

Board of Trustees
November 20, 2014

00103-2014

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System

Thursday, November 20, 2014

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

Regular Business Meeting

Mr. Virden called the meeting to order at 5:06 p.m.

Roll Call

Present: Mr. Dore, Ms. Hatch, Ms. Holmes, Mr. Kovach, Mr. Virden
(*Ms. Novak arrived 5:32 p.m.*)

None of the Board Members had a conflict of interest with today's agenda.

Regular Business

#2014-127 Approval of Minutes

Mr. Kovach moved, Ms. Holmes seconded that the minutes of the October 16, 2014 meeting be approved.

Roll Call: yeas, unanimous

#2014-128 Approval of Chief Fiscal Officer's (CFO's) Report

Ms. Holmes moved, Mr. Kovach seconded that the Treasurer's Report for the month ending October 31, 2014 be approved.

Mr. Wilson reported to the Board that the month end cash balance as of October 31, 2014 was \$9,590,977.00. Of the October month end cash balance, \$7,352,435.00 was in Operating/Governmental Funds, of which \$6,608,379.00 was unencumbered. Revenues for the year totaled \$7,778,418.00 which represented 93.4% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$7,097,999.00 which is 73.2% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$7,949,181.00 or 82% of the *estimated* annual expenses for 2014. The unencumbered cash balance as of October 31, 2014 is \$8.7 million, which was less than the October 31, 2008 balance of \$9.2 million.

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

Mr. Wilson received a letter from the Ohio Department of Rehabilitation advising that the individual who went to jail for breaking into the Avon Branch several years ago was denied parole. This individual will not be eligible for parole again until August, 2016.

Columbia Township Trustee, Mike Musto, submitted a public records request asking for a reconciliation of the Columbia Branch funds sent to the reserves from 2001 to the present, what the reserves were and how they were spent. The requests were included in the Board Packet.

Mr. Wilson was sorry to report that the Library's Trivia Team, The Book Worms (which was in second place going into the final question), missed the final musical question at the Lorain Trivia Contest. The team didn't have the answer of the 1971 heavy metal album "*Paranoid* by Black Sabbath", after having been played the song "Ironman".

The Fiscal Office wished the Board a Happy Thanksgiving.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed everyone to the South Branch and thanked Toni Whitney and Cheryl Grizzell for providing refreshments for the meeting. Ms. Eldridge advised in reference to the OLC's request for restoring the PLF to 2.22% of general funds revenue there has been two meetings arranged. A meeting with The Morning Journal is set for December 3, 2014 and a meeting with The Chronicle Telegram is set for December 9, 2014. The letters that were sent to the Governor and state elected officials by Ms. Eldridge and Mr. Virden have not received a response at this time.

Board/Personnel

Twenty staff members were recognized for their 5, 10, 15, 20, 30 and 40 years of service.

Julie Cowan's resignation as Library Associate II at the Domonkas Branch was accepted as she will be working for Oberlin College in the Archives.

Community Events

October 25, 2014 Ms. Eldridge attended the National Council of Negro Women (NCNW) Awards Banquet.

October 29, 2014 Ms. Eldridge attended the LCCC Scholarship Dinner.

November 7, 2014 Ms. Eldridge attended the Lorain Rotary Fundraiser.

Report of the Director (*Community Events continued*):

November 9, 2014 Ms. Eldridge attended Follow the Fish Fundraiser.

November 12, 2014 Ms. Eldridge attended the YMCA Women of Achievement.

November 17, 2014 Ms. Eldridge attended the Columbia Township Meeting and it appears as the Library will be on the May Ballot.

Facilities

The flooding remediation for Columbia is at a standstill. The Storm Water Advisory Committee (SWAC) meeting is this evening where Columbia Township Trustees and the Lorain County Engineers will be in attendance. Mr. Wilson authorized Assistant Fiscal Officer, Sheila Lanning to attend as a representative of the library.

The front door of Domonkas is in the process of being replaced so patrons are still using the staff entrance. The concrete work has been completed.

The flower bed has been replaced at the Main Branch.

Strategic Plan

Ms. Eldridge and Ms. Whitney are actively working on the Strategic Plan. There has been a date set for the Board Focus Group on March 19, 2014 immediately following the March Board Meeting. There will be a Board Retreat on April 4, 2014.

Donations

Lorain Friends donated \$450 of which \$250 went to helping with the cost of Keurig Cups provided at the Main Library. The remaining \$200 is being allocated to pay for the employee Holiday Luncheon and all money raised will be donated to the First Lutheran Church Re-Building Fund.

Friends of North Ridgeville donated \$9,681 for furnishing, Ms. Whitney will elaborate on the distribution of this donation in the Assistant Director's Report.

Report of Assistant Director

Ms. Whitney welcomed everyone to the South Branch. Ms. Whitney advised all grievances filed by SEIU 1199 have been withdrawn.

Report of Assistant Director (*continued*):

Avon is still awaiting end panels for their shelving, landscaping is complete and the bulletin boards will soon be installed.

Ms. Whitney attended the Columbia Township Trustees meeting on October 20, 2014. Ms. Whitney would like to see the Columbia Branch restored to provide a welcoming destination for patrons.

The front door for the Domonkas Branch will soon be replaced.

Ms. Whitney was grateful to the North Ridgeville Friends for passing the resolution to donate \$15,000 toward renovations at the North Ridgeville Branch. The amount of \$9,681 has been allocated in the Book Memorial Fund to pay for updates, and the rest will be paid directly to vendors for the purchase of benches, art for the Reading Room and paintings of interior signs. Ms. Whitney stated the lights are on display for the winter wonderland that has been created outside the window of the Children's Area.

When attending the Leadership Lorain County Meetings, Ms. Whitney appreciates visiting the various places throughout Lorain County that she hasn't had the opportunity to visit.

Committee Reports

Library Services and Personnel Committee:

At the meeting on October 16, 2014 the committee updated the Library Code of Conduct in reference to children being unsupervised. There was discussion about the Strategic Planning Process. They went into Executive Session to discuss evaluations for the Fiscal Officer and Director of the Lorain Public Library System.

Communication

Public Records Request:

Mike Musto made two public records requests. The first request inquired about funding and reserves from 2001 to the present. The second request asked for copies of R. E. Werner invoices and an explanation of language used on the levy and why it included Lorain County and not just the Columbia Branch.

Audience Participation

Supervisor:

Cheryl Grizzell thanked everyone for coming and expressed how excited she was to be coming up on one year in her Supervisor position. Ms. Grizzell invited board members to take a look around the South Branch at some of the changes that has been made in the last year. Programs have been re-evaluated, more adult programs have been offered and the family reading program has really taken off. Ms. Grizzell's goal is to make the South Branch more appealing and inviting to patrons. Ms. Grizzell has assessed collection and shelving to make more room. The International Room now consists of the entire spanish collection instead of just books which makes it easier for patrons to locate. Some patrons have mentioned that they didn't realize there is Spanish DVDs as well as books. Starting with the first Sunday in October the South Branch opened on Sundays which has been a real success. The first Sunday the branch was open there was a line outside waiting for the doors to open. The South Branch has now added two computers and the computers stay full the entire time the library is open on Sunday. Ms. Grizzell was very thankful for the opportunity to attend the OLC conference this year. Ms. Grizzell acquired new ideas that she intends to start implementing. Ms. Grizzell has met with an interior designer about a new color palette. The exit door has been fixed. Ms. Grizzell is confident the South Branch is headed in a good direction.

Friends of the Library

New officers for the Columbia Friends will be approved in December. They donated \$1000 to the Levy Committee. They will be co-sponsoring a State of the Library on February 28, 2014.

Avon's book sale was November 14, 2014. There is an open house scheduled for December.

Lorain Friends last meeting was October 21, 2014.

North Ridgeville Friends met on October 6, 2014. They will be hosting Holiday on the Ridge December 6, 2014. They will be helping with the Noon Year's Eve Party at the branch.

Foundation

No report

VIII. New Business

#2014-129 Approval of Personnel Appointments

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

- Samuel Lewis, Library Associate II/ Assistant to the Brach Librarian Supervisor, full-time, Public Services at the Avon Branch Library, effective October 27, 2014, at an hourly rate of \$17.258, grade UI, step 1.
- Scot Allyn, Librarian, full-time, Public Services at the North Ridgeville Branch Library, effective November 10, 2014, at an hourly rate of \$19.781, grade UJ, step 2.
- Kristina Hudson, Library Associate I, part-time, Public Services at the Avon Branch Library, effective November 24, 2014, at an hourly rate of \$15.999, grade UH, step 2.

Roll Call: yeas, unanimous

#2014-130 Approval of Recommendation for Reappointment of Board Member

Ms. Hatch moved, Mr. Kovach seconded to recommend to the Lorain City School District, Board of Education the reappointment of Garalynn Tomas for a term as Trustee for the period January 1, 2015 through December 31, 2021.

Roll Call: yeas, unanimous

#2014-131 Approval to Donate Domonkas and South Branch Furniture Being Replaced in Interior Renovations

Mr. Kovach moved, Ms. Holmes seconded to approve the donation of the following items to the Friends of the Lorain and Domonkas Libraries:

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Metal Desk			00919
Metal Desk			00920
Metal Desk			00860
Filing Cabinet			78277
Overhead Projector	3M 9700		01311

Roll Call: yeas, unanimous

New Business Continued:

#2014-132 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 (~~2014-11-20~~ ~~2014-08-21~~ 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 ~~an adult~~ a care giver who will maintain responsibility for children under their care 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

New Business Continued (*Resolution 2014-132*):

the Branch Librarian Supervisor, after approval of the Library Director or Assistant Director.

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

#2014-133 Release of Toni Morrison Room Shelving at the Main Library to Scrap

Mr. Kovach moved, Ms. Holmes seconded to approve releasing the following built-in shelving units being removed in remodeling, as scrap wood and metal:

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
BOOKSHELF SINGLEFACE WOOD			00851
BOOKSHELF SINGLEFACE WOOD			00852
BOOKSHELF SINGLEFACE WOOD			00853
BOOKSHELF SINGLEFACE WOOD			00854
BOOKSHELF SINGLEFACE WOOD			00855
BOOKSHELF SINGLEFACE WOOD			00856

Roll Call: yeas, unanimous

#2014-134 Ratification of Increase to Appropriations for Employee Health Insurance Deductible Pass-through Payments for Wellness Reimbursement

Ms. Hatch moved, Mr. Kovach seconded to ratify the increase in appropriations of Twenty Thousand Dollars (\$20,000) for the maximum potential deduction reimbursement for participation in the wellness program.

901-01-58790 Employee HRA Deductions \$ 20,000.00

Roll Call: yeas, unanimous

New Business Continued:

#2014-135 Release of Staff Office Chairs at the South Branch Library to Scrap

Ms. Holmes moved, Mr. Kovach seconded to approve releasing the following office chairs being replaced, as scrap:

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
STENOGRAPHER CHAIRS – 2			20000215
STENOGRAPHER CHAIRS – 2			20000238
HIGH CIRCULATION DESK CHAIRS – 4			20000999

Roll Call: yeas, unanimous

#2014-136 Approval to Donate Branch Librarian Office Chairs to the Lorain Friends

Ms. Holmes moved, Mr. Kovach seconded to approve the donation of the following South Branch items, that are being replaced, to the Friends of the Lorain Library:

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
BRANCH LIBRARIAN DESK CHAIR			20000999
BRANCH LIBRARIAN OFFICE GUEST CHAIRS – 2			20000999

Roll Call: yeas, unanimous

#2014-137 Ratification of Advertisement-Columbia Community Foundation's Fall Gala

Ms. Hatch moved, Mr. Kovach seconded to ratify the Two-Hundred and Fifty Dollar (\$250) level advertisement/sponsorship expenditure with the Columbia Community Foundation's Fall Gala.

Roll Call: yeas, unanimous

New Business Continued:

#2014-138 Approval to Donate Love Seats to the North Ridgeville Friends

Ms. Holmes moved, Mr. Kovach seconded to approve the donation of the following North Ridgeville Branch items, to the Friends of the North Ridgeville Branch Library:

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
LOVE SEAT			01990
LOVE SEAT			01991

Roll Call: yeas, unanimous

#2014-139 Approve Contract with Thomson Reuters for WestLaw® Legal Database

Ms. Holmes moved, Mr. Kovach seconded to authorize the Chief Fiscal Officer to enter into a contract with Thomson Reuters for a three-year renewal of *WestLaw® Select*, with two-percent renewals in a three-year amount not to exceed Eighteen Thousand, Four Hundred and Ninety-Five Dollars (\$18,495).

Roll Call: yeas, unanimous

#2014-140 Release of Coin-Counting Machine at the Main Library to Scrap

Ms. Hatch moved, Mr. Kovach seconded to approve releasing the following coin-counting machine that is un-repairable, as scrap:

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
CUMMINS-ALLISON COIN COUNTER	136	8815227	092008

Roll Call: yeas, unanimous

#2014-141 Approval to Enter into Executive Session to Discuss Personnel Matters

Mr. Kovach moved, Ms. Holmes seconded at 5:30 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous (*Ms. Novak arrived 5:32 p.m.*)

Reconvened: 6:08 p.m.

Board of Trustees
November 20, 2014

00113-2014

IX. Other Agenda Items

X. Next Meeting

Finance, Audit & Properties Committee Meeting
Time – December 17, 2014 at 4 p.m.
Place – Avon Branch Library

Board of Trustees Regular Business Meeting
December 18, 2014 at 5 p.m.
North Ridgeville Branch Library

XI. Adjournment Time: 6:10 p.m.

Attest:

James A. Under, President

Susan J. Hatch, Secretary