

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

August 15, 2005

The Medina County District Library Board of Trustees met in regular session on Monday, August 15, 2005 at 7:00 pm at the Brunswick Community Library.

Roll Call was taken with the following members noted as present: Philip Duke, Karen Hammon, Thomas Horwedel, Patricia Walker, Shereen Lakhani and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager; Carole Kowell, Sandy Nannfeldt, Judy Scaife, Dawn Yonek and Elaine Frankowski.

The **Agenda** was approved upon a motion made by Thomas Horwedel and seconded by Karen Hammon. 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.

Recognition of Guests and Comments From the Public - President Duke welcomed everyone and thanked Carole Kowell for her hospitality.

A motion was made by Patricia Walker and seconded by Karen Hammon to approve the July 18, 2005 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 Hertzal indicated that the distributed July 31, 2005 **Financial Report** shows no large or unusual disbursements other than the final payment on the Bookmobile in the amount of \$90,000 and the bus garage purchase for \$150,000. The tax receipts were received on a timely basis. Hertzal also indicated that he has updated the budget showing the increase in investment income due to higher interest rates. Hertzal also reported that he moved some money into two CD's, for a period of 127 days, due to a favorable interest rate of 3.56%. This will result in all our CD's maturing at the same time, which will allow us to combine them, if the rates are favorable.

Hertzal also indicated that the \$550 Petty Cash Resolution passed last month will be taken care of after the move to the DIY building since there will be enough changes due to moving.

Hertzal also announced that he has been working with Keith Maynard, Maintenance Supervisor, on what services we are outsourcing that might be done in house. It was also determined that it would be best to continue with our snow removal and landscaping contracts at this time due to liability issues involved and the expense of purchasing new equipment. The Housekeeping will also remain the same as it is still the best price. We may ask for bids in September some time when the contract runs out. He will continue to compare costs on other items to determine whether to outsource or do in house.

Hertzal also continues to research prior donations received that are in the current Endowment Fund and hopes to prepare a report when the research is completed.

A motion was made by Thomas Horwedel and seconded by Karen Hammon to accept the July 31, 2005 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 Phillip Duke - aye.

Director's Report – In addition to the written report in the Board packets, Harris indicated that circulation was slightly off from 2004, but we remain ahead of 2004 circulation for the year. Summer Reading Celebration continues to be strong in spite of preparations to move to a temporary location. The patrons have been very helpful and seem to be excited about the move. Collection Resources has been very busy making sure we are ready for opening day. Clevnet has been working with us to make sure the transition goes smoothly. Judy Scaife has been busy scheduling and preparing staff for the move. Eric Ward from David Milling & Associates is in town working on the plans for Brunswick. We are having a meeting this week with the Grace Drake Center about the possible loss of phone and cable for them for a short time and making sure everyone is aware of the situation. Harris indicated that we will need to schedule a Special Board of Trustees meeting next week to approve the bids for demolition. It was decided to hold this meeting on Monday, August 22, 2005 at 5:00 pm in the Annex.

The **Personnel Report** was reviewed and discussed. Harris announced a new hire, Doris Fisk who will be the new Circulation Clerk in Brunswick. A motion was made by Patricia Walker and seconded by Karen Hammon 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 Phillip Duke - aye.

Patricia Walker indicated the **Finance Committee** had no report.

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

Planning Committee – Building Update - Chair, Karen Hammon, asked Mike Harris to update the Board and Harris indicated that everything is moving pretty much on schedule. Helen Milling has brought some design boards for Medina staff to look over for flooring, paint colors, etc. to see if she has captured what they would like to see in the new library. Meetings and discussions will be held. We have received a purchase agreement to look over and present to the Highland School Board. Buckeye is on schedule and since the project seems to be coming within budget, we may be able to make some minor upgrades that we originally thought there would not be money available. We are still anticipating an early November opening date. We are on a slightly tighter budget with Lodi.

It has now been made official that Dan Whisler has decided to leave David Milling & Associates Architects. David Milling & Associates Architects have provided a new list of all architects, project coordinators and field representatives that will be working on each facility so we should see everything proceeding as normal. The Board wished Dan well in his future endeavors and are grateful for all he has done for MCDL.

Shereen Lakhani reported that the **Policy and By-Laws Committee** had no report.

There were no **Communications**.

Unfinished Business – There was no new information available for the **Brunswick Schematic Design** and **Highland Schematic Design**. We hope to have information for our September meeting.

New Business: Medina Library Closing Necessary For Move To Temporary Location - A recommended resolution was presented to close all Medina County District Libraries from 4:00 pm Friday, August 19 through Saturday, August 20. This is necessary to move our computer servers to the new location, work with Cleveland Public to reestablish our connections, and then reconnect our internal data and phone lines.

All libraries will be open as usual Monday, August 22, although the movers will be moving Collection Resources and the rest of Technology on Monday and Tuesday. Wednesday, we will close the second floor of the library to the public, but maintain operations in Children's, Circulation, and Franklin's Corner.

The Medina Library will then close on Thursday, August 25, with plans to reopen on Wednesday, August 31. Our movers believe they will be finishing their work by Tuesday, so we are scheduling staff for a half day orientation at the new location that day. We are attempting to receive a Conditional Certificate of Occupancy from the Medina County Building Department so eight staff people can begin the preparations so that all will be in working order prior to all other staff and patrons using the building. It was also reported that the movers we are using have had many years of experience in moving libraries and we anticipate a smooth transition. We are also suspending overdue fines for patrons for the dates that the library will be closed and the walk up book drop will remain in place.

These dates represent an ambitious timeline that we believe minimizes inconvenience to our library users. Unanticipated events could alter this schedule and we are assuming the cooperation we have been promised by Medina County inspectors, as we move our Circulation and Reference desks that then need to be connected to our power and data systems. **RESOLUTION 05-30** Upon motion made by Karen Hammon and seconded by Shereen Lakhani, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the closing of all MCDL libraries from 4:00 pm Friday, August 19 through Saturday, August 20, and the Medina Library from August 25-30. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Phillip Duke - aye.

The next item was **Medina Building Project Budget Reallocation** - A recommended resolution was presented to approve the reallocation of our Infrastructure Budget line item to those projects where the funds are now required. After extensive discussion with Peter MacEwan from Ruhlin and David Milling and Dan Whisler from DMA, it has been confirmed that additional site costs at Highland will approximate \$250,000. Since we are purchasing the land for a good price, the money is available for transfer. It is recommended to transfer a total of \$300,000 from the Infrastructure Fund to Highland, with \$52,000 of that total to be used for the land purchase.

We are also in a position where DMA has made the Brunswick project as cost effective as that design can be, and it is recommended that an additional \$250,000 be reallocated for that project, so that we can proceed to the next phase of design in an effective manner.

After the purchase of the Bus Garage and the transfer of \$250,000 to the Medina Budget, there is now \$1,650,000 in this Fund. It is recommended that \$1,100,000 be left in the Infrastructure Fund, which will then become our Technology Budget. We have known for some time that the \$750,000 originally allocated was short of the necessary funds given the expanded role of our Technology Department in handling low voltage wiring and audiovisual projects for each facility. This will still maintain our investment income for contingency purposes. That fund is currently in excess of \$1,000,000, and is projected to exceed \$1,500,000 by the end of 2005. We believe this represents more than enough of a safety margin, and we also have more than \$900,000 in our 401 Building Fund, which was created to respond to recurring building maintenance issues, which should not be a major expense in the short term. **RESOLUTION 05-31** Upon motion made by Karen Hammon and seconded by Thomas Horwedel, it was RESOLVED: That the Medina County District Library Board of Trustees hereby approves the transfer of \$300,000 from the Infrastructure Fund to the Highland Budget, \$250,000 from the Infrastructure Fund to the Brunswick Budget, and recognizes the remaining \$1,100,000 as our Technology Budget. The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Phillip Duke - aye.

There were no **Donations** to report this month.

Trustees' Comments – The Board once again thanked Manager, Carole Kowell, for her hospitality and sent best wishes to Al Scheimann for a speedy and full recovery.

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

The meeting was adjourned at 7:45 pm upon motion made by Shoukat Ali Bhamani and seconded by Karen Hammon. The vote was as follows: : Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Phillip Duke - aye.

NEXT BOARD MEETING

Monday, September 19, 2005, Brunswick Community Library, 7:00 pm

Philip Duke
President

Karen Hammon
Secretary

