

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

November 19, 2003

The Medina County District Library Board of Trustees met in regular session at 3:00 p.m. on Wednesday, November 19, 2003 at the Medina Library in the Board Room. {This meeting was rescheduled from the original date of November 17, 2003 due to lack of a quorum.}

Roll Call was taken with the following members noted as present: Michael Tefs, Cindie Schneider, Dale Lynk and Thomas Horwedel. Also present were Library **Staff** members: Mike Harris, Director, Tina Sabol and Elaine Frankowski.

The **Agenda** was approved upon a motion made by Dale Lynk and seconded by Thomas Horwedel. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye, and Michael Tefs - aye.

There were no **Guests or Comments from the Public**

A motion was made by Thomas Horwedel and seconded by Cindie Schneider to approve the October 23, 2003 meeting **Minutes**. The roll call vote was as follows: Dale Lynk - present, Cindie Schneider - aye, Thomas Horwedel - aye and Michael Tefs - aye.

Mike Harris discussed the October 31, 2003 **Financial Report** that was distributed this evening. Harris thanked Pauline Chapman for all her help in putting together this report. Kelly Kroll, a local auditor with over fifteen years of library experience, has given advise on preparing the report and Patrick Ahern of Fifth Third Bank is working with us on our CD's to make sure we are on track. Our present balance is very good and our November receipts could very well be higher than November of last year. Harris indicated that he should have the budget ready for December with the possibility of some transfers being made at a later time. We may also seek help from a CAMLS individual on budget and investments. Michael Tefs thanked Pauline Chapman again for all her long hours and additional help during this very difficult time. It is very much appreciated. A motion was made by Cindie Schneider and seconded by Dale Lynk to accept the financial report as distributed. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye and Michael Tefs - aye.

Director's Report - In addition to the written report submitted, Mike Harris talked about the closing ceremony for Hinckley Library. It was a very moving event with managers in attendance going back to the 1980's. There were over 300 people in attendance. Mike thanked Diane and her staff and Tina Sabol for all their hard work to make this event so successful.

We will meet with Tenth Floor Company to help with the updating of our Web Page.

Staff Development Day was very successful. David Milling Group gave a very exciting PowerPoint presentation about our building program. An introduction to the new SIRSI program was presented. We raised \$579 for United Way with our "fill the jar game" and \$1,200 was raised for the Citizens for the Library with our Silent Auction. It was a very worthwhile day and the Board was thanked for authorizing this day for Staff.

The **Personnel Report** was reviewed. A motion was made by Thomas Horwedel and seconded by Dale Lynk to approve the Personnel Report as distributed. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye and Michael Tefs - aye.

The **Finance Committee** had no report.

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

Planning Committee - Lodi Modification - Mike Harris discussed a recommendation to change the previously approved option F schematic design for Lodi to a one-story building. After approving an additional \$250,000 for the Lodi plan, the estimates we received from The Ruhlin Company still placed us \$669,000 over budget. While some of this cost has come from marginal expansion of our Lodi program, the vast majority of the added expense came from the inefficiencies of the two-floor layout.

After David Milling and Associates revisited the issue, they have returned with a one-story concept that we believe captures the functionality and excitement of the original design with minimal compromise. The revised estimate from Ruhlin is for a 14,300 square foot library. The additional square footage is important to our service plan and will require the already approved \$250,000. Given that, we believe it can be built within budget as a one-story facility. At the November 6, 2003 Planning Committee meeting, it was unanimously recommended that we pursue the library in Lodi as a one-story library.

The Board asked for some further explanation about the change. Harris indicated that much of the cost would have been due to the large retaining wall and cost of land development. The amount budgeted for Lodi were in the very early stages when all these additional costs were not known. The Board also asked where the building would sit on the site. Harris indicated that it would still be placed at the present depth of the property, but slightly to the west. **RESOLUTION 03-45** Upon motion made by Cindie Schneider on behalf of the Planning Committee, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby approves the change of our Lodi Community Library design schematic to a one-story design. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye and Michael Tefs - aye.

Building Update – The possible property that we were hoping to obtain for the Hinckley Library is now on hold. The owner of the property is now deceased and the family is not sure they wish to sell. The Friends of Hinckley Library are still committed to contribute the proceeds from their \$15,000 CD, which matures in December. Discussions will continue.

The plans for Lodi and Buckeye were very well received at Staff Development Day. Focus groups will be held.

Plans for Medina are coming along very well. The first and second floor plans are close to completion with continuing discussions for the third floor to house administration, collection

resources and CRO. The Technology Department will now be on the lower level. Plans should be completed soon.

Plans are progressing on Brunswick. As we have preliminary drawings, we will present to the City Manager.

We will not have any information on the Highland property until December, at which time, we will check if the property would be suitable to build on due to the wetland designation. We may also have another property option, should the original property not work out.

We continue to check about the possible property available for enlarging the Seville site. There will probably be no decisions made until after the first of the year.

Policy and By-Laws Committee had no report

Communications - Harris received a letter from a patron from Seville pertaining to the theft of DVD's at the Seville Library. Harris called to explain to the patron all that MCDL does to prevent theft from happening. He also indicated that there would be more theft-proof options in our new buildings. She was grateful for the call.

There was no **Unfinished Business**.

New Business: Upon motion made by Thomas Horwedel and seconded by Dale Lynk the following donations were accepted **with gratitude**:

- \$2,000 FROM TARGET CO. - GRANT FOR LIBRARY "LEAP FROG" PROGRAM
- \$100 FROM IRVING ROSENTHAL IN MEMORY OF RUTH J. STANDLEY
- \$50 FROM CHARLES & MARY LYNN IRISH IN MEMORY OF RUTH J. STANDLEY
- \$25 FROM WILLIAM & RUTH RUSH IN MEMORY OF RUTH J. STANDLEY

The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye and Michael Tefs - aye.

Building Project Coordinator – Position Description – Harris recommended a resolution to approve the attached position description for a Building Project Coordinator for the Medina County District Library.

Mike Dolansky had worked very hard to create a long-range financial program for MCDL in order to free his time to coordinate the building project. His involvement at this level was a strong testament to his existing skills and his self-expectations.

While we need a Business Manager/Clerk Treasurer that can maintain the high standards that have been set, to expect that individual to step in and also serve as our building project coordinator is unrealistic. A project manager with library background and maintenance supervision skills would allow the Board to post for the Business Manager/Clerk Treasurer position that Mike had developed as the finance portion of his responsibilities.

Judy Scaife and Mike Harris have attempted to define those needs for the immediate future of our building program that do not fall within the normal expectations of a CFO. It would allow Harris to recruit an experienced professional that will be desperately needed, if we are to provide the best stewardship possible of the public trust that has been bestowed upon us. **RESOLUTION 03-46** Upon motion made by Dale Lynk and seconded by Cindie Schneider, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the recommended position description for Building Project Coordinator and placement on Grade 28 of the Professional/Administrative scale.** The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye and Michael Tefs - aye.

The next item is **Business Manager/Clerk-Treasurer – Position Description** - A resolution is offered to approve the attached position description for a Business manager/Clerk-Treasurer for the Medina County District Library. The Library needs a Business Manager/Clerk-Treasurer that can maintain the high standards that have been set for the organization by our previous Business Manager. We would like to remove the expectations that this individual would also be accountable for our building project and our maintenance department. The learning curve will be steep enough without such added responsibilities. We have therefore eliminated the supervision of our Maintenance Supervisor from the position description. Any other changes are ancillary. **RESOLUTION 03-47** Upon motion made by Thomas Horwedel and seconded by Cindie Schneider, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the recommended position description for a Business Manager/Clerk-Treasurer.** The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye and Michael Tefs - aye

The next item is **Insurance Renewal** - A recommended resolution is offered to change library insurance carriers from Cincinnati to Westfield Insurance. Medina County District Library has requested comparative estimates from Rob Rapp and Homestead Insurance Agency for many years in the hope that a favorable quote from Westfield would allow us to do our business at a more local level. A large jump in Cincinnati's auto coverage costs has created a more favorable premium breakdown from Westfield. Rob Rapp has looked at each quote carefully, and is recommending that we switch our carrier to Westfield. Harris agrees with his assessment. Harris also indicated that it is recommended that we raise our deductibles. This entire package will save MCDL approximately \$4,000. **RESOLUTION 03-48** Upon motion made by Thomas Horwedel and seconded by Dale Lynk, it was: **RESOLVED: That the Medina County District Library Board of Trustees hereby approves the switch of insurance carriers from Cincinnati to Westfield through Homestead Insurance Agency.** The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye and Michael Tefs – aye.

The last item was **Retirement Recognition – Barbara Gillespie** - Mike Harris announced Barbara Gillespie's retirement effective November 30, 2003. On behalf of the Board, Cindie Schneider read a Retirement Recognition statement about Barbara's long career and many accomplishments with the library. **RESOLUTION 03-49** Upon motion by Cindie Schneider and seconded by Michael Tefs, it was: RESOLVED: That the Medina County Library Board of Trustees congratulate Barbara Gillespie on her retirement and wish her well as she begins the next stage of her life. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye and Michael Tefs - aye

Trustees' Comments – Cindie Schneider thanked Staff for the invitation to attend the recent Staff Development Day and indicated how much she enjoyed the recognition portion of the staff and watching staff interact.

At 3:58 p.m. upon a motion made by Dale Lynk 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: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye and Michael Tefs - aye

The Board came out of **Executive Session** at 4:15 p.m. upon motion made by Cindie Schneider and seconded by Thomas Horwedel. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye and Michael Tefs - aye. No action was taken.

The meeting was adjourned at 4:16 p.m. upon motion made by Dale Lynk and seconded Cindie Schneider. The roll call vote was as follows: Dale Lynk - aye, Cindie Schneider - aye, Thomas Horwedel - aye and Michael Tefs - aye.

NEXT BOARD MEETING

Monday, December 15, 2003, Medina County Library Annex, 7:30 p.m.

Philip Duke
President

Dale Lynk
Secretary

