

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

May 16, 2005

The Medina County District Library Board of Trustees met in regular session on Monday, May 16, 2005 at 7:00 pm at the Medina Library Annex Building.

Roll Call was taken with the following members noted as present: Philip Duke, Michael Tefs, Thomas Horwedel, Patricia Walker and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris; Director, Brian Hertzelt; Business Manager, Theresa Laffey, Judy Leuthaeuser, Sandy Nannfeldt, Tina Sabol, Judy Scaife, Dawn Yonek and Elaine Frankowski.

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

Recognition of Guests and Comments From the Public – There were no guests in attendance.

A motion was made by Patricia Walker and seconded by Shereen Lakhani to approve the April 18, 2005 meeting **Minutes**. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Brian Hertzelt discussed the distributed April 30, 2005 **Financial Report**. The 2006 Tax Budget will be discussed later on the Agenda. Hertzelt commented on the following updated and revised annual budget estimates on the April 30, 2005 Financial Report:

- Library Support Fund receipts have been decreased to reflect the latest state legislative budget proposal. The House has voted for the budget and it is now in the Senate. This will be voted upon in June. Based on this, the Library Support Fund figures from last year were used for 2005 and a 5% reduction for 2006 and the first half of 2007 were used.
- A new report was received from the County Auditor's office showing increased figures for property taxes and these adjustments were made as well.
- In addition, investment income was increased due to slightly higher interest rates.
- Expense figures remain the same.

A motion was made by Thomas Horwedel and seconded by Patricia Walker to accept the April 30, 2005 Financial Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Director's Report – In addition to the written report in the Board packets, Harris indicated that circulation was up from last year, but that was SIRSI conversion month, but figures are still very strong. Programs continue to be very popular and well attended. Summer Reading Celebration will begin June 1, 2005 and Mike asked Tina Sabol from Community Relations to give the Board an overview of this year's program. The theme is "Time Trek 2005." Sabol gave an excellent presentation showing all the various games in the different age levels and prizes that will be awarded. The Board and all in attendance were impressed with all the great ideas and work that had been done. Sabol also indicated that the new Library Live had not gone to print so we were able to make the corrections on the information regarding the

change of dates for the Library move. Harris indicated that he attended an excellent OLC Workshop recently and would like to share these ideas with the Board next month. Harris also pointed out the additional report prepared this month by the Human Resources Department showing all the various workshops, seminars, etc. that were attended by staff this past year. Over 620 opportunities were utilized for slightly under \$8,000. Library dollars were put to very good use.

The **Personnel Report** was reviewed and discussed. There is a lot of activity in HR. New hires were announced and we are currently interviewing for several positions. The Technology Assistant has been hired and will begin in early June. A motion was made by Patricia Walker and seconded by Shereen Lakhani to approve the Personnel Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Patricia Walker indicated the **Finance Committee** met on May 4, 2005 and asked Business Manager, Brian Hertzell to make the report. **2006 Tax Budget** - A recommended resolution was presented to approve the 2006 Tax Budget for submittal to the Medina County Budget Commission by the end of May, as required by state law. This is a three year plan and forecast overview of funds.

In the past, the Tax Budget was used to justify the amount of the Local Library Government Support Funds (LLGSF) that MCDL received as a source for operational funding. Since the library has a formal LLGSF distribution agreement with the Wadsworth Library, the Tax Budget has become the first opportunity to review the financial projections for the upcoming fiscal year. The eleven-page financial report outlining the following was discussed:

- Actual results for the fiscal years of 2002, 2003 and 2004
- The Appropriation Budget for 2005.
- Forecast for the fiscal years of 2006, 2007 and 2008.

Hertzell also indicated that overall, the three year forecast was created by increasing the 2005 budget by the projected increase in the Consumer Price Index as estimated by the Congressional Budget Office. There were some line items that included additional increases based upon the nature of the expenditure. The issue of most concern to everyone today is the Insurance Benefits expenditure.

Hertzell also provided a General Fund Scenario Analyses showing the figures for a three year plan of receipts and disbursements and how the figures could change from a 1.25 mill operating levy being renewed or replaced. The Finance Committee and Board found this to be very helpful and thanked Hertzell for his extra efforts.

The Finance Committee reviewed the reports and made a recommendation to the full Board to accept the 2006 projections as the Tax Budget to be submitted to the Medina County Budget Commission. **RESOLUTION 05-17** Upon motion made by Patricia Walker on behalf of the Finance Committee, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the 2006 Tax Budget for submittal to the Medina County Budget Commission. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

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

Planning Committee – Building Update Harris indicated that we continue to have work sessions with regard to the Brunswick and Highland facilities. We just received a revised budget from Dan Whisler and looks like we will be under budget with Medina and will continue to work on the budget for Brunswick. Updates will continue. Talks continue with the Highland facility on the various site issues. Buckeye and Lodi projects are going along fine and within budget. More information will be available at our next meeting.

Patricia Walker reported that the **Policy and By-Laws Committee** had no report. Harris indicated that the new MCDL Board of Trustees Manuals were distributed this evening and thanked Diane Dermody and everyone else involved in this big project.

Communications – Harris indicated there was a letter from the Mayor Dale Strasser of Brunswick thanking the Library staff for the READ Community Celebrities poster program.

Unfinished Business – A motion was made by Thomas Horwedel and seconded by Michael Tefs to table **Brunswick Schematic Design** and **Highland Schematic Design** until more information is available. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

New Business: Disposition of Plant Material at Medina Site – There are a variety of plantings surrounding the Medina Library site that would be destroyed as a result of the upcoming construction project. The Friends of the MEDINA COUNTY DISTRICT LIBRARY, along with staff volunteers, have expressed an interest in organizing a plant sale to benefit the Friends. **RESOLUTION 05-18** Upon motion made by Michael Tefs and seconded by Patricia Walker, it was RESOLVED: That the Medina County District Library Board of Trustees hereby designates the Friends of the MEDINA COUNTY DISTRICT LIBRARY to receive plant materials surrounding the Medina Library site that would otherwise be destroyed as a result of the building project. The plant materials will be the property of the Friends of the MEDINA COUNTY DISTRICT LIBRARY and any proceeds from their sale shall benefit the Friends. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

A discussion was held with regard to the leftover bricks from the Blue House site. A price will be determined and a Resolution will be brought to the Board next month with regard to disposal.

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

- \$35 FROM JACKIE DARR FOR THE GENEALOGY DEPARTMENT
- \$190 FROM THE FRIENDS OF THE BRUNSWICK LIBRARY FOR PROGRAM PRIZES AND SUPPLIES
- \$60 FROM THURSDAY MORNING DISCUSSION GROUP IN APPRECIATION OF USE OF BRUNSWICK COMMUNITY ROOM
- \$25 FROM THE SKYE TERRIER FOUNDATION IN APPRECIATION OF REFERENCE HELP AT THE MEDINA LIBRARY
- \$1,000 FROM THE LITCHFIELD ELEMENTARY PTO FOR A NEW FLAG POLE FOR NEW BUCKEYE LIBRARY

The roll call vote was as follows: The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

Trustees' Comments – Michael Tefs again thanked Brian Hertzel for a great job in preparing the budget.

At 7:45 pm upon a motion made by Thomas Horwedel and seconded by Shereen Lakhani 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, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

The Board came out of **Executive Session** at 8:10 pm upon motion made by Michael Tefs and seconded by Patricia Walker. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye. No action was taken.

The meeting was adjourned at 8:11 pm upon motion made by Michael Tefs and seconded by Patricia Walker. The roll call vote was as follows: Michael Tefs - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, and Philip Duke - aye.

NEXT BOARD MEETING

Monday, June 20, 2005, Medina County Library Annex, 7:00 pm

Philip Duke
President

Karen Hammon
Secretary