

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

June 20, 2005

The Medina County District Library Board of Trustees met in regular session on Monday, June 20, 2005 at 7:00 pm at the Medina Library Annex Building.

**Roll Call** was taken with the following members noted as present: Philip Duke, Karen Hammon, Patricia Walker, Shereen Lakhani and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris; Director, Brian Hertzelt; Business Manager, Judy Leuthaeuser, Sandy Nannfeldt, Tina Sabol, Judy Scaife, Al Scheimann, Dawn Yonek and Elaine Frankowski. Guest in attendance was John Alberts from Kent State University.

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

**Recognition of Guests and Comments From the Public** – Mike Harris introduced John Alberts, who will be a Practicum Student at MCDL for a period of time.

A motion was made by Shereen Lakhani and seconded by Patricia Walker to approve the May 16, 2005 meeting **Minutes**. The roll call vote was as follows: Karen Hammon - abstained, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - abstained and Philip Duke - aye.

Brian Hertzelt indicated that the distributed May 31, 2005 **Financial Report** shows nothing unusual and different from last month and everything is in order. Hertzelt discussed several handouts that had been distributed to the Board regarding updates from the Governor's office pertaining to the possible budget cuts. The current news appears to be improving and we may be back to the original LLGSF figure. He will keep everyone informed as additional information is received. Hertzelt also shared with the Board the following items that he plans to work on in the next several months:

- Obtain additional information about possibly setting up a Foundation. He will talk with the Medina and Akron Foundations and will share the information with the Board.
- Examine the possibility of pulling some services inside instead of outsourcing to see if it would be cost effective.
- Identify donations to the Endowment Fund from the past to see if they can be applied to some of our building expenses.

A motion was made by Patricia Walker and seconded by Karen Hammon to accept the May 31, 2005 Financial Report as distributed. The roll call vote was as follows: Karen Hammon - aye 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 circulation was really high for the month of May; we are way ahead of 2004. Library use is very strong. Since we will now remain at our present location for most of the summer, we find that this will actually be an advantage to the patrons as they will be able to participate in the SRC program more readily. Harris indicated that a Building update will be reported later in the Agenda.

Harris brought to the Board's attention that about every two years or so he will receive a notification from the Ohio State Liquor Board regarding local area restaurants and bars that are applying

for a liquor license. He has been approving these as they appear not to be a threat to any of the libraries in the areas of question. He wanted the Board to be aware of this and wanted affirmation that he has been handling this to their satisfaction. The Board thanked Harris for bringing this to their attention and asked that he continue approving these as he sees fit.

The **Personnel Report** was reviewed and discussed. There continues to be a lot of activity in HR. New hires and various other status changes and resignations were announced. We currently have two openings in Brunswick that should be filled soon. A motion was made by Shereen Lakhani and seconded by Shoukat Ali Bhamani to approve the Personnel Report as distributed. The roll call vote was as follows: Karen Hammon - aye Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Patricia Walker indicated the **Finance Committee** will meet immediately following tonight's regular meeting.

The **Personnel Committee** had no report.

**Planning Committee – Building Update** There was no Planning Committee held this month as David Milling & Associates Architects and The Ruhlin Company are still working on the Brunswick budget. We are now planning about 29,000 square feet and are within \$300,000 of original budget. Carole Kowell, Manager at Brunswick, is pleased with the new plans. Milling and Ruhlin are discussing the percentage of money to be held as a cushion. Updates will continue. We hope to have something for the Board at the July meeting.

Michael Tefs arrived at the meeting at this time (approximately 7:20 pm). He was detained at a meeting in Columbus.

A meeting was held between Dr. Bruce Armstrong of the Highland School District and Dan Whisler of David Milling and Associates regarding the site issues. Whisler will stake out the property so that Dr. Armstrong can see exactly where the parking lot will be so that he can determine if it will work for the School. The wetland issue is still being addressed. We should have some definite answers in the next two weeks. Updates will continue.

The Buckeye project is on budget and within two or three weeks of the time schedule. We will probably get the key and move in before the facility opens for the public. The shelving and office furniture is taking longer than anticipated. We are now looking at late September or early October opening. We may not be able to hold our August Board meeting at the facility as planned. Updates will follow. The Lodi project continues to be going along fine and within budget. We are looking at a possible two week delay at this time.

Al Scheimann added that if the Board has not been to the Lodi and Buckeye sites recently, a lot has been going on. Timber framing is being done at Lodi now and work is progressing nicely.

Harris indicated that he will be at the ALA Conference this coming week and will meet with David and Helen Milling to check various exhibitors to view the many furniture options.

Shereen Lakhani reported that the **Policy and By-Laws Committee** met prior to this meeting and the following was discussed. **Policy & Procedures Blocked Account Change** - A recommended resolution was presented that would update the item limit to 60 items limit instead of \$999.999 worth of

materials. This update is needed due to SIRSI changes and the inability of the system to automatically block patron accounts by dollar amount. If the board approves, Jim Haprian will work with CPL to put an automatic block on patron accounts exceeding the 60 item limit (can be in place within approximately one week). An explanation was given by Mike Harris. **RESOLUTION 05-19** Upon motion made by Shereen Lakhani on behalf of the Policy and Bylaws Committee, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the change to the Blocked Account Policy under "Limits" indicating an MCDL patron may not have more than 60 items charged to his/her account at one time. The roll call vote was as follows: The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was **Policy & Procedures Deleting Homebound Profile Name** - A recommended resolution was presented that would delete Homebound (HOMBD) as a patron profile name. The profile name is not used by MCDL and has been deleted in SIRSI. This resolution would update the policy. Mike Harris explained this item as well. **RESOLUTION 05-20** Upon motion made by Shereen Lakhani on behalf of the Policy and Bylaws Committee, it was RESOLVED: Medina County District Library Board of Trustees hereby approves the deletion of Homebound (HOMBD) as a patron profile name. The profile name is not used by MCDL and has been deleted in SIRSI. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

**Communications** – Harris indicated there were three letters received. One was from a patron that moved out of the area and checked out some materials to use while traveling. She returned the borrowed items and thanked the Brunswick Community Library for all their excellent service in the past. The other two were from the Ohio Library Council thanking Judy Green and Karlyn Petretti for their wonderful presentation at "Come Blow Your Horn" program.

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

**New Business: Tax Advances Request – Second Half 2005** – A recommended resolution was presented that would authorize the Clerk/Treasurer and the 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. Shoukat Ali Bhamani asked for further explanation on how this process works. Both Harris and Hertzell explained the process and indicated that this is very good for the cash flow process. **RESOLUTION 05-21** Upon motion made by Patricia Walker and seconded by Karen Hammon it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and the Deputy Clerk/Treasurer to request, on behalf of MCDL, the advance payment of Real Estate Tax Collections from the Medina County Auditor for the second half of 2005. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was **Lease Renewal – 887 West Liberty Street** - A recommended resolution was presented that would authorize the Director, Business Manager and Building Project Coordinator to renew the lease at 887 West Liberty Street for an additional two (2) years from July 1, 2005 until June 30, 2007.

The 7,320 square foot building is owned by Medina County Publications, Inc. and is currently being used by the library's Outreach Services function. As part of the Medina library relocations plans, the Administration will move into this building after Outreach Services moves into the new Buckeye facility.

The annual rent from July 1, 2005 to June 30, 2006 will be \$47,100 which represents a 2.7% increase over the current rent expenditure but 1.9% below the estimate included in the 2005 appropriation budget. The annual rent will be adjusted on July 1, 2006 by an amount equal to the increase or decrease in the Consumer Price Index. **RESOLUTION 05-22** Upon motion made by Karen Hammon and seconded by Patricia Walker it was **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director, Business Manager and Building Project Coordinator to renew the lease at 887 West Liberty Street for an additional two (2) years from July 1, 2005 until June 30, 2007.** The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The next item was **Disposition of Bricks From the Blue House Site** – A recommended resolution for disposition of bricks from the Blue House site was presented. There are a number of bricks left over from the relocation of the Blue House that need to be disposed of. We have had numerous calls from interested patrons indicating a desire to purchase these bricks. We would like to recommend that the bricks be sold as commemorative bricks for one dollar (\$1.00) each. Money received will be deposited in the General Fund of Medina County District Library funds. All bricks not sold by the end of July will be put up for sale to the highest bidder. **RESOLUTION 05-23** Upon motion made by Michael Tefs and seconded by Karen Hammon it was **RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the sale of the remaining bricks from the Blue House site to be sold as commemorative bricks in the amount of one dollar (\$1.00) each. Money received will be deposited in the General Fund of Medina County District Library. All bricks not sold by the end of July will be put up for sale to the highest bidder.** The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The selling process has not been worked out yet but could be handled by our Maintenance staff. We will not be selling the sandstone at this time as we may be able to use them in our new building.

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

- \$100 FROM KATHLEEN LEMAR FOR CHILDREN'S ROOM OF NEW LODI LIBRARY
- \$2,000 FROM THE FRIENDS OF THE BRUNSWICK LIBRARY FOR 2005 SUMMER READING PROGRAM
- \$5,500 FROM FRIENDS OF THE MEDINA LIBRARY FOR 2005 SUMMER READING PROGRAM

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

**Trustees' Comments** – President, Philip Duke again thanked the entire Friends' Groups for their continued support and is amazed at their generosity.

Mr. Ali Bhamani asked for an explanation regarding the disposal of the plants surrounding the library and the bricks from the Blue House. The Plants Resolution was approved last month. Since it has no value to the Library, the sale will be handled by the Friend's group with the proceeds going into their treasury. The bricks are Library property and of value, therefore Board approval is needed to dispose of and set a price. Mr. Ali Bhamani appreciated the explanation.

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

The meeting was adjourned at 7:44 pm upon motion made by Karen Hammon and seconded by Shereen Lakhani. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

**NEXT BOARD MEETING**

**Monday, July 18, 2005, Brunswick Community Library, 7:00 pm**

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**Philip Duke**  
**President**

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**Karen Hammon**  
**Secretary**