

**MEDINA COUNTY DISTRICT LIBRARY
MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING
(BOARD RETREAT)**

June 12, 2007

The Medina County District Library Board of Trustees met in a special session on Tuesday, June 12, 2007 at 1:00 p.m. at the Buckeye Library for the purpose of a Board Retreat. President Horwedel called the meeting to order.

Roll Call was taken with the following members noted as present: Thomas Horwedel, Patricia Walker, Philip Duke, Karen Hammon and Shereen Lakhani. Also present were Library **Staff** members: Mike Harris, Director; Brian Hertzl, Business Manager, Judy Leuthaeuser, Deborah Pawlik, Craig Harwick, Tina Sabol and Elaine Frankowski.

A motion was made by Patricia Walker and seconded by Philip Duke to approve the **Agenda** as distributed. The roll call vote was as follows: Patricia Walker - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye

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.

Hertzl 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:

- We will not close on Sundays during the fall/winter season.
- We will not change or cut back from one library and not the other. Whatever is done will be equal in all facilities.

It was also mentioned that 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.

Another discussion point was if we should go for a ten year or five year Replacement levy. Harris has researched this and it appears that this would not have a big impact whichever way we decided to proceed.

Deborah Pawlik will chair the Levy Campaign with much help from staff. She indicated that we should tailor our campaign to each community individually. We should try to obtain key people in each community to help us to relay the importance of the levy and to get them motivated to vote. The Staff will be encouraged to get the word out and remind patrons to vote wherever and however they can. It would be very helpful if the Board could participate by asking what they can do with the time they have available to help with the campaign as well.

Pawlik indicated that we have about \$10,000 left in levy campaign money but will need about \$10,000 more. Perhaps vendors and local companies can be asked to donate, as well as staff and any other interested party.

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.

Lastly, we will try to update the Citizen's for the Library "Yes" Web site to get the word out. If anyone has any other ideas on how we can draw more attention to this Web site it would be very helpful.

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

The meeting was adjourned at 2:35 pm upon motion made by Karen Hammon and seconded by Shereen Lakhani. The vote was as follows: Patricia Walker - aye, Philip Duke - aye, Karen Hammon - aye, Shereen Lakhani - aye and Thomas Horwedel - aye

NEXT BOARD MEETING

**Monday, June 18, 2007, 7:00 pm
Buckeye Library**

**Thomas Horwedel
President**

**Scott Snyder
Secretary**

