

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

August 16, 2004

The Medina County District Library Board of Trustees met in regular session on Monday, August 16, 2004 at 7:35 pm at the Brunswick Community Library.

Roll Call was taken with the following members noted as present: Philip Duke, Karen Hammon, Cindie Schneider, Thomas Horwedel and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris; Director, Brian Hertzelt; Business Manager, Lynn Gagnon, Carole Kowell, Judy Leuthaeuser, Tina Sabol, Judy Scaife, Al Scheimann and Elaine Frankowski. There were no Guests in attendance.

President Duke asked that the **Agenda** be amended to include under “**New Business – B**” **Additional Invoice from David Milling & Associates Architects.**

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

Recognition of Guests and Comments from the Public – President Duke thanked Carole Kowell, Manager of the Brunswick Library, for hosting the meeting this evening. Director Harris then introduced Lynn Gagnon, new Outreach Services Supervisor, to the Board. She was welcomed by all.

A motion was made by Karen Hammon and seconded by Shereen Lakhani to approve the July 19, 2004 **Minutes**. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Shereen Lakhani - aye and Philip Duke - aye.

Brian Hertzelt discussed the distributed July 31, 2004 **Financial Report**, using the new version approved by the Board last month. He mentioned page ten of the report, which includes footnotes explaining larger adjustments or any other information that may need clarification. Hertzelt also indicated that there are no large or unusual items at this time. We are on track and all numbers are looking good. Hertzelt also mentioned that the budget of the Facility Construction and Renovation Fund (Fund #402) will need to be revised to reflect the construction costs pertaining to both the Buckeye and Lodi locations. The Board indicated that they liked the new version of the report. A motion was made Thomas Horwedel and seconded by Karen Hammon to accept the financial report as distributed. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - 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 statistics show very minor increases or decreases, due partly because of the days of month and how the end of the month fell on our non-busy days. SIRSI is still playing an important part, since we are still experiencing some problems. SRC participation was up from last year and proved to be one of our most successful years.

Mike also reported an inspiring story to the Board. Maggie Kuharcik & Emily Dralle, two ten year girls from the Brunswick area, had a lemonade stand several weeks ago and raised \$14.09. Instead of purchasing clothes or other items, they decided to donate the money to the Brunswick Library to purchase pop-up books for children. This human interest story was published in the newspaper.

Additional money was donated from the estate of Helen V. Thomas, now totaling \$115,000. There may be another donation when the estate is closed in October. Marilyn Clark, widow of John Clark, who had previous donations totaling approximately \$629, will donate an additional \$50,000 to be used to help furnish a "Quiet Study Room" in our new Medina facility.

A letter was received from the Ohio Civil Rights Commission pertaining to a claim filed that indicated MCDL does not provide space for storage of tutor supplies or teaching. A letter was sent in response indicating that our Library does not have space to do this for any group, but everyone is welcome to use any of our tables if they are available.

The Policy & Bylaws Committee meeting scheduled for tonight had to be cancelled. This will be rescheduled to discuss the draft of the Board Manual and the Records Retention policy.

Since our Medina building project has been delayed, it was decided to hold the remainder of the MCDL Board meetings for the year in the Medina Annex building. A new printed schedule was distributed.

The **Personnel Report** was reviewed and discussed. There are numerous Page openings due to students returning to college. Interviews will be scheduled soon for the Library Associate position in Medina. A motion was made by Cindie Schneider and seconded by Karen Hammon to approve the Personnel Report as distributed. The roll call vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Shereen Lakhani - aye and Philip Duke - aye.

The **Finance Committee** had no report.

The **Personnel Committee** had no report.

Planning Committee - Building Update - Harris reported that the Medina Historic Preservation Board has given approval, with eight conditions, to move forward with the Medina project. We hope to address these before our next Board meeting. All the zoning variances have been approved. The Planning Commission will need to approve the landscaping design, and will need to see updated drawings for several other issues. Since we now must have a twenty foot set back for the building, the second and third floor will need to be redesigned. The good news is that the Administrative offices will remain on the square with the Library.

We can now get started with the Brunswick plans since we now know no second floor will be needed. Construction on the footers for Buckeye has begun and we are only a few days behind schedule. The bids for Lodi will be coming in on Thursday of this week. Harris received a phone call indicating that there may be some property available in Seville should the Library be interested. He will look into it. Lastly, there is a Highland School Board meeting this evening. Diane Dermody will be representing the Library. They will be discussing the available property and what the cost will be. The Library will need to check how much actual wetland is contained in this property before making an offer. Harris indicated it probably would be somewhere in the neighborhood of \$52,000. We will know more by our next Board meeting.

Policy and By-Laws Committee As previously indicated the scheduled meeting had to be canceled and will be rescheduled sometime before the September Board meeting.

There were no **Communications**.

There was no **Unfinished Business**.

New Business:

Upon motion made by Thomas Horwedel and seconded by Karen Hammon the following donation was accepted **with gratitude**:

- \$100 FROM FRIENDS OF THE LODI LIBRARY FOR THE LET'S TALK ABOUT IT PROGRAM

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

Additional Invoice from David Milling & Associates Architects – A discussion was held by the Board pertaining to this invoice and possible other extra invoices to come. The original contract will be reviewed with all parties and clarifications will be made.

There were no further **Trustees' Comments**.

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

The meeting was adjourned at 8:35 p.m. upon motion made by Thomas Horwedel and seconded by Karen Hammon. The vote was as follows: Karen Hammon - aye, Cindie Schneider - aye, Thomas Horwedel - aye, Shereen Lakhani - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, September 20, 2004, Medina County Library Annex, 7:30 p.m.

Philip Duke
President

Karen Hammon
Secretary

