

Board of Trustees  
August 21, 2014

0064-2014

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

**Minutes**

Lorain Public Library System

Thursday, August 21, 2014

5:00 p.m. Main Branch, 351 Sixth Street, Lorain, OH

Regular Business Meeting

Mr. Virden called the meeting to order at 5:01 p.m.

**Roll Call**

Present: Ms. Hatch, Ms. Holmes, Mr. Kovach, Ms. Tomas, Mr. Virden, Mr. Dore (5:06 pm)

**Regular Business**

**#2014-089 Approval of Minutes**

Mr. Kovach moved, Ms. Holmes seconded that the minutes of the June 19, 2014 meeting be approved.

**Roll Call:** yeas, unanimous

**#2014-090 Approval of Chief Fiscal Officer's (CFO's) Report**

Ms. Tomas moved, Mr. Kovach seconded that the Treasurer's Report for the months ending June 30, 2014 and July 31, 2014 be approved.

Mr. Wilson reported to the Board that the month end cash balance as of July 31st was \$8,750,323. Of the month end cash balance, \$6,472,049 was in our Operating/Governmental Funds, of which \$5,018,091 was unencumbered. The Revenues for the year totaled \$4,673,244 which represented 56.3% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$4,833,479 which were 50.2% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$6,387,754 or 66.3% of the *estimated* annual expenses for 2014. The unencumbered cash balance as of July 31, 2014 is \$7.2 million, which was below of the July 31, 2008 balance of \$8.1 million.

Correspondence from the Sheffield Lake Fire Department was received requesting permission to shoot fireworks next to the Domonkas Branch for Sheffield Lake's Community Days. The request was approved.

**Regular Business Continued** (*Fiscal Officer's Report continued*):

There was a Public Record's Request by Susan Helsell for salary and Collective Bargaining information. She was referred to the Library or SERB websites where board minutes and collective bargaining agreements are always available.

Several additional personnel appointments were added since the proposed agenda was sent out, along with corrections to the request for the OLC Annual Conference for parking and average cost per attendee.

Mr. Wilson attended a workshop on August 19, 2014 on using Adobe Acrobat. The workshop was helpful with good tips on putting together board packets and bookmarks.

Mr. Wilson will be attending an all-day training program at the Bureau of Workers Compensation on August 26, 2014 which will allow the library to receive a discount on next year's premium.

Mr. Wilson will be attending the SSI Annual Users Group Conference September 9-12.

SSI installed the Fixed Asset Module and Sheila Lanning, Assistant Fiscal Officer, is entering the information in from internal records and the 2013 Industrial Appraisal Company's appraisal sheets.

**Roll Call:** yeas, unanimous

**Report of the Director**

Ms. Eldridge welcomed everyone to the Main Branch and apologized for the inconvenience due to construction on Sixth Street. Ms. Eldridge informed everyone of the Ohio Library Council Annual Conference that will occur in Columbus, Ohio October 8-10 expressing how she would love to see board members in attendance.

Ms. Eldridge congratulated Jim Wilson for being honored by the Lorain Rotary Club on Thursday, June 26, 2014, for his work as President.

Ms. Eldridge also congratulated Toni Whitney as she was accepted into the Leadership Lorain County program for 2014-2015.

**Report of the Director Continued** (*Community Event*):

Avon Birthday Party and Avon Branch received a letter of commendation from Secretary of State Jon Husted.

Thank you notes were received from the Lorain International Committee for participating in the International Festival.

A thank you note was received from the Lorain County Chamber of Commerce for participation in the New Teachers Luncheon.

The Library System partnered with the Ironmen Baseball Team for the final game on August 2, 2014, where Ms. Eldridge threw out the first pitch.

The Library System sponsored two free movie days at Lorain Palace Theatre for library card holders on August 17, 2014, and on Sunday, August 24, 2014.

Mrs. Eldridge attended the Lorain Historical Society Ice Cream Social on August 17, 2014, held on Tenth Street at the old Library. Mrs. Eldridge stated it was well attended.

Ms. Eldridge thanked Ms. Tomas, Ms. Whitney, Mr. Wilson, Ms. Hayes, Mr. Virden and Mr. Tucker of the "Mourning Journal" newspaper for attending the Lorain County Fair Breakfast on August 18, 2014. The Lorain Public Library System's day at the fair will be Saturday, August 23, 2014.

Senator Gayle Manning has office hours at the North Ridgeville Branch on August 29, 2014, from 11 am – 12:30 pm.

Upcoming Tours of Public Libraries in Lorain County will be held September 25, 2014 and October 2, 2014. Ms. Eldridge said that the board members will receive formal invitations. Ms. Eldridge believes the libraries are Lorain County's best kept secret and would appreciate having board members present for these tours.

Ms. Eldridge attended a meeting on the Sixth Street replacement where they reiterated only half the street would be done at a time so employees and patrons would continue to have access to the library parking lot.

**Report of the Director Continued** (*Donations*):

An anonymous donor donated \$5,000 for Domonkas Branch.

Gerald Prucha Fund donated \$500 for Children's material.

The Estate of Virginia Collar a former Domonkas Branch Manager donated \$100.

*Professional Relations/Press Coverage*

The "Morning Journal" newspaper had a beautiful article highlighting Librarian Ramona Flores in the food section. The "Morning Journal" newspaper also did an article on the Avon Branch renovation which included Toni Whitney.

**Report of Assistant Director**

Ms. Whitney thanked everyone who attended the Lorain County Fair Breakfast.

Ms. Whitney advised the library received a response from SEIU to the level 3 Grievance advising that it is going to arbitration and a signed MOU was received on July 30, 2014.

The South Branch and North Ridgeville has started to schedule Sunday Hours for October that was sent to the Union for review on August 20, 2014, and should be posted by September 4, 2014.

The LPLS day at the Lorain County Fair is Saturday, August 23, 2014 they will be handing out new fly swatters, fans, cups and duct tape kits.

Ms. Whitney was accepted into Lorain Leadership and the first meeting is this week.

"How To" programs will be celebrated across the library system in the month of September. Ms. Whitney will be hosting a Zentagal Inspired Art Program at Domonkas.

*Branches*

Landscape improvements at Avon are being looked into and other remaining needs are being evaluated.

Susan Spivey has taken over the Librarian Supervisor position at Columbia and has embraced the position well. Ms. Spivey attended her first Friends' meeting on August 19, 2014.

**Report of Assistant Director Continued** (*Branches*):

The front doors at the Domonkas Branch are in need of replacement. Domonkas Branch is celebrating fifty years at the current location in September.

North Ridgeville landscaping improvements are scheduled and LED bulbs will be put in the track lighting for energy efficiency.

**Committee Reports**

*Board and Personnel*

Ms. Hatch reported on the Personnel Committee meeting where the Committee talked about the plaque for past Library Directors. They agreed this was a good idea and would like the plaque to include a picture of the current Director. They also discussed the upcoming strategic planning process. One of the consultants will be presenting her strategic planning process at today's meeting.

The Library Code of Conduct has been updated.

The firm requesting permission to film a movie at the North Ridgeville Branch were asked about liability insurance and the nature of the film. The committee has not heard back from the firm.

The local artist who wanted to donate art to the South Branch was denied due to possibility of theft.

**Audience Participation**

*Supervisors*

Elaine Betting, Librarian Supervisor, spoke about the overwhelming success of the 2014 Summer Reading Program. There were 9,047 books given to children; 2,351 children entries; and 6,043 adult books read this summer. The bookmobile numbers were also up.

Ms. Eldridge advised after next year the Stocker Foundation will no longer accept grant applications to fund the Summer Reading Program, and requested changing the amount of the donation for next summer from \$32,000 to \$15,000.

**Audience Participation Continued** (*Supervisors*):

Toni Whitney presented a Power Point on “Outreach Models World Wide.”

*Friends of the Library*

Avon Friends book sale was August 7-9, 2014. The amount of funds made was not available at this time. September 4, 2014, is the next meeting.

Columbia Friends June Homecoming Celebration was a big success. There was a Chinese Auction netting \$500 with good community donations received. The July book sale brought in \$867.50. The last meeting was Tuesday, August 19, 2014. The next book sale is October 6, 2014.

Domonkas Friends’ next meeting is September 9, 2014.

Lorain Friends had a meeting August 19, 2014. The next book sale is September 12-16. Online donations of \$2,100 were received.

North Ridgeville Friends had a successful book sale in July. The last meeting was June 30, 2014, and the next meeting is October 6, 2014.

*Foundation*

No report per Ms. Tomas.

*Other*

Consultant Cathie Leimback presented her strategic plan process for board members.

**New Business**

**#2014-091 Approval of Personnel Appointments**

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

- Michelle Ely, Library Aide, Public Services, part-time, at the Main Library of the Lorain Public Library System, effective June 24, 2014, at an hourly rate of \$7.968, grade UA, step 2.
- Mary Ptacek, Library Aide, Public Services, part-time, at the North Ridgeville Branch Library of the Lorain Public Library System, effective July 7, 2014, at an hourly rate of \$8.169, grade UA, step 4.

**New Business Continued (*Resolution #2014-091*):**

- Susan Spivey, Branch Librarian Supervisor, full-time, at the Columbia Branch Library, effective July 7, 2014, at an hourly rate of \$22.015, grade EK.
- Debra Jackson, Manager-on-Call, temporary, full-time, system-wide for the Lorain Public Library System, effective July 7, 2014, as needed through September 28, 2014, and may be terminated at anytime subject to the needs of the Library, at an hourly rate of \$20.00, grade EK.
- Stephanie Werley, Library Assistant-Floater, part-time, at the Main Library and Technical Services Department of the Lorain Public Library System, effective September 2, 2014, at an hourly rate of \$12.137, grade UE, step 2.
- Ariele Kazmierski, Library Assistant, part-time, at the North Ridgeville Branch of the Lorain Public Library System, effective August 18, 2014, at an hourly rate of \$11.784, grade UE, step 1.
- Christina Vega, Student Library Aide, part-time, at the South Branch of the Lorain Public Library System, effective June 23, 2014, at an hourly rate of \$7.968, grade EA.
- Cosma Marciniak, Library Aide-Floater, part-time, at the Main Library and Technical Services Department of the Lorain Public Library System, effective August 18, 2014, at an hourly rate of \$7.968, grade UA, step 2.
- Chelsea Pippert, Library Aide, Public Services, part-time, at the Main Library of the Lorain Public Library System, effective August 25, 2014, at an hourly rate of \$7.968, grade UA, step 2.
- Ellen Fabrizio, Library Assistant, part-time, at the Main Library of the Lorain Public Library System, effective September 1, 2014, at an hourly rate of \$11.784, grade UE, step 1.

**Roll Call:** yeas, unanimous

**#2014-092 Acceptance of Donations/Grants**

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

Anonymous Donation for the Domonkas Branch - \$ 5,000.00

**Roll Call:** yeas, unanimous

**#2014-093 Approval to Enter into Executive Session to Discuss Personnel Matters**

Mr. Kovach moved, Ms. Holmes seconded at 6:06 p.m. to approve adjourning to Executive Session to discuss personnel matters.

**Roll Call:** yeas, unanimous

**Reconvened: 6:51 p.m.**

**New Business Continued:**

**#2014-094 Revisions to Wage, Leave and Benefit Policy for Non-Bargaining Unit Staff**

Mr. Kovach moved, Ms. Tomas seconded to approve the following revisions to the Wage, Leave and Benefit Policies for Exempt Staff 4.08:

*Policy Name*

WAGE, LEAVE AND BENEFIT POLICY ~~YES~~ FOR ~~EXEMPT~~ NON-BARGAINING UNIT STAFF (2014-08-21 ~~2009-12-17~~) 4.08

*Sick Leave (Article I)*

**B. Sick Leave**

1. General

a) Sick leave is allowed for personal illness, pregnancy, injury, or medical appointments that cannot be scheduled outside work hours. ~~In addition, sick leave may be used for the illness of minor aged children (under eighteen {18} years) up to fifteen (15) days per year.~~ Personal illness is defined as an infection that might endanger others or the physical inability to perform the required work. For purposes of this Section, medical emergency means any health situation that cannot be anticipated or reasonably planned for in advance.

b) An employee who suffers a serious health condition while on paid time off (PTO) should notify the Library as soon as practicable of the condition. The Library may require that the employee obtain a certification of the serious health condition. If the employee's serious health condition is certified, the Library will convert that portion of the employee's paid time off (PTO) in which the employee had a serious health condition to sick leave.

2. Accrual

a) Eligible full-time and part-time employees will accrue .0577 hours of sick leave per hour compensated (or 114.01 hours per year), excluding Sunday and/or overtime hours.

b) Sick leave may accumulate up to one hundred and fifty (150) days (or 1,140 hours) for full-time employees. The maximum sick leave accumulation for part-time employees shall be prorated based on the number of hours in the employee's current normal workweek.

**New Business Continued (Wage, Leave Policy #2014-094):**

3. Use (See also subsection D. FMLA Leave).

a) With the supervisor's approval, up to three (3) days of annual sick leave allowance may be used for the illness or medical emergency of a parent, parent-in-law, sibling, spouse, child, adult child and ~~or~~ other person living in the household (~~"family"~~).

b) Each year a maximum of 50% of an employee's earned but unused sick leave may used for family sick leave in the event of a serious health condition ~~In the event of a serious health condition~~ of a parent, parent-in-law, sibling, spouse, child, adult child and ~~or~~ other person living in the household, ~~and~~ when the employee certifies that she/he is the primary caregiver for such person, ~~an additional fifteen (15) days may be and when~~ approved by the Director. Family sick leave ~~Sick leave allowance for family illness~~ is noncumulative.

c) For purposes of this Section, serious health condition shall have the meaning as defined under the Family and Medical Leave Act.

~~d) In the event of a serious illness of a minor aged child, up to thirty (30) days of accumulated sick leave may be used, upon presentation of medical certification acceptable to the Library. Such leave may be extended by mutual agreement of the Library and the employee for an additional thirty (30) days, upon presentation of medical certification acceptable to the Library. The foregoing shall be available, in addition to use of the fifteen (15) days of annual accrued sick leave, as provided in this Section.~~

~~e) For purposes of this Section, serious illness of a minor aged child shall mean an illness or injury which requires hospitalization of more than five (5) days or incapacity of a child for more than five (5) days, as shown by medical certification acceptable to the Library.~~

4. Certification – A doctor's certificate confirming illness may be required at the Director's discretion. Misrepresentation of the reason for the use of sick leave is grounds for discipline up to and including dismissal.

5. Other.

a) The Library provides a Sick Leave Bank for all employees with long-term illnesses or injuries and who are eligible to earn sick leave time under the guidelines adopted by the Board (*Appendix B*).

**New Business Continued (Wage, Leave Policy #2014-094):**

b) An employee may transfer from another Ohio political subdivision the unused balance of the employee's accumulated sick leave up to thirty (30) days (or 225 hours), if certified by the previous employer.

***PTO (Article I)***

**E. Paid Time Off (PTO)**

4. Requests of PTO

e) PTO Pay In Lieu of Time Off

Once a full-time employee or a part-time employee on a pro-rated basis has accrued one (1) week of PTO, the employee may choose to work during one (1) week of his/her accrued PTO and receive his/her regular compensation for such week, in addition to PTO pay. No more than one (1) week of accrued PTO per calendar year for a full-time employee and one (1) week on a pro-rata basis per calendar year for qualified part-time employees may be used under this option for employees in grades ~~ED~~ EA through EH ~~EH~~.

The Director may approve payment to ~~managers~~ exempt employees in Grades EI, EJ, EK, or EL and to the Assistant Director and Fiscal Officer of a second week (38 hours) of accrued PTO in any calendar year, in lieu of taking that time off.

***New Section, Emergency Call-Outs: (Article I)***

**I. Emergency Call-Outs**

*From time to time, the Library may require an employee to work at a nonscheduled time to resolve an emergency situation.*

*Employees who are called out in an emergency situation will receive a minimum of two (2) hours of compensation for each occurrence.*

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-095 Revisions to Library Code of Conduct**

Ms. Holmes moved, Mr. Kovach seconded to approve the following revisions to the Library Code of Conduct 3.02:

**CODE OF CONDUCT (2014-08-21 2008-01-24 REV)**

**3.02**

It is the intent of the Board of Trustees of the Lorain Public Library to make the library a place for learning and recreation for all citizens of the library service area. It is the responsibility of the trustees to provide a pleasant, orderly facility conducive to effective use of library services and materials.

The administration has the responsibility of assuring a pleasant experience for all library users. To meet this responsibility, the library staff will identify behavior that infringes on the rights of other patrons or staff and/or threatens the safety of library property. The library staff and/or security personnel will then deal with the behavior according to the guidelines in the routines for this policy.

These rules have been adopted to ensure the comfort and protection of all those using library materials and services.

The following types of disruptive behavior interfere with an atmosphere conducive to effective use of library materials and services. Continued violations may result in expulsion from the library and/or loss of library privileges.

They may include, but are not limited to:

- Noise (including radios and ringing/musical tones played by cell phones) or loud talking which interferes with the rights of others
- Physical abuse of library patrons or staff
- **Running in the building**
- Abusive or threatening language to library patrons or staff
- Misuse of library furnishings, restroom facilities, materials or equipment
- **Loitering.** Congregating on or around entrances/exits, stairways or any other library property in a manner that blocks easy access to the library's facilities for other patrons or the staff.
- Failure to adhere to library Internet Access guidelines and procedures.

Library staff and/or security personnel may limit the number of people seated in a given area or at any one table.

***Children ages 6 and under should be accompanied by a an adult care giver while in the library. Library staff cannot be responsible for unattended children of any age.***

Assistance animals, or assistance animals in training accompanied by a trainer, will be the only animals permitted in the library unless authorized in advance by a Public Services Coordinator or the Branch Librarian Supervisor, after approval of the Library Director or Assistant Director.

**New Business Continued (*Resolution #2014-095*):**

In order to keep books, materials and furnishings in good order, eating is only permitted in designated areas of the library during designated times and at meetings or during special library programs when so designated by the sponsor and approved by the Library.

**Roll Call:** yeas, unanimous

**#2014-096 Replacement of Collection Development Policy 5.02**

Ms. Holmes moved, Ms. Tomas seconded to adopt the following replacement to the Collection Development Policy:

**Purpose of the Collection Development Policy**

The purpose of the Lorain Public Library System (LPLS) Collection Development Policy is to inform the public about the principles that librarians apply in the materials selection process. Materials include, but are not limited to books, periodicals, audio-recordings and video recordings that are available at library locations or are provided by LPLS in digital format.

**Intellectual Freedom**

The Board of Trustees of the Lorain Public Library System endorses the principles of intellectual freedom. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution. The Board of Trustees believes that anyone is free to reject for themselves library materials of which they do not approve. However, the individual cannot restrict the freedom of others to read, view or hear.

Responsibility for reading and the use of the library and its online resources by children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that the materials may come into the possession of children. Library staff is available to assist children and parents in choosing appropriate materials for children.

**Selection**

Library material selection is the responsibility of the professional staff who are qualified by reason of education and training. The Library will also consider suggestions from the public about titles or subjects they would like to see added to the library collection.

**General Selection Standards**

The goal of each community library within the Lorain Public Library System is to meet the needs of the people in its immediate service area. Branch locations have concentrated in selecting materials of particular interest in their communities. Because the ability to purchase and store materials is limited by both budgets and buildings, LPLS has established standards for purchase and retention. The standards include, but are not limited to:

- Critic's and staff's reviews; author's, artist's or publisher's qualifications and/or reputation
- Current and anticipated needs and interests of the public
- Local significance of the author or its subject
- Accuracy and timeliness of content
- Relative importance in comparison with existing materials in the collection on the same subject

**New Business Continued (Collection Development Policy #2014-096):**

- Relevance to community needs and the availability of the same material in the Lorain Public Library System or through borrowing on the CLEVNET network
- Multiple copies of the same title may be obtained when warranted by public demand.

**Maintaining the Collection**

The same criteria are used in withdrawing materials from the collection as in their acquisition. In order to maintain a current and useable collection, books and other materials are removed which are no longer useful, or are not in a condition suitable for circulation. Factors taken into consideration in the removal of library materials include age and accuracy of content, patron interest as reflected by declining recent circulation history, and availability of shelf space.

**Gifts and Memorials**

Gifts for the library collection may consist of materials or of funds for the purchase of materials.

The Library may accept gifts of books and other materials with the understanding that the materials may be added to the Library collection subject to the same principles of selection as are applied to materials purchased with Library funds.

The Library will only accept materials that are outright gifts, and reserves the right to assign any of its materials wherever the need is the greatest. All gifts must be in good physical condition. The Library reserves the right to accept or discard, at its discretion, any materials sent or offered to the Library.

Although donors of funds may suggest subjects or titles to be acquired with their donation, the Library reserves the right of final selection of the title/s to acquire that will enhance the Library collection.

**Roll Call:** yeas, unanimous

**#2014-097 Revenue Budget Increase**

Mr. Kovach moved, Ms. Holmes seconded to approve the following Revenue Budget increase in the amount of Twenty-Eight Thousand, Seven Hundred and Fourteen Dollars and Eighty-Two Cents (\$28,714.82), in accordance with the second *Amended Official Certificate of Estimated Resources* from the Lorain County Budget Commission, dated July 14, 2014:

101 Fund	Public Library Funds	\$ 28,714.82
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**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-098 Revision to Nepotism Policy**

Ms. Hatch moved, Ms. Holmes seconded to approve the following revision to the Nepotism Policy 4.10:

NEPOTISM POLICY (2014-08-21 ~~2005-5-19~~ rev.)

4.10

It is the policy of the Lorain Public Library System not to hire relatives of members of the Board of Trustees or of the Director, Assistant Director or Fiscal Officer, or to hire minor children of employees.

No non-bargaining unit ~~exempt~~ management staff member will directly supervise her/his relative.

**Relative Defined**

A "Relative" is defined as:

A spouse;

A child, grandchild, great grandchild, etc., including a legally adopted child or a child placed in the employee's home by an authorized adoption agency pending final adoption;

A stepchild and the stepchild's descendants;

A brother, sister, half brother, half sister, stepbrother, stepsister or first cousin;

A parent, grandparent, foster parent, or other direct ancestor;

A stepfather or stepmother;

An aunt or uncle;

A niece or nephew;

A father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, or sister-in-law.

**Employee Defined**

"Employee" means anyone with full-time or part-time status and with a regular or temporary appointment.

**Roll Call:** yeas, unanimous

**#2014-099 Approve Creation of New Fund**

Mr. Kovach moved, Ms. Tomas seconded to approve the creation of a new fiduciary fund for the temporary accumulation of funds to be passed through the Library's Health Reimbursement Account for the payment and reimbursement of health insurance deductibles.

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-100 Revision to Position Classification & Pay Plan**

Ms. Holmes moved, Mr. Kovach seconded to approve the following revision to the Position Classification & Pay Plan 4.05:

**Position Classification & Pay Plan (2014-08-21 199-12-16 rev.) 4.05**

**B. THE COMPENSATION PLAN**

**6. Administrative Salary Adjustment**

The salary of ~~non-CBU-exempt~~ employees in grades EG, EH, EI, EJ, EK and EL shall be reviewed annually by his/her department or branch supervisor for the purpose of determining which employees shall receive merit salary increases. All personnel records, tardiness, performance and length of service shall be considered in making recommendations, with major emphasis placed on the performance evaluation in accordance with the Lorain Public Library procedures. After review of the performance evaluation by the unit supervisor, the Director may recommend an increase for an employee until the maximum of his/her class salary range has been reached. No employee shall be entitled to more than one increase each fiscal year.

**Roll Call:** yeas, unanimous

**#2014-101 Approval to Attend Ohio Association of Public Treasurer's Fall Conference**

Mr. Kovach moved, Ms. Hatch seconded to approve four days of release time and expenses for James Wilson, CFO to attend the Ohio Association of Public Treasurers *41<sup>st</sup> Annual Conference* October 7<sup>th</sup> through October 10<sup>th</sup>:

<b>Registration:</b>	<b>\$150 (if paid by September 26, 2014)</b>
Hotel Room:	\$328 (\$109.01/room/night)
Meal Stipend:	\$105 (\$35 per day in-state allowance)
Mileage:	\$ 84

TOTAL ESTIMATED COST: \$667

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-102 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, or to the OneCommunity Green Computing Program.**

Ms. Hatch moved, Ms. Kovach 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	Toshiba Tecra S2	35212356K	3052
Computer	A&J		3073
Computer	Midwest Micro PVO-T733	003439407	5577
Computer	A&J server		5775
Computer	A&J		5921
Computer	A&J		5922
Computer	A&J		5929
Computer	A&J		5930
Computer	A&J		5932
Computer	A&J		5934
Computer	A&J		5935
Computer	Dell Latitude E5500	39LMYJ1	6472
Monitor	Samsung SyncMaster 151s	GH15HCFT410905	1675
Monitor	Samsung SyncMaster 170N	NB17H9NW7027882	2876
Monitor	Sony SDM-S73	3209726	2995
Monitor	Samsung SyncMaster 913v	gs19hveya06100w	5710
Monitor	Samsung SyncMaster 920N	MJ19H9NL346416T	5779
Monitor	Samsung SyncMaster 920N	MJ19H9NL346427V	5780
Monitor	Samsung SyncMaster 940BX	HA19HVFP116427H	5826
Monitor	Samsung SyncMaster 940BX	HA19H9NP901321Y	5996
Monitor	Samsung SyncMaster 943BX	my19h9nq317848p	6156
Print Server	Linksys EFSP42	9105F5005076	2814
Printer	HP LaserJet 1100	USLG064616	294
Printer	Okidata Microline 521		948
Printer	HP LaserJet 4100N	USJNK19371	5678
Printer	HP Color LaserJet 3600N	cnlbb17479	5704
Printer	HP Color LaserJet 3600N	CNTBD21823	5765
Printer	HP OfficeJet Pro 8600	hk313bz204c	7368

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-103 Approval for Release Time and Use of Funds for OLC Annual Conference.**

Mr. Kovach moved, Ms. Holmes seconded to approve release time and expenditure of funds to allow staff and board members to attend the OLC Annual Conference from October 8-10, 2014 at the Columbus Convention Center in Columbus, Ohio.

	Units/ Person	Unit Cost	# Units/ Persons	Total
Registration (Single Day)	1	\$140.00	5	\$700.00
Registration (Full Convention and Expo)	1	\$165.00	10	\$1,650.00
Registration				
Immersion Sessions	1	\$150.00	5	\$750.00
Special Ticketed Events	1	\$50.00	10	\$500.00
Hotel Cost/Night (Includes 10% Occ. Tax)	1	\$336.60	10	\$1,683.00
Meal Stipend per day (3 Days Maximum)	3	\$35.00	20	\$2,100.00
Mileage Roundtrip (10 cars- Lorain to Columbus)	251	\$0.560	10	\$1,405.60
Parking (10 cars)	10	\$24.00	10	\$240.00
TOTAL				\$9,028.60

AVERAGE COST PER PERSON

\$451.43
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**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-104 Establishment of New Community Services Manager Position  
Classification**

Ms. Hatch moved, Ms. Holmes seconded to establish a new job classification for a Community Services Manager.

<b>Job Title:</b>	Community Services Manager	<b>Date:</b>	August 2014
<b>Grade:</b>	EK	<b>FLSA:</b>	Exempt

**Basic Function:**

Performs a variety of complex technical and administrative tasks requiring considerable independent judgment and in-depth knowledge related to the management of a library department or branch operations.

**Distinguishing Features of the Class:**

This classification is professional library work calling for the application of the principles of library science to the assignments. The distinguishing feature of this class is that the duties performed are supervisory and managerial in nature and include extensive contact with community and outside agencies served by the unit. Employees assigned to this class serve as managers of a department or branch and have hire, fire and disciplinary authority. Complex and sensitive library problems are solved independently.

**Characteristic Duties and Responsibilities:**

Directs operations of library department or branch by assisting in developing short-range and long-range plans, determining internal policies and procedures, and coordinating the development of goals and objectives for the unit.

Manages and leads in the operation of a library department or branch.

Maintains good public relations with the neighborhood, community or target populations served by the unit.

Trains and makes assignments to subordinates, evaluates their performance, and recommends personnel actions.

Monitors unit operations and customer service, ensures any necessary corrections are made, and implements staff changes to improve activities.

Assists in budget preparation and maintenance by forecasting department or branch library requirements and monitoring/approving expenditures.

Oversees branch physical plant (cleanliness, safety, security, use); reports problems to the Facilities Manager and/or immediate supervisor.

Attends meetings, continuing education programs and conferences to keep informed of current trends, issues and methods related to the assigned area of responsibility.

Prepares correspondence and hears and resolves complaints.

Coordinates, plans and promotes various library activities.

Alternates with other Librarian Supervisors and Public Services Coordinators as the person in charge of the Main Library.

Selects and maintains materials for department or branch collection.

May lead and facilitate standing or special committees.

Serves as a member of the Library's Management Team.

Board of Trustees  
August 21, 2014

0082-2014

**New Business Continued (*Resolution #2014-104*):**

**Knowledge, Skills and Abilities:**

Thorough knowledge of professional library principles, methods, techniques and procedures; thorough knowledge of reader interest levels; ability to lead, plan and supervise the work of others; ability to use office productivity and communications software applications in a computerized, networked environment; tact and courtesy; ability to work in a team environment; ability speak effectively in public; good professional judgment.

**Education, Training and Experience:**

Requires a master of library science degree issued by an ALA-accredited library school and three to four years of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Roll Call:** yeas, unanimous

**Other Agenda Items**

**Next Meeting**

Board of Trustees Regular Business Meeting  
September 18, 2014 at 5 p.m.  
Avon Branch Library

**Adjournment**

Time: 6:57 p.m.

**Attest:**

Edwin A. Kowach, Vice President

Susan J. Hatch, Secretary