

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

**Minutes**

Lorain Public Library System

Thursday, March 20, 2014

5:00 p.m. South Branch, 2121 Homewood Dr., Lorain, OH

Regular Business Meeting

**Roll Call**

Mr. Virden called the meeting to order at 5:05 p.m.

Present: Mr. Virden, Ms. Hatch, Ms. Holmes, Mr. Kovach, Ms. Novak, Ms. Tomas

**Regular Business**

Mr. Virden asked if anyone had a conflict of interest with the business being presented at this meeting, and no board member indicated a conflict of interest.

**#2014-032 Approval of Minutes**

Mr. Kovach moved, Ms. Hatch seconded that the minutes of the February 20, 2014 meeting be approved.

**Roll Call:** yeas, unanimous

**#2014-033 Approval of Chief Fiscal Officer's (CFO's) Report**

Mr. Kovach moved, Ms. Hatch seconded that the Treasurer's Report for the month ending February 28, 2014 be approved.

Mr. Wilson expressed how pleased he was to be back at the South Branch.

Mr. Wilson reported to the Board that the month end cash balance for February was \$8,435,640. Of the month end cash balance, \$6,078,565 in our Operating/Governmental Funds, of which \$4,296,673 were unencumbered. The Revenues for the year totaled \$708,155 which represented 8.5% of estimated revenue without transfers and/or advances. Year-to-Date Expenses for February were \$1,183,074, 12.4% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$3,025,962 is at 31.8% of the *estimated* annual expenses for 2014.

Correspondence included a thank-you letter from United Way of Greater Lorain County, and a letter from OLC regarding institutional dues.

### **Regular Business Continued**

Mr. Wilson stated a proposal for carpeting at the Avon Branch was added to the final agenda. Mr. Wilson informed the Trustees that he will request attendance at a finance officer training at Kalahari on next month's agenda.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge stated Assistant Director, Toni Whitney was taking a vacation.

Ms. Eldridge reported, that OLC Executive Director, Douglas Evans acknowledged the letter sent by Ms. Eldridge and Mr. Virden regarding OLC institutional dues.

Ms. Eldridge invited Trustees to attend the OLC Legislative day being held on April 2, 2014 in Columbus. Ms. Eldridge stated that there are three appointments with our local state officials and that Meagan Hayes will develop something that can be mailed. Ms. Eldridge and the Board Members were in agreement that this would be enough in lieu of someone attending Legislative Day. Ms. Tomas also suggested talking to candidates locally.

Ms. Eldridge invited trustees to attend the Trustee Dinner on April 22, 2014 at the Holiday Inn in Independence, Ohio. Ms. Eldridge invited Trustees to attend and stated she would send an email. Ms. Eldridge advised that the Library would pay for Trustees to attend.

Ms. Eldridge thanked the Trustees for giving her and other employees the opportunity to attend the PLA Biennial Conference. Ms. Eldridge stated she attended two pre-conference programs one on Innovation and the other on Community Advocacy and Community Engagement. Ms. Eldridge was pleased with both programs stating they were very informative.

Ms. Eldridge was proud to announce that the Lorain Public Library System Staff pledged \$3,052 to United Way.

Ms. Eldridge announced that Elaine Betting, Librarian Supervisor, is one of the State of Ohio's Early Literacy Program Trainers. Ms Eldridge reported Elaine has already trained staff in Cleveland Heights, and that she was proud to announce that she received a thank you letter from staff at Cleveland Heights, University Heights Public Library for the training that Ms. Betting provided.

### **Report of the Director continued**

Ms. Eldridge conveyed her concerns about Elyria Public Library taxing residents in Lorain and Amherst Township. Ms. Eldridge stated she did look into it, and was advised that Elyria Public Library will not be taxing residents in our library service area.

### ***Community Events***

Ms. Eldridge attended the grand opening of the Lorain Port Authority's new Ferry Terminal Building. Ms. Eldridge stated she loved the new building and that the event was well attended.

Ms. Eldridge attended the North Coast Chamber of Commerce State of City luncheon with the Mayors of Avon, Avon Lake, Sheffield and Sheffield Lake.

Mr. Virden enjoyed attending the Lorain County Trustees Council program that was held at the Oberlin Inn where he learned more about e-media. Ms. Eldridge added that Ms. Hatch, Ms. Betting, Ms. Novak and Mr. Dore also attended.

### ***Facilities***

Ms. Eldridge stated the North Ridgeville Library Levy Committee Meeting is Monday, March 24, 2014. Ms. Eldridge asked if the Trustees would let her know if they knew anyone that would be willing to help on the campaign.

Ms. Eldridge stated she is always looking at outcomes from the information that the statistics provide. Ms. Eldridge pointed out there was a significant drop off in circulation when comparing 2012 to 2013. This drop off is caused by circulation not being captured the same due to e-books. Ms. Eldridge is focusing on ways to shrink the collection and re-purpose floor space for meeting room use. She also stated that she wanted to see more people using the Library's website. Ms. Eldridge asked the Trustees to let her know if they notice anything at any of the branches that is not offered or new services that can be incorporated.

### **Report of Assistant Director**

No report as Toni Whitney is on vacation.

### **Committee Reports**

Mr. Virden advised there were no committee reports.

## **Audience Participation**

### ***Supervisors***

Cheryl Grizzell introduced herself as the new Branch Librarian Supervisor at the South Branch. Ms. Grizzell has been examining collections and spacing to improve the South Branch's use of its floor space.

In regards to programs being offered Ms. Grizzell reported 150 people turned out for the Martin Luther King, Jr. celebrations. Ms. Grizzell stated Tai Chi is a program that was recently offered and has been well received with 30 people attending the first week. Mrs. Grizzell noticed participation with story times were low so she started doing impromptu story times when she would see a large group of children in the library. Ms. Grizzell stated she felt if patrons were not showing up for story time she would take story times to them. She visited 19 class rooms for a total of 450 students during the month of February.

Ms. Grizzell presented information regarding Freegal Movies. Mr. Virden thanked Ms. Eldridge for making sure the Trustees were educated on Freegal.

### ***Friends of the Library***

Ms. Eldridge reported Avon had their book sale this month but she did not receive a report on how much money was raised.

Mr. Kovach is the new President of Columbia Friends. Mr. Kovach stated Columbia Friends is sliding into their book sale. Mr. Kovach reported Columbia received a \$250 donation from the Columbia Foundation and a \$150 donation from the school board.

Ms. Eldridge has been recruiting Friends for Domonkas at the Zumba classes offered at the Library.

Ms. Eldridge stated the next meeting for Lorain Friends is April 15, 2014.

Ms. Tomas reported that North Ridgeville Friends had a meeting on March 3, 2014.

### ***Foundation of the LPLS***

Ms. Tomas did not make a report.

**New Business**

**#2014-034 Approval of Personnel Appointments**

Mr. Kovach moved, Ms. Holmes seconded to approve the following personnel appointments:

- Ellen Fabrizio, Library Aide, Public Services, part-time, in the Circulation Department at the Main Library of the Lorain Public Library System, effective February 24, 2014, at an hourly rate of \$7.968, grade UA, step 1.
- Joe Yagiolo, Library Associate I, Public Services, part-time, at the North Ridgeville Branch Library, effective February 24, 2014, at an hourly rate of \$15.535, grade UH, step 1.
- Benjamin Waters, Student Library Aide, part-time, at the Avon Branch Library, effective March 3, 2014, at an hourly rate of \$7.968, grade EA.

**Roll Call:** yeas, unanimous

**#2014-035 Renewal Contract with 3M for Library Security Equipment Maintenance**

Mr. Kovach moved, Ms. Holmes seconded to authorize the Chief Fiscal Officer to renew the contract with 3M Company to provide annual equipment maintenance for the Library's materials security control systems in an amount not to exceed Twenty-Six Thousand, Four Hundred and Twenty-Five Dollars (\$26,425).

**Roll Call:** yeas, unanimous

**#2014-036 Approve Contract with Reliable Lawn Service to Provide Lawn Service for the Avon and North Ridgeville Branches**

Ms. Holmes moved, Ms. Hatch seconded to authorize the Chief Fiscal Officer to enter into a contract with Reliable Lawn Service to provide annual landscaping services in the amount of Eighteen Thousand, Six Hundred and Seventy-Six Dollars, \$18,676, an increase of 1.9% from 2013.

**Roll Call:** yeas, unanimous

**New Business continued**

**#2014-037 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, or to the OneCommunity Green Computing Program.**

Mr. Kovach moved, Ms. Holmes seconded to approve the donation of scrap computer equipment to the Lorain County Solid Waste Management District's *Electronic Collections Days* or to the OneCommunity Green Computing Program.

<b>Surplus List for Board</b>			
<b>EquipmentType</b>	<b>Make/Model</b>	<b>Mfg Serial #</b>	<b>LPLS #</b>
Computer	A&J Server		3125
Computer	A&J		5730
Computer	A&J	D72500512300931	5734
Computer	Dell Optiplex 745	8bvr9c1	5819
Computer	A&J Server		5928
External Drive	HP StorageWorks DAT72 USB	HU10612FWC	5726
Fax	Brother IntelliFAX 4100e	U61639M7J749444	6100
Monitor	ViewSonic GS773	20E003501712	1397
Monitor	Sony SDM-S73	3209736	2988
Monitor	Sony SDM-S73	3209587	2992
Monitor	NEC AccuSync 700M	49121485ka	3154
Monitor	Samsung SyncMaster 940BX	HA19HVFP116493D	5830
Monitor	Samsung SyncMaster 940BX	HA19H9NP901338X	5992
Phone Equipment	Nortel IP Phone 2007 NTDU96	NNTMDF04Y0MF	6497
Printer	Epson LX-300	1YLY326972	38
Printer	HP OfficeJet 5510	my3cef1198	2929
Scanner	Microtek ImageDeck	91S2707784	1606
UPS	APC Smart-UPS SC420	QS0510321864	5758

**Roll Call:** yeas, unanimous

**New Business continued**

**#2014-038 Approve Contract with D&R Carpet Services to Replace Carpeting at the Avon Branch Library**

Ms. Novak moved, Mr. Kovach seconded to authorize the Chief Fiscal Officer to enter into a contract with D&R Carpet Service to replace the carpeting at the Avon Branch Library for an amount not to exceed Forty-Four Thousand, Five Hundred and Thirty- Four Dollars, \$44,534.

**Roll Call:** yeas, unanimous

**#2014-039 Approval to Enter into Executive Session to Discuss Negotiations with SEIU District 1199.**

Mr. Kovach moved, Ms. Novak seconded at 5:46 p.m. to approve adjourning to Executive Session to discuss negotiations with SEIU District 1199.

**Roll Call:** yeas, unanimous

**Reconvened: 6:25 p.m.**

**IX. Other Agenda Items**

**X. Next Meeting**

Library Services and Personnel Committee  
April 3, 2014 at 5 p.m.  
Main Library – Meeting Room D

Board of Trustees Regular Business Meeting  
April 17, 2014 at 5 p.m.  
Avon Branch Library

**XI. Adjournment** Time: 6:26 p.m.

**Attest:**

, President

, Secretary