

Board of Trustees
May 15, 2014

0043-2014

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System

Thursday, May 15, 2014

5:00 p.m. Domonkas Branch, 4125 East Lake Road, Sheffield Lake, OH

Regular Business Meeting

Roll Call

Mr. Virden called the meeting to order at 5:03 p.m.

Present: Mr. Virden, Mr. Dore, Ms. Hatch, Ms. Holmes (*left 5:38*), 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.

Ms. Holmes advised she would have to excuse herself at 5:40 pm.

#2014-040 Approval of Minutes

Mr. Kovach moved, Ms. Holmes seconded that the minutes of the April 17, 2014 meeting be approved.

Roll Call: yeas, unanimous

#2014-041 Approval of Chief Fiscal Officer's (CFO's) Report

Ms. Tomas moved, Ms. Novak seconded that the Treasurer's Report for the month ending April 30, 2014 be approved.

Mr. Wilson reported to the Board that the month end cash balance for April was \$9,825,510. Of the month end cash balance, \$7,436,054 in our Operating/Governmental Funds, of which \$5,651,208 were unencumbered. The Revenues for the year totaled \$3,524,763 which represented 42.5% of estimated revenue without transfers and/or advances. Year-to-Date Expenses for April were \$2,609,812 20.2% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$4,543,473 is at 47.7% of the *estimated* annual expenses for 2014. The unencumbered cash balance as of April 30, 2014 is \$7.9 million which is still short of the April 30, 2009 balance.

Regular Business Continued (CFO's Report):

Mr. Wilson noted the addition of two resolutions to the agenda: they are the resolution of appreciation upon the retirement of Judy Canter, and approval of a contract to move and store library materials for the Columbia flood remediation.

Mr. Wilson attended the OLC Fiscal Officer's training, Benesch's 2014 Employment Law Update and CM Law program on the Affordable Care Act.

Mr. Wilson and Sheila Lanning will be attending the Spring Ohio Library Fiscal Officers Association meeting May 30, 2014.

Mr. Wilson thanked the board for the support and approval to attend the training program sponsored by the Ohio Association of Public Treasurers, from June 9 – June 13, 2014.

Mr. Wilson advised there were no public records requests or correspondence to report.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed everyone to the Domonkas Branch. The 2013 Annual Report is complete and interactive for the first time thanks to the assistance of Meagan Hayes. Board Members were encouraged to familiarize themselves with the new look of the Annual Report. The Report was published in the Morning Journal and the Chronicle Telegram.

Ms. Eldridge heard from Columbus that there is no support to increase PLF Funding.

Ms. Eldridge shared the current Strategic Plan document and asked the Board Members to think about whether they would choose to use the Goals that are still relevant or implement a new process. Ms. Eldridge would like to have an honest discussion by June to get the ball rolling. Ms. Eldridge mentioned it would be helpful for one Board Member to be present for the planning process.

Community Events

Ms. Eldridge, Mr. Virden and Mr. Dore met with Chief Cel Rivera and Capt. Watkins of the Lorain Police Department (LPD). Chief Rivera and Capt. Watkins asked the LPLS to make some changes to the Library's Security Camera Policy.

Report of Director continued (*Community Events*):

Ms. Eldridge was excited about passing the North Ridgeville Branch Library Levy on May 6, 2014.

Ms. Eldridge, Toni Whitney, Jim Wilson and Dale Girt met with engineer, Peter Zwick and spoke with him about the flooding at the Columbia Branch and details on how to remediate. These details were discussed at the Finance Meeting that occurred previous to this May Board Meeting.

Board and Personnel

Ms. Eldridge was proud to announce the graduation from Kent State University School of Library Science Distance Learning Program by Julie Cowan for her Masters in Library Information Science and the graduation of Donna Kelly from Leadership Lorain County (LLC) on May 21, 2014. Ms. Eldridge mentioned that if any Board Member was still interested in attending the Class Induction Dinner for LLC to let her know.

Ms. Eldridge advised that she received a letter of retirement from Sandra Mitchell, Library Supervisor of the Columbia Branch and Judy Canter, Housekeeper at the Main Library.

Ms. Eldridge introduced Ingrid Rivera, Public Relations Associate, who attended the meeting on behalf of Meagan Hayes, who is on a much needed vacation.

In closing Ms. Eldridge spoke in regards to the emedia statistics increasing and the circulation of other library materials decreasing as predicted.

Report of Assistant Director

Ms. Whitney advised that management is in discussion with SEIU on the reorganization of the Main Library and the Outreach Department.

A Level I discussion concerning an employee's hours was held. Ms. Whitney believes this grievance will continue.

Branches

Avon Branch closed on May 2, 2014 for renovation and pictures are available in a "Branch Photos" binder which was available for viewing. The carpet removal is complete, new carpet is starting to be installed today, painting is progressing, and shelving has been removed. Ms. Whitney encouraged any Board Member to stop by and see the progress.

Report of Assistant Director continued (*Branches*):

Ms. Whitney conveyed appreciation to the Columbia Branch Librarian Supervisor, Sandra Mitchell, to Joanne Eldridge and Dale Girt for their help in preparing for restoration after the flood at the Columbia Branch. Ms. Whitney advised that flood restoration has begun.

Events

Ms. Whitney and Sandra Mitchell attended the Columbia *State of the Township* address that was sponsored by the Columbia Chamber of Commerce.

Ms. Whitney attended the North Ridgeville Branch Library, levy celebration.

Ms. Whitney will be attending the LLC Dinner to support Donna Kelly on May 21, 2014.

Committee Reports

Ms. Tomas directed the Board Members to the agenda from the Finance Audit and Properties Committee Meeting, which was held prior to the Board Meeting, concerning the Budget.

The Board will need to discuss recommendations made by R.E. Warner Engineering in the Executive Session.

No calls were received on the Fraud Hotline.

Audience Participation

Supervisors

Pam Coghlan, Domonkas Branch Supervisor, thanked everyone for coming to the Domonkas Branch Library and gave a special thanks to Ms. Eldridge and Ms. Whitney for all of their support.

Ms. Coghlan is encouraged to have a new group of employees that work well together. Ms. Coghlan added there is still one part time position to fill.

Ms. Coghlan reminded everyone of the book sale going on this month.

The Domonkas Branch Library staff is making preparations for the 2014 Summer Reading Programs with a science theme. COSI will be at the summer reading kick off to tie in with the science theme. "Mr. Wonder" will also be visiting the Domonkas Branch to speak on the "Wonders of Electricity".

Audience Participation (*Supervisors continued*):

The Domonkas Branch will be celebrating their 50th Anniversary in September. The Domonkas Friends will help serve cake and punch at the celebration. Ms. Coghlan hopes that the Historical Society will be able to attend the event.

Ms. Coghlan is excited about the reorganizing and reshelving at the Domonkas Branch with the help of Ms. Whitney.

Friends of the Library

The Columbia Friends had a successful book sale that netted \$644.50. The left over books from the sale were donated to the Grafton Prison.

The North Ridgeville Friends had no report but wanted to thank everyone for their help with the Levy. Ms. Tomas gave a special thanks to Ms. Eldridge for her efficient and organized planning regarding the Levy. Ms. Eldridge thanked Ms. Tomas for the levy funds provided by the North Ridgeville Friends, which was the reason the Levy Committee didn't have to fundraise. Ms. Eldridge also thanked Karen Sigsworth for her leadership skills especially locally.

The book sale for the Lorain Friends was a success netting \$2,800 dollars and \$587 dollars in online sales.

The Domonkas Friends book sale will start May 22, 2014.

The Avon Friends will be participating in the Duct Tape Parade and local school students will be involved in the Art Show and reception.

Foundation of the LPLS

Mr. Wilson has been working with Ms. Hayes and Emerge, Inc. for the acceptance of online donations for the Library and the Foundation. Mr. Wilson advised that credit card acceptance system has just passed the required Internet security testing and will be available to accept donations.

Ms. Tomas noted that the Rock Pile Garden Center in Avon still donates to the Foundation. Mr. Wilson let the Board know that the Library's reward points on its American Express card are donated to the Foundation, and that anyone who has a personal American Express card can also donate their reward points to the Foundation.

Ms. Tomas advised the tax paperwork has been completed for the Foundation of the LPLS, Inc..

VIII. New Business

#2014-062 Approval of Personnel Appointments

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

- Patricia Baradon, Library Aide, Public Services, part-time, in the Adult Services Department of the Lorain Public Library System, effective May 5, 2014, at an hourly rate of \$7.968, grade UA, step 2.

Roll Call: yeas, unanimous

#2014-063 Acceptance of Donations/Grants

Ms. Hatch moved, Mr. Kovach seconded to accept donations/grants as follows:

The Foundation of the LPLS, Inc. – Summer Reading	\$ 3,200.00
The Stocker Foundation – Summer Reading Program	\$ 32,070.00

Roll Call: yeas, unanimous

#2014-064 Approval of Proposed Agreement with the North Ridgeville Corn Festival Committee

Ms. Holmes moved, Ms. Tomas seconded to authorize the CFO to enter into an Agreement with the North Ridgeville Corn Festival Committee for the 2014 Corn Festival.

Roll Call: yeas, unanimous

#2014-065 Approval of Premium Pay for Elaine Betting

Ms. Novak moved, Ms. Holmes seconded to approve, effective the week of June 8, 2014, that the Library will pay a premium payment of \$50 per week for each week that Youth Services Librarian Supervisor Elaine Betting performs the additional duties of managing the day to day operations of the Outreach Services Department during the reorganization and transition period.

Roll Call: yeas, unanimous

New Business continued:

#2014-066 Approval of 2015 Proposed Budget

Mr. Kovach moved, Ms. Hatch seconded to approve the 2015 Proposed Budget in the following amounts:

General Fund	\$	3,603,482
Lorain Levy Fund		3,782,223
Avon Branch		602,467
Columbia Branch		481,011
Domonkas Branch		495,631
North Ridgeville Branch		1,607,472
Summer Reading Program		40,000
Family Read Aloud Program		5,000
Book Memorial		50,000
Building & Repair Fund		250,000
Capital Improvement Fund		30,000
Hageman Fund		30,000
Stocker Fund		5,000
TOTAL PROPOSED		\$ 10,928,286

Roll Call: yeas, unanimous

#2014-067 Revision to Exempt Salary Scale

Ms. Holmes moved, Ms. Novak seconded to return the starting rate for Student Library Aides to \$7.968 per hour, to reflect the 2014 starting wage rate for Adult Library Aides under the collective bargaining agreement.

Roll Call: yeas, unanimous

#2014-068 Resolution of Appreciation - North Ridgeville Library Levy Committee

Mr. Kovach moved, Mr. Dore seconded to approve the following resolution in appreciation of the North Ridgeville Library Levy Committee:

WHEREAS, the Lorain Public Library System benefits from the work and commitment of many community volunteers; and

WHEREAS, the success of the North Ridgeville Library Levy was dependent on the dedication and hard work of the North Ridgeville Library Levy Committee; and

WHEREAS, the leadership of Levy Chairperson Kevin Corcoran and Treasurer Garalynn Tomas, and the tireless efforts of the levy committee resulted in an overwhelming victory for the North Ridgeville Branch Library; and

New Business Continued (Resolution 2014-069):

WHEREAS, the North Ridgeville Library Levy Committee has contributed a considerable amount of personal and professional time to the library;

THEREFORE, BE IT RESOLVED, that the Lorain Public Library System Board of Trustees does publicly acknowledge Levy Chairperson Kevin Corcoran, Treasurer Garalynn Tomas, North Ridgeville Library Levy Committee members Carol Klear, Gene Kleinholz, Bob Liston, Ilona Manista, Judy Martin, Ann Olesen, Barb Sutton, Jim Leonard and many other levy volunteers who helped behind the scenes, and extends its appreciation on behalf of the Board and Staff.

Roll Call: yeas, unanimous

#2014-069 Approve Revision to Security Camera Policy (1.021)

Ms. Holmes moved, Ms. Novak seconded to approve the following revision to the Security Camera Policy (1.021):

Access to Digital Images

Managers in the course of their normal duties, monitor and operate the live video security system. Only the Director, Assistant Director, and Managers are authorized to access the recorded archival data in pursuit of incidents of criminal activity, litigation, or violation of the Library Code of Conduct. *The Director may also allow authorized security personnel and law enforcement officers without a search warrant or subpoena to review archival data when a crime has been committed on library property or when exigent circumstances arise.* Authorized individuals, with notice to the Director, may ask other staff to review recorded data to ascertain security concerns related to a specific incident.

Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system.

Library employees are to review and comply with this policy.

Roll Call: yeas, unanimous

New Business Continued:

#2014-070 Resolution of Appreciation – Judith Canter Upon Her Retirement

Mr. Kovach moved, Ms. Holmes seconded to approve the following resolution in appreciation of Judith Canter upon her retirement:

WHEREAS, the Lorain Public Library System is fortunate to have many employees who are dedicated and committed to the Library System; and

WHEREAS, Judith Canter, during her 25 plus years of employment as a custodian and housekeeper at the Lorain Main Library, performed her custodial and housekeeping duties in an outstanding manner; and

WHEREAS, she has been an extremely hard worker and also assisted with cleaning some of the branches over the years; and

WHEREAS, Judith Canter took pride in her work where many Lorain Main Library users have remarked on the cleanliness of the Lorain Main Library; and

WHEREAS, Judith Canter has earned the admiration and respect of the library administrators and staff members by the ways in which she carried out her cleaning duties;

THEREFORE, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Judith Canter and her contributions to the Library System and extends its appreciation on behalf of the board and staff.

Roll Call: yeas, unanimous

#2014-071 Approve Increase to Resolution #2014-045 to Purchase New Seating and Reupholster Furniture at the Avon Branch Library

Ms. Hatch moved, Mr. Kovach seconded to approve increasing Resolution #2014-045 from \$26,340 to \$29,000 for the purchase of more durable fabric for meeting room chairs.

Roll Call: yeas, unanimous

#2014-072 Approve Contract with Carney-McNicholas, Inc. to Move and Store Library Materials for Columbia Flood Remediation

Mr. Kovach moved, Ms. Hatch seconded to authorize the Chief Fiscal Officer to enter into a contract with Carney-McNicholas, Inc. to move and store library materials for the Columbia flood remediation project in an amount not to exceed Eleven Thousand, Three Hundred (\$11,300).

Roll Call: yeas, unanimous

New Business Continued:

#2014-073 Approval to Enter into Executive Session to Discuss Personnel Healthcare and the Purchase of Real Estate

Ms. Hatch moved, Mr. Dore seconded at 5:38 p.m. to approve adjourning to Executive Session to discuss 2014-15 healthcare offerings.

Roll Call: yeas, unanimous

(Ms. Holmes excused herself at 5:38pm)

Reconvened: 6:29 p.m.

#2014-074 Approve 2014-2015 Healthcare Offerings and Wellness Program

Ms. Novak moved, Ms. Hatch seconded to approve two new COSE Medical Mutual health insurance plans, renewal of the Guardian Dental, Vision and Life plans, and renewal of the ancillary UNUM insurance products offered through Employee Benefits International, and the funding of individual deductibles for the Medical Mutual top-tier plan for staff members who participate in the associated wellness program.

Roll Call: yeas, unanimous

#2014-075 Approve Offer to Purchase Real Estate

Ms. Tomas moved, Mr. Kovach seconded to authorize the Chief Fiscal Officer to work with the Library's real estate attorney in preparing and making an offer to purchase the property known as 37244 Colorado Ave., Avon, Ohio, for the appraised amount of Two Hundred and Ten Thousand Dollars (\$210,000) contingent upon the Library's satisfaction of conditions to be communicated to the Seller.

Roll Call: yeas, unanimous

#2014-076 Approve Contract to Provide Engineering Services

Mr. Kovach moved, Ms. Novak seconded to authorize the Chief Fiscal Officer to enter into an agreement with R.E. Warner to develop plans and specifications for a storm water correction plan for the Columbia Branch Library.

Roll Call: yeas, unanimous

Board of Trustees
May 15, 2014

0053-2014

IX. Other Agenda Items

X. Next Meeting

Board of Trustees Regular Business Meeting
June 19, 2014 at 5 p.m.
Columbia Branch Library

XI. Adjournment Time: 6:34 p.m.

Attest:

James A. Uno, President

Susan J. Hatch, Secretary