

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

June 18, 2007

The Medina County District Library Board of Trustees met in regular session on Monday, June 18, 2007 at 7:00 pm at the Buckeye Library.

**Roll Call** was taken with the following members noted as present: Thomas Horwedel, Patricia Walker, Scott Snyder, Philip Duke, Karen Hammon and Shoukat Ali Bhamani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzal, Business Manager, Craig Harwick, Sandy Nannfeldt, Tina Sabol and Elaine Frankowski. Guest in attendance was Kent State Practicum Student and former employee, Jamie Stilla.

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

**Recognition of Guests and Comments From the Public** – Director Harris introduced Practicum Student, Jamie Stilla, and she was welcomed by all. There were no comments from the Public.

A motion was made by Patricia Walker and seconded by Karen Hammon to approve the May 21, 2007 **Regular Meeting Minutes** as distributed. The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

A motion was made by Philip Duke and seconded by Patricia Walker to approve the June 12, 2007 **Special Meeting Minutes** as distributed. The roll call vote was as follows: Patricia Walker - aye, Scott Snyder - abstained, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - abstained and Thomas Horwedel - aye.

Brian Hertzal discussed the distributed May 31, 2007 **Financial Report** and indicated that once again there was nothing unusual this month. He also mentioned that receipts were ahead of budget at 51%, instead of 47-1/2% and disbursements are lower at 32.7% instead of 39.9%. As indicated last month our \$13 million of CD's matured and were renewed for ninety days at 5.22%. In addition, we moved \$1 million from Western Reserve Bank to Star Ohio for a better rate, which will be reflected in the June Financial Report. Included with the monthly Building Construction Analysis Report was the first report for Seville. A motion was made by Philip Duke seconded by Scott Snyder to accept the May 31, 2007 Financial Report as distributed. The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

**Director's Report** – In addition to the distributed Director's Report, Harris indicated that circulation was down relative to May, 2006. It marks the first time this year that circulation has decreased, but with Seville closed and Brunswick preparing to move back to our new library this sort of disruption in use patterns will continue for the next few months. With Stacey Boycik out on Family Leave, the rest of the children's staff and our many temporary substitutes filled in admirably. Cassie is now in all branches except the closed Seville facility.

The **Personnel Report** was reviewed and discussed. Two pages were hired for minimal hours and two leave of absences were announced. Harris continues to fill in for Al Scheimann with much help from Keith Maynard. Educational opportunities were noted with most attending NEO and OLC membership activities. 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 Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

Scott Snyder indicated that the **Finance Committee** had no report.

Patricia Walker indicated that the **Personnel Committee** had no report.

Karen Hammon indicated that the **Planning Committee** had no report but asked Director Harris to give a **Building Update**. Harris indicated there is no new report on Medina; we continue to be on time and working to keep up with our timelines. We have some minor problems with some light fixtures in Brunswick and some parking lot repairs, but should be resolved with little extra cost. In Seville, there could be a delay in the schedule due to the longer time frame for delivery of the doors. Highland also continues to be on schedule.

Shoukat Ali Bhamani indicated that the **Policy & Bylaws Committee** had no report.

**Communications** – Harris indicated that a letter was received from Cloverleaf Local Schools thanking staff for a very nice visit to the Lodi Library during Right-To-Read week.

President Horwedel received a letter from Director Harris indicating that he will be retiring when his contract expires at the end of December 2007. Harris thanked the Board members, past and present, for the privilege and honor to be part of Medina County District Library for the past eighteen years. The Board thanked Harris for his many dedicated years and in addition for the time and effort during our current huge building process. The search for a new Director will begin as soon as possible. A motion was made by Karen Hammon and seconded by Philip Duke to accept the letter of resignation from Michael Harris. The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

There was no **Unfinished Business**.

**New Business – Advanced Payment of Second Half of Property Taxes** – A recommended resolution was presented that would authorize the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to submit for an advance on property taxes collected by Medina County and distributed by the Medina County Auditor to the Medina County District Library. This request permits MCDL to receive a portion of the tax collections monthly which allows for a steady cash flow and increased investment income. **RESOLUTION 07-28** Upon motion made by Philip Duke and seconded by Scott Snyder, it was: **RESOLVED: That The Medina County District Library Board of Trustees hereby authorizes the Clerk/Treasurer and/or the Deputy Clerk/Treasurer to request, on behalf of MCDL, the advance payment of Real Estate Tax**

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Collections from the Medina County Auditor for the second half of 2007. The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The next item was **Approval of Ballot Language for November, 2007 Replacement Levy** – A recommended resolution was presented approving the ballot language prepared by the Medina County Prosecutor’s Office, and authorizing the Director and Business Manager to proceed with necessary documentation from the Medina County Auditor.

James Bennett, from the Prosecutor’s Office, has provided us with a step by step process that will require a resolution at the June meeting to take to the Auditor’s office for preparation of the required paperwork that will then allow for a final approval at the regular July Library Board meeting. That resolution will then be taken to the County Commissioners for final approval, which we will need to have in place for the August deadline to be on the November ballot.

The levy will be for the Replacement of our expiring levy, at the existing 1.25 mills, for a period of ten years. **RESOLUTION 07-29** Upon motion made by Philip Duke and seconded by Karen Hammon, it was: **RESOLVED: That The Medina County District Library Board of Trustees hereby 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 from the Medina County Auditor.** The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

The next item was **Report From Board Retreat** - Horwedel, Harris and other Board members who were in attendance, discussed the following information from this special meeting. (A full written report was provided, via the Minutes of the Retreat meeting, and was distributed in the Board packets.)

- **Budgetary Adjustments and 2007 Levy Discussion** – These two Agenda items were discussed together, as what adjustments could or should be made ties in with the actual levy campaign and procedures thereof. A good deal of discussion was held with opinions and ideas from the Board members present and staff. Trying to analyze the reason the levy was defeated and possible reasons was addressed.
- Hertzell distributed a comparison work sheet to help with discussions as to what could be cut from our budget and showing the various possible results. Deborah Pawlik discussed monies needed for opening day collections for our newly opened buildings and if any cutbacks can be made. Another savings could be to cut back on the amount of new materials we would order for the entire system for the remainder of the year. We could also cut back on supplies by only ordering what is absolutely necessary.

- A very active discussion was then held as to what the “tone” of the levy campaign should be and how we should proceed. The Board felt that we should not draw too much attention to the cutbacks that may need to be made. Some soft points can be stated but we should not make this the focal point of our campaign. The Board did agree with Staff that some communication on the cutbacks will need to be addressed so that the public will have some understanding as to what the consequences will be. One important item that all strongly agreed was that we need to make sure the public is aware how important it is that they do get out there to vote. The following two points were indicated that definitely **should** be stated in all publicity during the campaign:
  1. We will not close on Sundays during the fall/winter season.
  2. We will not change or cut back from one library and not the other. Whatever is done will be equal in all facilities.
- We will try to proceed as close to normal through 2007 since the current budget is covered by the operating levy that is still in place. Replacement hires will be scrutinized closely. If not both necessary and urgent, they will be delayed until after November. Staff, programs, etc. should be maintained as usual through the end of the year. If necessary, cutbacks and/or changes will occur after January 1, 2008, depending upon the passage or not of the operating levy.
- Another point is to make sure that the public knows that if the levy fails our money will be cut by 40%. A comparison could be made as to what would happen if each family budget would be cut by 40% and the consequences thereof. This may make it clearer to them what could happen if the levy does not pass.
- A Steering Committee has been formed that will meet every two weeks, which includes staff and some key public officials, to determine a plan on how we should proceed. The Board is encouraged to attend these meetings, when possible, not only for their opinions but for updating purposes. The Board and steering committee will need to work very closely with each other for the success of the campaign.

The Board indicated that they would like to see two Budgets, one if the levy passes and one if it should fail. This will give a better understanding where cuts could be made.

We have \$10,000 left in the Citizens of the Library account but will need an additional \$10,000. We will need to schedule a Citizens Committee meeting shortly to discuss fund raising for the campaign. Updates will continue.

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

- \$50 FROM WILLIAM D. MCMAHAN TO BE USED FOR THE NEW BRUNSWICK LIBRARY
- \$100 FROM PATRICIA WALKER TO USE AS NEEDED FOR MCDL.
- \$2,500 FROM MEDINA ROTARY CLUB (FIRST OF FOUR PLEDGES THAT WILL TOTAL \$10,000 BY 2010) TO BE USED FOR NEW CHILDREN'S ROOM AND BEEHIVE AT NEW MEDINA LIBRARY

The roll call vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye. President Horwedel indicated that he is always overwhelmed and grateful by the generosity of the public to MCDL.

**Trustees' Comments** – The Board thanked Staff for their attendance and participation at the Special Board Meeting Retreat. The Board was thanked for their attendance and for those who were not able to attend were thanked for their input prior to the event.

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

The meeting was adjourned at 7:40 pm upon motion made by Philip Duke and seconded by Karen Hammon. The vote was as follows: Patricia Walker - aye Scott Snyder - aye, Philip Duke - aye, Karen Hammon - aye, Shoukat Ali Bhamani - aye and Thomas Horwedel - aye.

### **NEXT BOARD MEETING**

**Monday, July 16, 2007, 7:00 pm**  
**Buckeye Library**

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**Thomas Horwedel**  
**President**

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**Scott Snyder**  
**Secretary**

