

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

June 21, 2004

The Medina County District Library Board of Trustees met in regular session on Monday, June 21, 2004 at 7:36 pm at the Medina Library in the Annex Building.

Roll Call was taken with the following members noted as present: Philip Duke, Michael Tefs, Karen Hammon, Cindie Schneider, Thomas Horwedel, Patricia Walker and Shereen Lakhani (arrived at approximately 7:45 pm.) Also present were Library **Staff** members: Mike Harris; Director, Brian Hertzell; Business Manager, Pauline Chapman, Judy Leuthaeuser, Diane Pajk, Heather Rollins, Tina Sabol, Judy Scaife, Al Scheimann and Elaine Frankowski. Guests in attendance were Jim Hartman, Dan Whisler from David Milling & Associates Architects, Scott Holmer from The Ruhlin Company and Chris Coleman from radio station WEOL.

Director Harris then introduced new Business Manager Brian Hertzell to the Board and attendees. He was welcomed by all. Harris indicated that beginning next month Hertzell will begin presenting the financial reports.

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

Recognition of Guests and Comments from the Public – President Duke recognized Jim Hartman, who gave his opinion and ideas on the design plans for the Medina Library. Dan Whisler from David Milling & Associates Architects indicated his presentation later in the meeting might address some of Mr. Hartman's concerns. President Duke thanked Mr. Hartman for his comments.

A motion was made by Patricia Walker and seconded by Cindie Schneider to approve the May 17, 2004 **Minutes**. The roll call vote was as follows: Michael Tefs - abstained, Karen Hammon - abstained, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye and Philip Duke - aye.

Mike Harris discussed the May 31, 2004 **Financial Report**. Harris indicated that expenditures have been higher due to construction and various other fees pertaining to the building project. Money is in place to cover these expenses and was expected. We are still anticipating some sort of July allocation from the State. New Business Manager Hertzell will begin his reporting with the July meeting. (Board member, Shereen Lakhani arrived at the meeting during this discussion.) A motion was made Karen Hammon and seconded by Michael Tefs to accept the financial report as distributed. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - abstained and Philip Duke - aye.

Director's Report – In addition to the written report in the Board packets, Harris indicated that we are still having some problems with obtaining accurate circulation figures since the conversion to SIRSI. We have been very busy and the people counter totals are high and yet the circulation figures seem to be lower, so we know these figures are probably not accurate. There will be a meeting held with the SIRSI people soon to try to resolve this issue. We also continue to have problems with "holds" and there is a meeting with SIRSI this week to try to resolve this issue as well. The Hinckley re-opening was great and we had a lot of support from the patrons and Township Trustees. Diane Dermody and staff did a great job to make this opening possible. Harris then called

on Tina Sabol, Community Relations Coordinator, to talk about this year's Summer Reading Celebration. With the help of Heather in her department, a poster board was presented which outlined and explained the program for children, teens and adults. At the Medina facility we already have over 2,000 children signed up and approximately 1,100 teens. This year's theme seems to be really well received. The Board thanked Sabol for the excellent presentation.

The **Personnel Report** was reviewed. Harris indicated that he and several staff members attended the recent OLC Trade Show, since ideas are needed for our new buildings. A motion was made by Karen Hammon and seconded by Patricia Walker to approve the Personnel Report as distributed. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

The **Finance Committee** had no report.

Personnel Committee A Personnel Committee meeting was held prior to this Board meeting and a discussion was held on **Increase in Work Week for Maintenance Supervisor**. The position of Maintenance Supervisor is currently a 37-1/2 hour weekly position. We have discussed in the past that with the construction project and resulting larger facilities that we would come to a time when this position would need to become a 40 hours per week position. We are now at this point. In addition to the customary responsibilities of the position, Keith Maynard, our Maintenance Supervisor, is now becoming heavily involved in our building project. Much of the preparation and move to the temporary Hinckley facility was done in-house. It was recommended that this increase in hours be enacted now. **RESOLUTION 04-23** Upon motion made by Thomas Horwedel, on behalf of the Personnel Committee, it was RESOLVED: That the Medina County District Board of Trustees hereby approves that the position of Maintenance Supervisor become a 40 hour per week position, effective July 5, 2004. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye.

Planning Committee – Approval of Bids for Buckeye – Chair, Michael Tefs, indicated that the Committee met prior to this meeting and discussed the awarding of contracts for the Buckeye Library, based upon recommendation from the Construction Manager, The Ruhlin Company and the Project Architect, David Milling & Associates Architects. A revised Resolution and Breakdown was distributed to replace the one that was mailed out with the Board packets. This was due to the change in the choice of bidder for the exterior portion of the bid contracts pertaining to a question regarding the tiles that would be used. Once clarified, the bidder was selected. The contracts involved a total of 16 bid items with a total value of \$3,750,004. This appears to be within the approved budget. The Bid Item breakdowns were discussed in great detail. **RESOLUTION 04-24** Upon motion made by Michael Tefs, on behalf of the Planning Committee, it was RESOLVED: That upon recommendation from the Construction Manager, The Ruhlin Company, and the Project Architect, David Milling & Associates Architects, the Medina County District Board of Trustees hereby authorizes the award of contracts for the construction of the Buckeye Library, in accordance with the Construction Documents prepared by David Milling & Associates Architects and dated May 3, 2004, including Drawings, Specifications, and all Addenda issued, and per the Bid Scopes indicated,

and authorizes The Ruhlin Company to prepare Owner-Contractor Agreements for Construction for signature for the individual Contracts. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke - aye. Michael Tefs thanked and congratulated The Ruhlin Company, Mike Harris, Al Scheimann and anyone else involved for all their hard work with this difficult task in making this first project come under budget.

Building Update – Chair, Michael Tefs, asked Director Harris to give an update, which will include a presentation by Dan Whisler of David Milling & Associates Architects for the Medina facility. Tina Sabol, Community Relations Coordinator, will video tape the presentation so that it can be used for the Cable Channel and any other future meeting that requires a presentation. Harris indicated that there will be another meeting with the Historical Preservation Board on July 8, 2004, wherein this presentation will be made. Prior to that, Mike Harris and Al Scheimann will meet with David Krebs, advisor to the City, and Dan Whisler. Since Whisler will present several new ideas and changes, the Board will need to decide this evening what changes they would like to adopt to present to the Historical Preservation Board at the next meeting. The following decisions were made by the Board on items that they wish to be included in the newly revised presentation:

- Roof change should be sloped.
- Leave the building out to the street, not set back.
- Articulate the link building with a stone radiated tower.
- Keep the dome, but build it in a light stone/brick of some sort, not all one color of brick.

We need to continue to stress that a decision needs to be made about the Blue House or we cannot proceed. Whisler will now have some guidance as to how to prepare the final plans for the presentation.

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

There were no **Communications**.

There was no **Unfinished Business**.

New Business: Advanced Payment of Second Half of Property Taxes – A recommended resolution is being made that would authorize the Deputy Clerk-Treasurer to submit for an advance on property taxes collected by Medina County, and distributed by the Medina County Auditor to MCDL. This request permits MCDL to receive a portion of the tax collections monthly, which allows for a steady cash flow and increased investment income. Staff recommends the motion be adopted authorizing the Deputy Clerk-Treasurer to submit a request for tax advances for the remainder of 2004. **RESOLUTION 04-25** Upon motion made by Cindie Schneider and seconded by Karen Hammon, it was RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes 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 2004. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - abstained, Shereen Lakhani - aye and Philip Duke - aye.

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

- \$1,000 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR 2004 SUMMER READING PROGRAM
- \$284.44 FROM UNITED WAY OF SUMMIT COUNTY FOR INSTALLMENT OF DONATIONS FROM NANCY KRAWCZYK, ROBERT NELSON & RAYMOND SANDERBECK

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

Trustees' Comments – The Board once again welcomed Brian Hertzell to MCDL. President Duke thanked Mr. Hartman again for his comments.

At 9:10 p.m. upon a motion made by Patricia Walker and seconded by Shereen Lakhani, the Board moved to enter into **Executive Session** to discuss land acquisition. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke – aye.

The Board came out of **Executive Session** at 9:45 p.m. upon motion made by Cindie Schneider and seconded by Karen Hammon. The roll call vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke – aye. No action was taken.

The meeting was adjourned at 9:46 p.m. upon motion made by Karen Hammon and seconded by Thomas Horwedel. The vote was as follows: Michael Tefs - aye, Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye and Philip Duke – aye.

NEXT BOARD MEETING

Monday, July 19, 2004, Lodi Community Library, 7:30 p.m.

Philip Duke
President

Karen Hammon
Secretary

