

MEDINA COUNTY DISTRICT LIBRARY MINUTES OF THE BOARD OF TRUSTEES MEETING

December 18, 2006

The Medina County District Library Board of Trustees met in regular session on Monday, December 18, 2006 at 7:00 pm at the Buckeye Library.

Roll Call was taken with the following members noted as present: Philip Duke, Thomas Horwedel, Patricia Walker, Karen Hammon, Shoukat Ali Bhamani and Scott Snyder. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager; David Csontos, Jeanne Christensen, Diane Dermody, Craig Harwick, Judy Leuthaeuser, Sandy Nannfeldt, Tina Sabol, Albert Scheimann and Elaine Frankowski. There were no guests in attendance.

A motion was made by Scott Snyder and seconded by Patricia Walker to approve the Revised **Agenda** that was distributed this evening. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Recognition of Guests and Comments From the Public – President Duke welcomed everyone to the meeting.

A motion was made by Shoukat Ali Bhamani and seconded by Scott Snyder to approve the November 20, 2006 Regular Meeting **Minutes** as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Brian Hertzal discussed the distributed November 30, 2006 **Financial Report** and indicated that once again receipts were received on a timely basis and expenditures were in line with the budget. We are ahead with receipts and expenditures are in line except with the gasoline costs for our vehicles, which is due to the ongoing higher costs in gas prices. Our CD's matured and were rolled over into 90 day CD's. Hertzal indicated that more money has been placed with Star Ohio so that our money would be more liquid. A check was received in the amount of \$82,088 for the sale of the old Lodi Library. A motion was made by Thomas Horwedel and seconded by Karen Hammon to accept the November 30, 2006 Financial Report as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Director's Report – In addition to the distributed report, Harris reported that Circulation was up for November by 24% from the previous year. Dr. Rick Rubin, Dean of the School of Library and Information Science at Kent State University, came to Lodi Library to present a workshop on effective interviewing skills for our supervisors. Collection Resources are doing their annual weeding of old magazines and paperbacks. Harris then asked Community Relations Coordinator, Tina Sabol, to give an update on her department's activities. Sabol discussed the latest issue of the "Library Live" that was distributed to the Board this evening. We have had a busy year and looks like 2007 will be even busier. MCDL is celebrating their 25th anniversary and Medina Library is celebrating 100 years in Medina County. There are many events planned all beginning Wednesday, January 17, 2007 with small receptions at all branches with "memory lane" displays. "Warm Up America" is in its fourth year and going strong. Over 800 items were knitted last year and given to many community groups in the area. It will continue to run in January and February. The Children's Bookmark Contest will be held through the month of January to kick off this year's theme of "A Century of Reading at our Library." This year's Poetry Project was a big success and the winning

poems will be printed into tiny poetry books to be mailed all over the world during National Library Week in April. It will be another exciting year. Harris also shared a "Certificate of Appreciation" from the Brunswick Hills Firefighters thanking Medina County Librarians for their participation in the Brunswick Hills Firefighters 2006 Halloween Bonfire.

The **Personnel Report** was reviewed and discussed. Two new hires were announced, Gregg Biebelhausen, Delivery/Maintenance and Jennifer Mille, new Library Associate in Brunswick. Carole Tamulewicz, Library Associate at Brunswick, announced her retirement and will be honored later in the Agenda, along with Dave Murray, Delivery/Maintenance, who announced his retirement last month. A motion was made by Karen Hammon and seconded by Scott Snyder to approve the Personnel Report as distributed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Thomas Horwedel indicated that the **Personnel Committee** met on December 13, 2006 and the following was discussed.

Professional/Administrative Salary Scale Adjustment – A discussion was held pertaining to the material distributed regarding this recommended resolution. Various questions were asked and answered. **RESOLUTION 06-40** – Upon motion made by Thomas Horwedel, on behalf of the Personnel Committee, it was RESOLVED: That The Medina County District Library Board of Trustees authorizes adjustment to the Professional/Administrative Salary Scale by 5% effective January 1, 2007. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was – **Professional/Administrative Salary Increase**. Horwedel indicated that the Committee wanted additional information and would like this Resolution voted upon by the entire Board. It was then decided by the Board that this Resolution would be discussed at our January 2007 meeting, at which time we hope that we have an Agreement in place with District 1199.

The next item was – **Page Structure**. A discussion was held at the Committee meeting pertaining to the material distributed in addition to the Ohio minimum wage change that will take place January 1, 2007. **RESOLUTION 06-41** – Upon motion made by Thomas Horwedel on behalf of the Personnel Committee, it was RESOLVED: That The Medina County District Library Board of Trustees approves a \$.35/hour increase to the page wage scale effective January 1, 2007. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was – **Staffing Adjustment**. No resolution is necessary. The Board was made aware of the anticipated staff increases or increase in standard hours projected for 2007.

The last item was **2007 Contract for Business Manager** – Horwedel indicated that the Committee wanted this Resolution discussed and acted upon by the entire Board at the regular December meeting. The Board indicated that they would renew the contract for the Business Manager for another year at the current level and adjust the amount after other salaries have been

approved. **RESOLUTION 06-42** – Upon motion made by Patricia Walker and seconded by Karen Hammon it was RESOLVED: That The Medina County District Library Board of Trustees approves an Employment Contract for Brian Hertzl, Business Manager, for the time period of January 1, 2007 and ending the 31st day of December, 2007 at the current salary and adjusted pursuant to Board action on the pending Resolution for Professional/Administrative Salary Increases. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Patricia Walker indicated the **Finance Committee** also met on December 13, 2006 and discussed the proposed **2007 Appropriation Budget**. The overview page, prepared by Brian Hertzl, was reviewed showing how these assumptions were used to project the 2007 Budget. Hertzl indicated that the figures were used from the 2007 Tax Budget submitted to the Medina County Budget Commission last May. The figures that are higher are for Vehicle Supplies which reflects the volatility in the price of gasoline, Utilities, which reflects increased usage when our new larger buildings will be open, etc. The Board had some concerns with regard to the much higher amount listed for Conferences and asked Harris/Hertzl for an explanation. Harris indicated that PLA conferences are held every other year and this amount reflects that additional amount that was not spent in the prior year. Harris also indicated that many of our managers are presenting programs at ALA and PLA. MCDL is recognized to be a leader in Library knowledge and methods used, such as programs and high tech methods in operating libraries, therefore, they are being asked to share their knowledge with other libraries. The Board asked that Administration try to be more prudent in decision making when sending staff to conferences. **RESOLUTION 06-43** – Upon motion made by Patricia Walker, on behalf of the Finance Committee, it was RESOLVED: That The Medina County District Library Board of Trustees adopts the 2007 Appropriation Budget as submitted. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Planning Committee - Director Harris indicated that all building projects are close to schedule and on budget. Harris also indicated that a “responsibility meeting” was held recently with the Milling and Ruhlin groups and it proved very beneficial to clarify any issues that might have surfaced. A tour of the Medina facility was done by all parties and both Milling and Ruhlin Staff were very impressed with the progress. The Board indicated that they would like a tour of the Medina and Brunswick facilities. Harris indicated that it could be difficult to set a date for all the Board members to attend at the same time but urged the Board to call either Al Scheimann or him and individual tours could be arranged. The Brunswick facility is on schedule and close to budget. Harris thanked the Board for maintaining the original plan for this facility, which will result in an outstanding and beautiful facility. We have started on the Highland project and should have the final estimates for Seville in January and hopefully will be ready for the approval of construction documents.

The **Policy & Bylaws Committee** had no report.

There were no **Communications**

There was no **Unfinished Business**.

New Business: 2006 End-of-Year Appropriation Transfers - A recommended Resolution was presented that would authorize the Clerk/Treasurer and/or Deputy Clerk/Treasurer to make the necessary appropriation transfers at the end of the 2006 fiscal year. This is done at the end of each year so that the necessary transfers can be made to cover line item expenditures that may have exceeded appropriated allocations within a given fund at the close of the current fiscal year.

As a matter of sound fiscal practice, transfers should be made to adjust any end-of-year appropriations to cover all financial disbursements of funds. A detailed transfer report will be provided to the Board at either the January or February 2007 Board meeting. **RESOLUTION 06-44** – Upon motion made by Karen Hammon and seconded by Shoukat Ali Bhamani, it was RESOLVED: That The Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or Deputy Clerk/Treasurer to make such appropriation transfers as are necessary at the close of the 2006 fiscal year in the following funds to adequately cover all expenditures: General Fund (101), Grant Fund (201), Debt Service Fund (301), Building & Repair Fund (401), Facility Construction & Renovation Fund (402) and the Endowment Fund (701.) The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **Approval of 2007 Meeting Dates** – The list of dates for 2007 were presented. A discussion was held pertaining to two of the meetings being held on legal holiday dates. The library is officially open on those dates and meetings have been held on those dates in the past. The Board will meet on these dates for 2007 and will discuss this issue again at the end of 2007. **RESOLUTION 06-45** – Upon motion made by Thomas Horwedel and seconded by Karen Hammon, it was RESOLVED: That The Medina County District Library Board of Trustees hereby approves the meeting dates for 2007 as listed. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **2007 Levy Resolution** – A Resolution was presented to approve the ballot language prepared by the Medina County Prosecutor's Office, and authorizing the Director and Business manager to proceed with necessary documentation for the Medina County Auditor. Hertzell presented various financial projections for the years 2007-2010 using various scenario analyses and notes of explanation. Discussion by the Board included using various millages, length of levy, etc. **RESOLUTION 06-46** – Upon motion made by Thomas Horwedel and seconded by Shoukat Ali Bhamani Karen Hammon, it was RESOLVED: That The Medina County District Library Board of Trustees hereby approves the Replacement Library Levy as written by the Medina County Prosecutor's Office, and authorizes the Director and Business Manager to proceed with the necessary documentation for the Medina County Auditor. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye Karen Hammon - nay, Shoukat Ali Bhamani - abstained, Scott Snyder - aye and Philip Duke - aye. *A 2/3 majority vote (5 votes) is needed for passage. Motion failed.*

The Board indicated that they would like to see additional scenarios with regard to the amount of funds that we think will be needed for the next ten years reflecting various additional hours needed and maintaining the hours we currently have. It was decided to hold a Special MCDL Board meeting some time before the end of the year to further discuss this issue. *It was then decided*

to hold this special MCDL Board of Trustees Meeting on Wednesday, December 27, 2006 at 5:30 pm. Location to be determined. A confirmation email will be sent to the Board.

The next item was **Extension of District 1199 Agreement to January 31, 2007** – A Resolution was presented recommending the extension of our current bargaining unit contract through the end of January to allow for the completion of contract negotiation. Meetings are ongoing and have been productive, but the current contract expired December 15, and we do not yet have a contract proposal to present to the Board. An extension through the end of January will allow the Board to consider any proposal that may be ready for the January Board meeting. **RESOLUTION 06-47** – Upon motion made by Thomas Horwedel and seconded by Karen Hammon, it was RESOLVED: That The Medina County District Library Board of Trustees hereby approves the extension of the current Agreement Between Medina County District Library & District 1199 Service Employees International Union through January 31, 2007. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye Karen Hammon_ - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **Retirement Recognition – Dave Murray** - Dave was recognized by the Board for his ten years of service to MCDL. A Retirement Resolution was read recognizing his dedication, his positive personality, sense of humor and cooperative nature. **RESOLUTION 06-48** Upon motion made by Karen Hammon and seconded by Patricia Walker it was: RESOLVED: That the Medina County District Library Board of Trustees congratulates David Murray on his service to Medina County District Library. We honor his dedication and wish him well in his retirement. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye Karen Hammon_ - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The next item was **Retirement Recognition – Carole Tamulewicz** – Carole was recognized by the Board for her seventeen years of service. A Retirement Resolution was read recognizing her dedication and many skills. **RESOLUTION 06-49** Upon motion made by Scott Snyder and seconded by Patricia Walker it was: RESOLVED: That the Medina County District Library Board of Trustees congratulates Carole Tamulewicz on her service to Medina County District Library. We honor her dedication and wish her well in her retirement. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye Karen Hammon_ - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Upon motion made by Patricia Walker and seconded by Shoukat Ali Bhamani the following **Donations** were accepted **with gratitude**:

- \$4,900 FROM MEDINA FRIENDS OF THE LIBRARY FOR 2006 LET'S TALK ABOUT IT AND 2006-07 WRITER'S LIVE PROGRAMS
- \$1,000 FROM ESTATE OF LURA DELCAMP FOR NEW LODI LIBRARY
- \$25 FROM I BELIEVE CIRCLE OF KINGS DAUGHERS IN APPRECIATION OF PROGRAM PRESENTED BY LIZ NELSON

The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon – aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

Trustees' Comments - None

At 8:10 pm upon a motion made by Karen Hammon and seconded by Patricia Walker, the Board moved to enter into **Executive Session** to discuss compensation of a public employee. The roll call vote was as follows: Thomas Horwedel - aye, Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

The Board came out of **Executive Session** at 9:05 pm upon motion made by Thomas Horwedel and seconded by Shoukat Ali Bhamani. The vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye. No action was taken.

The meeting was adjourned at 9:06 pm upon motion made by Karen Hammon and seconded by Patricia Walker. The vote was as follows: Patricia Walker - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye, Scott Snyder - aye and Philip Duke - aye.

NEXT BOARD MEETING

**Monday, January 15, 2007, 7:00 pm
Buckeye Library**

**Philip Duke
President**

**Patricia Walker
Secretary**