

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

October 17, 2005

The Medina County District Library Board of Trustees met in regular session on Monday, October 17, 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, Shereen Lakhani and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager; Diane Dermody, Carole Kowell, Judy Leuthaeuser, Sandy Nannfeldt, Al Scheimann, Dawn Yonek and Elaine Frankowski. David Milling, Darrell Dinges and Eric Ward from David Milling & Associates Architects, were also in attendance.

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

Recognition of Guests and Comments From the Public – Board president Duke welcomed the representatives from David Milling & Associates and all staff in attendance.

A motion was made by Shereen Lakhani and seconded by Shoukat Ali Bhamani to approve the September 19, 2005 regular Meeting **Minutes**. The roll call vote was as follows: Karen Hammon - abstained, Thomas Horwedel - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

A motion was made by Shereen Lakhani and seconded by Thomas Horwedel to approve the September 29, 2005 **Special Meeting Minutes**. The roll call vote was as follows: Karen Hammon - abstained, Thomas Horwedel - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - abstained and Philip Duke - aye.

Brian Hertzal indicated that the distributed September 30, 2005 **Financial Report** shows no large or unusual disbursements and the tax receipts were received on a timely basis. Hertzal also distributed an updated Investment Portfolio report as of September 30, 2005 for the Board's use.

The Board asked Hertzal if all the problems with the missing deposit from the bank several months ago and interest owed was all resolved. Hertzal indicated that everything has been corrected. A motion was made by Karen Hammon and seconded by Thomas Horwedel to accept the September 30, 2005 Financial Report as distributed. The roll call vote was as follows: Karen Hammon -aye, Thomas Horwedel - 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 announced that MCDL was once again rated by Hennen's American Public Library Rankings as the second best library in the nation for our population group. We may take a step back as the building years are reported, but we are positioning ourselves for greater accomplishments in the future. He thanked staff and patrons for their support. The Stonegate facility seems to be doing really well and will do even better as patrons get used to the new location. Harris and good number of staff attended the recent OLC Conference and a great deal of knowledge was obtained. Harris indicated that President Duke attended recent construction meetings and felt them to be very worthwhile. All Board members are urged to attend if they can. The Buckeye facility will be open next month and the

following schedule was announced:

- November 2, 2005 – Leadership Medina Breakfast and tour of new facility.
- November 17, 2005 – Teacher’s preview visit – 6:45 a.m.
- November 17, 2005 – VIP reception from 7 – 9 p.m. Invitations will be sent out
- November 28, 2005 – Open to the public before grand opening celebration
- December 3, 2005 – Grand opening ceremony – additional information will follow

We are still planning a December occupancy for Lodi with the grand opening ceremony scheduled for sometime in early January.

Harris also announced that in addition to Christine Gramm and Tim Burns being elected to OLC positions, new Brunswick Adult Services Supervisor, Jennifer Cassidy was elected Assistant Coordinator for the North Chapter.

The **Personnel Report** was reviewed and discussed. We have begun interviewing for the Buckeye positions and also working on the other vacant positions. A motion was made by Karen Hammon and seconded by Thomas Horwedel to approve the Personnel Report as distributed. The vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

The Board asked if we have heard anything further from the lady from California who wanted to bequeath some money for a genealogy building. Harris indicated that he has contacted both the potential donor and Bob Hyde of the Historical Society and we definitely want to be a partner in this project. We are unable to plan another building at this time due to our building project but we could use the donation for staffing. Discussions will continue.

The **Finance Committee** had no report.

The **Personnel Committee** had no report.

Planning Committee – Building Update Mike Harris indicated that in addition to the items that will be discussed later in the Agenda that the Purchase and Easement Agreements are now at the Title Company for the Highland project. There has not been any public hearings requested regarding the posting from the Army Core of Engineers and the waiting period has expired. We now are waiting approval from the EPA and do not expect any problems. If the Highland Schematic Design is approved tonight we can proceed to the Design Development stage.

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

Communications - Harris shared recent correspondence from The Medina County Office for Older Adults thanking MCDL for the “goodie bag” donations to the “Caregiver’s Day Out” event. Harris also shared a Medina Sun article pertaining to the sale of land to MCDL from the Highland Board of Education for the building of the library.

Patricia Walker arrived at this time at approximately 7:20 p.m. She was delayed from a previous business meeting.

Unfinished Business – Brunswick Schematic Design – We have had several discussions pertaining to this item. Eric Ward recapped the various designs that we have discussed, the first design presented in March was approximately \$600,000 over budget and then the plan was modified in September, which became design #2. This plan was on budget but the Board was not happy with the design or some of the options that had been removed. Plan #3 was then presented which gave various options of what could be removed or possibly replaced. Ward then presented Plan #4 for discussion. The items that were put back into the plan total approximately \$100,000 more than the original budget allowed for. Harris once again explained that this project has been one of the more difficult projects to date. The remodeling portion of the budget was simply not adequate to accommodate those areas where new construction will meet existing building. Under the circumstances, we believe we have reached the best solution for a library design for Brunswick, and have maintained the 10,000 square foot addition that was offered to our public in 2003. We feel that the design makes a statement and is well worth the additional money. Harris also indicated that we have saved some money on the Buckeye project, as more money per square foot was budgeted on this project than necessary since some of the area is not for public use and costs less to build. Staff is very happy with the design. The Board discussed the design and if more money should be spent on the exterior of the building. Some agreed, some did not. Some members indicated that Brunswick is the biggest city in Medina County and spending a little more money would give us a building to be proud of and would make the library a very special place. **RESOLUTION 05-35** Upon motion made by Thomas Horwedel and seconded Karen Hammon, it was **RESOLVED**: **That the Medina County District Library Board of Trustees hereby approves Schematic Design #4 as presented by David Milling for the Brunswick Community Library.** The roll call vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker – nay, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye. Motion carried.

Highland Schematic Design – As discussed at our September meeting, a recommended resolution is presented authorizing David Milling and Associates to formally proceed with an accepted schematic design for Highland Community Library, with an amended budget based upon estimates prepared by the Ruhlin Company.

The purchase agreement is at the Title Company, and the permitting process has been moving smoothly. David Milling and Associates have been working with the Ruhlin Company to develop detailed drawings and plans that will fit the budget that the Board elects to assign to the project. Board approval of materials will dictate any final budget adjustments. This process is an ongoing negotiation, so a resolution is appropriate at this time to allow for approval of the project when consensus has been reached.

Darrell Dinges and Eric Ward presented a Cost Reduction Summary Sheet prepared by David Milling, et al, along with The Ruhlin Company Cost Reduction Items with David Milling et al and Additional Adjustment Items for the Board's consideration. Discussions were held as to what items were the most important and what could be eliminated. The Board was very pleased with the design. The Board agreed that the following items must **not** be removed from the design:

- Glassy bay at Young Adults
- Not decrease Children's Area by 2 ft.
- Leave Deduction of Design Contingency at 3%
- Meeting Room will remain at 78 seats and not 71

We will need an additional \$100,000 applied to this project. **RESOLUTION 05-36** Upon motion made by Shereen Lakhani and seconded Thomas Horwedel, it was **RESOLVED**: That the Medina County District Library Board of Trustees hereby approves Schematic Design as presented by David Milling for the Highland Community Library pending a recommendation from the Director that \$100,000 can be allocated. 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.

New Business: Certifying 2006 Tax Rates - A Resolution was offered that would certify the tax rates through the Medina County Auditor for fiscal year 2006. This action is required annually to officially accept the amounts and rates of property taxes related to the 1.25 mill operating levy and 1.00 mill facility construction bond levy. The Medina County Budget Commission certifies the amounts that the levies will generate to the Library and in return the Board of Trustees must vote to accept the rates and amounts for them to be effective next year. This initial action must be taken prior to November but may be amended at a later date. **RESOLUTION 05-37** Upon motion made by Karen Hammon and seconded Shereen Lakhani, it was **RESOLVED**: That the Medina County District Library Board of Trustees accepts the amounts and rates of each tax necessary to be levied by this Board, as determined by the Medina County Budget Commission in its certification dated September 26, 2005, thereby authorizing the necessary tax levies and certifying them to the County Auditor for fiscal year 2006. 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.

Upon motion made by Patricia Walker and seconded by Karen Hammon the following donation were accepted **with gratitude**:

- \$100 FROM THE FRIENDS OF THE BRUNSWICK LIBRARY FOR THE 2005 LET'S TALK ABOUT IT PROGRAM.
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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.

Trustees' Comments – The Board asked that if possible, they would like to receive material that will be discussed at the meetings prior to the actual meeting so that they can go over the material. Harris indicated that as a rule this is done, but occasionally we receive last minute information regarding the building project, etc. that arrives after the Board packets have gone out. We will however try to at least email the material to the Board as quickly as it is received prior to the meeting. President Duke indicated that the temporary facility really looks great and was very impressed with the recent tour he took to the various new library sites and urged the other members to tour them if they can. The Board also asked for an email with all the various tour dates and grand openings that will be happening in the next month. This will be sent out tomorrow. Harris indicated

that we will need to plan a Special Board meeting next week to approve the Phase 2 Bids for the Medina facility. It was decided that this meeting will be held on Monday, October 24, 2005 at 4:30 p.m. at the Administration building. *(later changed to 5:00 p.m.)* An email will be sent to the entire Board about this planned meeting. Duke indicated that a nominating committee will be chosen next month and asked anyone interested in being an officer to contact him.

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

The meeting was adjourned at 9:00 pm upon motion made by Shereen Lakhani and seconded by Patricia Walker. The vote was as follows: Karen Hammon - aye, Thomas Horwedel - aye, Patricia Walker - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, November 14, 2005, New Buckeye Library, 7:00 pm

Philip Duke
President

Karen Hammon
Secretary