick and Highland facilities later in the Agenda.

Patricia Walker reported that the **Policy and By-Laws Committee** had no report.

There were no new **Communications**.

There was no **Unfinished Business**.

New Business: Harris then introduced Dan Whisler, who in turn introduced Eric Ward, who will be working very closely on the Medina project, and Helen Milling, who will be working on selecting all the furniture, fixtures, paint selections, etc. for the interior of the libraries.

Medina - Whisler indicated that he has worked one on one with all departments on all the details and feels that the Design Development Stage is now completed. The Ruhlin Company is working on the detailed cost estimates, and we hope to have them in early April. Updated floor plans were shown and discussed. Helen Milling presented the various colors and types of material that would be used for all interior areas. Everyone was pleased with the selections. It was noted that most extras in the building will be paid through donations from the public. Plans are to begin deconstruction in mid July sometime. We need to complete the drainage areas before school starts so that the buses can pass through. There will be a very small window to complete this task. The bids will come in sequence as needed so the work flow should progress nicely. There will probably need to be one more meeting with the city to discuss landscaping, etc. and should be on their April agenda. The landscaping plan will be limited due to space constraints. We still need to refine some of the floor plans, furnishings and ceiling treatments. At this time, we have a target date for grand opening to be some time in June of 2007. It is possible to shorten this time frame, but we will not know until we are further into the construction project.

Brunswick – Dan and Helen then presented the first Design Development drawings for Brunswick. The Ruhlin Company should have cost estimates in early April. If we have budget confirmation on Brunswick for the April meeting, we will look to move that project to Schematic Design, where the engineering drawings will be completed. We are now looking at a footprint of 31,326 for this facility. Brunswick Manager, Carole Kowell, has met with Sid Welch with the Planning Department at Brunswick. He liked the library design so far and talked about the landscaping and book drop locations. He indicated that they will work with us on the sewers and retention issues. We will also need to look for a place to move in the interim.

Highland – Design Development drawings were presented. We plan to keep the facility to about 12,300 square feet. We still have the wetlands issue to resolve, which could take 8 – 12 months. In addition, we will need to work on a septic system. While we will be looking for approval on the design at Highland in the near future, Schematic Design will not begin until most site approval issues have been resolved. Talks with school Superintendent Dr. Armstrong continues.

The Board thanked Dan and Helen for a very through presentation.

Upon motion made by Patricia Walker and seconded by Shereen Lakhani the following donations were accepted **with gratitude**:

- \$250 FROM THE FRIENDS OF THE BRUNSWICK LIBRARY FOR PROGRAM PRIZES & SUPPLIES FOR BRUNSWICK COMMUNITY LIBRARY
- \$650 FROM THE FRIENDS OF THE LODI LIBRARY FOR 2005 SUMMER READING PROGRAM
- \$3,282 FROM THE FRIENDS OF THE MEDINA LIBRARY – PROCEEDS FROM THE SALE OF CD SETTLEMENT CASE
- \$30 FROM VALLEY CITY GARDEN CLUB IN MEMORY OF LUCILE BENNETT STOSKOPF

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

Trustees' Comments - President Duke indicated that he is impressed and grateful with the continued support and the level of donations from the Friends' groups that come in each year. He would like the Board to pass a Resolution in the near future recognizing them for their continued support.

Patricia Walker thanked everyone for an excellent Staff Development Day. She felt it was a well planned and useful day.

Board of Trustees Meeting
Page 4
March 14, 2005

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

The meeting was adjourned at 9:48 pm upon motion made by Patricia Walker and seconded by Shereen Lakhani. The vote was as follows: Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye, and Philip Duke - aye.

NEXT BOARD MEETING

Monday, April 18, 2005, Medina County Library Annex, 7:00 pm

Philip Duke
President

Karen Hammon
Secretary