

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

April 17, 2006

The Medina County District Library Board of Trustees met in regular session on Monday, April 17, 2006 at 7:00 pm at the Brunswick Community Library.

Roll Call was taken with the following members noted as present: Philip Duke, Patricia Walker, Karen Hammon and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzell, Business Manager; Carole Kowell, Sandy Nannfeldt, Al Scheimann and Elaine Frankowski. Guest in attendance was David Gulley from The Ruhlin Company.

A revised **Agenda** was distributed and approved upon a motion made by Karen Hammon and seconded by Patricia Walker. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye and Philip Duke - aye.

Recognition of Guests and Comments From the Public – Board president Duke recognized and thanked all present this evening.

A motion was made by Karen Hammon and seconded by Patricia Walker to approve the March 20, 2006 regular Meeting **Minutes**. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye and Philip Duke - aye.

Board member Shoukat Ali Bhamani arrived at approximately 7:05 pm.

Brian Hertzell discussed the distributed March 31, 2006 **Financial Report** and brought the Board's attention to page eight of the report which shows that we have now purchased the Highland property in the amount of \$52,000. He also pointed out that on page one of the report it shows the receipt of \$12,731 which represents the 137 shares of stock donated by Mrs. Marilyn Clark. The stock is now worth \$12,100 and it was noted that we need to be aware that stock prices do fluctuate from day to day. Hertzell indicated that he would like to hold on to the stock awhile longer as the value will probably increase. A discussion was held and the Board decided that if the stock goes down to \$75 a share we should sell. A motion was made by Patricia Walker and seconded by Karen Hammon that we should set a price of \$75 per share as the lowest price we would want the stock to go to at which time we should sell the stock. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - abstained and Philip Duke – nay. Motion carried.

Hertzell also indicated that all receipts were received in a timely basis and expenses are on track. The Board asked why the membership expenditure figure was higher this month and Hertzell indicated that most membership dues come in for payment the early part of the year. Another Board member would like to see a cash flow projection each month and Hertzell indicated he will prepare this for next month. A motion was made by Karen Hammon and seconded by Shereen Lakhani to accept the March 31, 2006 Financial Report as distributed. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - 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 indicated that circulation was up 24% overall, with the new Lodi library having twice the circulation compared to last year. There were many new cards issued at Lodi in addition to many more people using the facility. May 15 is the tentative date for pickup of the Bookmobile to begin its trip to New Orleans. To date we have collected \$4,428.56 for Bookmobile donations and this does not include the \$2,000 pledged from the Friends of Medina Library. We may receive a few more checks this week.

The purchase of the property from the Highland School Board is now complete. We continue our conversation with the Army Corps of Engineers on wetlands mitigation. Our architects and engineers are revising site plans to minimize the impact to the wetlands. We believe that the additional costs involved will still keep us within budget. Our next meetings will be with the Township people. We hope to know next month when the groundbreaking will occur and still anticipate this will happen sometime this year.

The **Personnel Report** was reviewed and discussed. Pat Hurd is retiring and a Resolution will be read later in the Agenda. The report noted staff attendance and presentations at various educational opportunities. MCDL is well represented at OLC and CAMLS. 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: Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

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

The **Personnel Committee** had no report.

Planning Committee - Karen Hammon asked Director Harris to give an update on the various projects. Harris indicated that we are making good progress with the Medina project. There will be a special beam signing this coming Wednesday with school children and the public invited to attend. As indicated previously, the Highland project is moving along and a resolution will be presented this evening for approval of construction documents for Brunswick. The estimates seem to be on track. Board president Duke signed the lease contract this evening for the Laurel Square site for the temporary Brunswick Library and it will now be sent to the owner. We continue to be within budget. T-1 lines have been ordered and we hope to be in the building late June or early July. The lease will run through September of 2007.

The **Policy and By-Laws Committee** had no report.

There were no **Communications**.

There was no **Unfinished Business**.

New Business: Brunswick Library - Approval of Construction Contract Documents

- A resolution was presented to approve the Construction Contract Documents prepared by David Milling and Associates for the remodeling and expansion of the Brunswick Library. Estimates to date have been holding to within \$100,000 of our current budget, and we easily have the resources to cover an overage of that amount. The bidding process will commence upon Board approval and lead to a tentatively scheduled opening of bids on May 23. It may require a special meeting of the Library Board to award bids in a timely fashion. **RESOLUTION 06-12** 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 Construction Contract Documents for the Brunswick Library, and authorizes The Ruhlin Company to solicit bid proposals for all remaining Bid Items. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke – aye.

The next item was **2006 November Library Replacement Levy Resolution** – A resolution was presented to authorize the Director and Business Manager to contact the County Prosecutor's Office to prepare the necessary tax levy resolution of a replacement of the current levy for ten years for adoption by the Library Board to be filed with the County Commissioners for the general election of November 7, 2006.

We have known since the passage of the Bond Issue in 2003 that it would require a replacement levy to maintain services and extend hours in our new facilities. The state funding freeze of the past five years has exacerbated our reliance on fixed local funding to serve a growing population. Our choice is to either use the same dollars to provide fewer services and materials to more people, or to update our 1.25 mill library levy to reflect current property evaluations.

While our current levy runs through December, 2007, the language of state taxation Amendments scheduled for the ballot in November could make it much more difficult to pass any sort of ballot initiative in 2007. I believe we have created a level of trust within the community that will allow us to ask for their support, with the promise of extended hours in our new small branches. **RESOLUTION 06-13** Upon motion made by Karen Hammon and seconded by Shereen Lakhani, it was: RESOLVED: That the Medina County District Library Board of Trustees hereby authorizes the Director and Business Manager to contact the County Prosecutor's Office to prepare the necessary tax levy resolution of a replacement of the current levy for ten years for adoption by the Library Board to be filed with the County Commissioners for the general election of November 7, 2006. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

A discussion was held pertaining to the setting up of Focus Groups which will help determine what is most important to the public for future library service. Staff volunteers on their own time. The Citizens of the Library group will be reactivated and fund raising activities will be planned to raise money for the campaign. We will talk with the County Prosecutor's

office to help us write the language. This will be a combined effort from staff, the public and the Board.

The next item was **Retirement Recognition For Patricia Hurd**. Pat was unable to be here this evening but the Resolution signed by Board President Duke in her honor was read listing all her achievements and thanking her for her many years of continued service. **RESOLUTION 06-14** Upon motion made by Karen Hammon and seconded by Patricia Walker, it was RESOLVED: That the Board of Trustees of the Medina County District Library congratulates Patricia M. Hurd on her retirement and wishes her well as she begins this next stage of her life. The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

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

- 1,000 (SALE OF STOCK) FROM MRS. MARILYN CLARK IN MEMORY OF JOHN A. CLARK FOR FAMILY READING ROOM IN NEW MEDINA LIBRARY
- \$25 FROM JEANETTE L. SCHROEDER TO MEDINA LIBRARY IN MEMORY OF ELEANORE MIZEK
- \$50 FROM DR. WILLIAM & BETTY PIGOZZI TO MEDINA LIBRARY IN MEMORY OF ELEANORE MIZEK
- \$50 FROM MR. & MRS. DICK DIVOKY AND WILLIAM MIZEK TO MEDINA LIBRARY IN MEMORY OF ELEANORE MIZEK
- \$25 FROM MARILYN HOWARD IN THANKS FOR OBITUARY RESEARCH
- \$500 FROM WILLIAM & VICTORIA NIXON FOR PURCHASE, INSTALLATION AND DEDICATION PLAQUE FOR A FLAGPOLE FOR THE NEWLY RENOVATED BRUNSWICK LIBRARY
- \$500 FROM STEVEN & PATRICIA GARN FOR PURCHASE, INSTALLATION AND DEDICATION PLAQUE FOR A FLAGPOLE FOR THE NEWLY RENOVATED BRUNSWICK LIBRARY
- \$35 FROM THE FRIENDS OF THE BRUNSWICK LIBRARY FOR PROGRAM AT BRUNSWICK LIBRARY
- \$250 FROM FRIENDS OF THE BRUNSWICK LIBRARY FOR REFRESHMENTS FOR BRUNSWICK LIBRARY GROUND BREAKING EVENT

The roll call vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

Trustees' Comments – The Board thanked staff for pitching in to help with the entire building process and working toward building a new and bigger library. The Board also enjoyed

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the Brunswick groundbreaking and indicated it went really well. The Friends Group were thanked for providing the great refreshments. Pat Hurd was thanked again for being such a good ambassador for the library for all these years.

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

The meeting was adjourned at 8:00 pm upon motion made by Karen Hammon and seconded by Shereen Lakhani. The vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shereen Lakhani - aye, Shoukat Ali Bhamani - aye and Philip Duke - aye.

NEXT BOARD MEETING

Monday, May 15, 2006, 7:00 pm
Brunswick Community Room

Philip Duke
President

Patricia Walker
Secretary