

Board of Trustees
December 18, 2014

00114-2014

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System

Thursday, December 18, 2014

5:00 p.m. North Ridgeville Branch Library, 35700 Bainbridge Rd., North Ridgeville, OH
Regular Business Meeting

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

Roll Call

Present: Mr. Dore (5:02pm), Ms. Hatch, Ms. Holmes (5:03pm), Mr. Kovach, Ms. Tomas,
Mr. Virden

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

Regular Business

#2014-142 Approval of Minutes

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

Roll Call: yeas, unanimous

#2014-143 Approval of Chief Fiscal Officer's (CFO's) Report

Ms. Tomas moved, Mr. Kovach seconded that the Treasurer's Report for the month ending November 30, 2014, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of November 30, 2014, was \$9,274,309.00. Of the November month end cash balance, \$7,042,965.00 was in Operating/Governmental Funds, of which \$6,552,565.00 was unencumbered. Revenues year-to-date totaled \$8,131,264.00 which represented 97.6% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$7,767,513.00 which is 80.1% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$8,346,142.00 or 86.1% of the *estimated* annual expenses for 2014. The unencumbered cash balance as of November 30, 2014, is \$8.7 million, which was less than the November 30, 2008 balance of 9.1 million.

No correspondence or public records request to report.

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

The Fiscal Office wished the Board a Merry Christmas and a Happy New Year.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed everyone to the North Ridgeville Branch and thanked Toni Whitney, Karen Sigsworth and the North Ridgeville Friends 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 the library has asked patrons to call legislators. Ms. Eldridge also asked board members to contact legislators. There will be a Meeting with State Legislator Senator Gayle Manning and Representative Nathan Manning at the North Ridgeville branch on February 27, 2015, at 10:30 am. The Ohio Library Council will hold Legislative Day on April 28, 2015, in Columbus. Ms. Eldridge would like board members to attend if possible to represent the library system.

Board/Personnel

Staff members donated \$430 to the Clothe-a-Child fund and \$277 to the First Evangelical Lutheran Church.

In total 96,228 records for Ohio Obituary index have been entered. Mary Adamcek entered 24,487 and Carol Russo entered 23,989 this year. People are able to access these records from all over the world.

Community Events

Ms. Eldridge attended Light Up Lorain on November 29, 2014.

Ms. Eldridge enjoyed the Lorain Rotary Holiday Luncheon on December 11, 2014, and thanked Mr. Wilson for the invitation.

Facilities

The flooding remediation for the Columbia Branch is at a standstill. The Lorain County Engineers agreed to pay for the project, they are waiting for Columbia Township to give the go ahead. Columbia Township still has questions before they give authorization to start the remediation. Ms. Eldridge thanked Mr. Kovach for making phone calls regarding the levy.

Directors Report continued (*Facilities*):

Strategic Plan

Ms. Eldridge asked the Board Members if they had any concerns in rescheduling the Board Retreat to a later date of June 6, 2014. Ms. Eldridge believes it would be to the library's advantage to take more time retrieving feedback from the community. Ms. Eldridge stated it can be difficult and timely to get these surveys done and really wants the public's opinion, especially non users of the library. Ms. Eldridge will email this update out to board members.

Donations

Emerson Network Power and Charitable Giving Committee donated \$2,600 to the Summer Reading Program.

An anonymous donor donated \$5,000 to the Domonkas Branch Library.

Ms. Eldridge will be hosting a celebration of Kwanzaa on Monday, December 29, 2014, at the Main Branch and invited the board members to attend. Ms. Eldridge wished the Board Members a Merry Christmas and happy holidays.

Report of Assistant Director

Ms. Whitney welcomed everyone to the North Ridgeville Branch. Ms. Whitney advised the Sunday schedule has been completed, posted and a copy given to SEIU 1199. Ms. Whitney thanked Ms. Sigsworth and Ms. Grizzell for helping to prepare the schedules. SEIU 1199 Cleveland Office requested an updated membership list which has been sent.

The North Ridgeville Branch shelving in the meeting room should be completed in January. Re-lettering of interior directional signs is complete.

On December 17, 2014, the end panels arrived for the Avon Branch and were installed. The artwork has been added to the Quiet Reading Room.

Columbia Branch's flood remediation is still on hold.

The front doors at the Domonkas Branch have been replaced and the sidewalk is now handicap accessible. They are awaiting restriping of the parking lot and replacement of the floor mat in the vestibule.

South Branch received painting charts and floor covering plans but at this time the plans are on hold for this project.

Report of Assistant Director continued:

Ms. Whitney was unable to attend the Columbia Friends meeting. Mr. Kovach did want to thank Ms. Whitney for agreeing to take time out to train the new Columbia Friends' membership secretary.

Committee Reports

Finance, Audit and Properties Committee:

At the meeting on December 17, 2014, the committee took a look at the Capital Project Plan and the needs for the building and repair fund.

Trustees and Nominating Committee:

On December 17, 2014, the committee decided to keep the same slate of officers in 2015 as in 2014.

There were no communications for the Fraud Hotline.

Communication

None

Audience Participation

Supervisor:

Karen Sigsworth welcomed everyone to the North Ridgeville Branch expressing how busy this year has been and how fast it passed. Ms. Sigsworth encouraged the board members to take a moment to look at the Christmas tree decorated by the Garden Club. Ms. Sigsworth stated that in May the North Ridgeville Branch will be in the building for twelve years so there has been some upgrades needed as of late. New benches for the front and decoration for the Quiet Reading Room were gracious gifts from the North Ridgeville Friends. Sunday afternoon programs begin January 11, 2015, and are listed in the Library's *Dimensions* newsletter. The local schools sponsor the Town Planner Calendar and the pictures are done by the local school children. Ms. Sigsworth is proud that two of the drawings in the calendar are of the library. Ms. Sigsworth wished the board happy holidays.

Audience Participation continued:

Friends of the Library

Columbia Friends last meeting was December 16, 2014, where they voted in officers for the year 2015. The next book sale will be in February.

Domonkas Friends next meeting is in January where they will be electing officers.

North Ridgeville Friends next meeting is January 5, 2015. The next book sale will be held between January 22, 2015, and January 26, 2015.

Foundation

No report

VIII. New Business

#2014-144 Approval of Personnel Appointments

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

- Shawn Hodson, Student Library Aide, part-time, at the Columbia Branch Library, effective December 8, 2014, at an hourly rate of \$7.968, grade EA.
- Elizabeth Campbell, Library Associate II/Assistant to the Branch Librarian Supervisor, Public Services, full-time, at the Domonkas Branch Library, effective December 8, 2014, at an hourly rate of \$17.258, grade UI step 1.
- Eric Pusterhofer, Student Library Aide, part-time, at the North Ridgeville Branch Library, effective January 5, 2015, at an hourly rate of \$8.100, grade EA.
- Elaina Dennis, Library Assistant, Public Services, part-time, at the North Ridgeville Branch Library, effective January 5, 2015, at an hourly rate of \$11.784, grade UE, step 1.
- Justin Scardami, Library Associate I, Public Services, part-time, at the Domonkas Branch Library, effective January 5, 2015, at an hourly rate of \$15.535, grade UH step 1.

Roll Call: yeas, unanimous

#2014-145 Approval to Enter into Contract with Bodnar Printing for the Printing of Eight Issues of the Library's 2015-16 Dimensions Newsletter

Ms. Hatch moved, Ms. Holmes seconded to authorize the CFO to enter into an agreement with Bodnar Printing for the printing of eight editions of all 2015-16 issues of the Library's *Dimensions* newsletter, for an amount not to exceed Sixty-Three Thousand, Six Hundred and Forty-Five Dollars (\$63,645.00) per year.

Roll Call: yeas, unanimous

New Business Continued:

#2014-146 Approval to Enter into Contract with Emerge, Inc. to Host the Library Website and Support Social Media Sites for Library Publicity for 2015.

Mr. Kovach moved, Ms. Holmes seconded to authorize the CFO to enter into an agreement with Emerge, Inc. to host the Library website, and to support and maintain the Library website and social media Internet sites for the Library in 2015, in an amount not to exceed Twenty-Four Thousand Dollars (\$24,000).

Roll Call: yeas, unanimous

#2014-147 Approval to Enter into Contract with Kuno Creative Strategic Marketing for the Design and Layout of the *Dimensions* Newsletter

Ms. Holmes moved, Ms. Hatch seconded to authorize the CFO to enter into an agreement with Kuno Creative for the design and layout of the *Dimensions* newsletter for the Spring, Summer and Fall, 2015 and Winter, 2016 issues, in an amount not to exceed Fourteen Thousand Dollars (\$14,000).

Roll Call: yeas, unanimous

#2014-148 Approval of 2015 Estimated Revenues – General and Levy Funds

Mr. Kovach moved, Ms. Tomas seconded to approve the estimated revenues for the general and levy funds for 2015:

2015		GEN FUND	LORAIN LEVY	AVON LEVY	DOM LEVY	NR LEVY	COL LEVY	TOTAL
1100	PUBLIC LIBRARY FUND	\$3,751,074						\$3,751,074
1200	TAX LEVIES		\$2,253,216	\$438,654	\$324,218	\$1,243,611	\$360,019	4,619,718
3000	FINES, FEES, ETC.	127,000						127,000
4000	INTEREST ON INVEST	5,987	2,700	1,331	519	3,798	555	14,890
5000	SERVICES PROVIDED		127,000					127,000
6000	GIFTS/BEQUESTS	1,000						1,000
8000	SALES/REFUNDS/MISC.	6,600						6,600
9000	FUND TRANSFERS		735,850	140,434	60,532	195,316	49,959	1,182,091
TOTAL EST. REVENUE		\$3,891,661	\$3,118,766	\$580,419	\$385,269	\$1,442,725	\$410,533	\$9,829,373

Roll Call: yeas, unanimous

New Business Continued:

#2014-149 Approval of 2015 Estimated Revenues – Other Funds

Mr. Kovach moved, Ms. Holmes seconded to approve the estimated revenues for other funds for 2015:

Fund No.	Fund Name	Account Name	Amount
203	Summer Reading	Contributions	\$ 23,932
204	Family Read Aloud	Contributions	
215	Book/Memorial Fund	Interest on Investments	
		Contributions	10,000
		Contributions Avon	2,000
		Contributions Columbia	2,000
		Contributions Domonkas	2,000
		Contributions N. Ridgeville	2,000
		Contributions South	2,000
401	Building & Repair Fund	Interest on Investments	10,000
	Capital Improvements Fund	Interest on Investments	250
451		Interest on Investments	100
701	Hageman Trust Fund	Contributions	27,000
		Interest on Investments	15
702	Stocker Trust Fund	Interest on Investments	1
801	Kurtz/Male	Interest on Investments	25
803	Domonkas Trust	Interest on Investments	14,454
901	HRA Fund	Employee HRA Contributions	
		TOTAL	\$ 95,777

Roll Call: yeas, unanimous

#2014-150 Approval of 2015 Temporary Appropriations Budget

Ms. Hatch moved, Mr. Kovach seconded to approve the temporary appropriations budget for 2015:

Fund	Name	Amount
101	General Fund	\$4,026,655
110	N Ridgeville	1,541,142
112	Avon	699,505
120	Columbia	537,795
122	Domonkas	482,343
130	Lorain	3,196,445
203	Summer Reading	29,392
204	Family Read Aloud	5,332
205	Project Lite	-
215	Book Memorial	100,000
401	Building & Repair	602,436
451	Capital Improvement	-
701	Hageman	20,600
702	Stocker Trust	-
803	Domonkas Trust	-
901	HRA Fund	14,454
Total		\$11,256,099

Roll Call: yeas, unanimous

New Business Continued:

#2014-151 Approval of Participation in NEO-RLS for 2015-2016

Mr. Kovach moved, Ms. Hatch seconded to approve participation in the Northeast Ohio Regional Library System for the period July 1, 2015 through June 30, 2016.

Roll Call: yeas, unanimous

**#2014-152 Approval of Notice of Intent to Withdraw from NEO-RLS
July 1, 2016**

Ms. Tomas moved, Mr. Kovach seconded to approve a notice of intent to withdraw from the Northeast Ohio Regional Library System effective July 1, 2016.

Roll Call: yeas, unanimous

#2014-153 Renew PR Consulting Contract

Mr. Kovach moved, Ms. Holmes seconded to authorize the CFO to renew the consulting contract with Whitespace PR, for the Four Thousand, One Hundred and Sixty-Seven Dollars and Sixty-Seven Cents (\$4,167.67) per month, or Fifty Thousand Dollars (\$50,000) for the year.

Roll Call: yeas, unanimous

**#2014-154 Approval to Purchase Print and Electronic Media Coverage Through
Whitespace PR**

Ms. Hatch moved, Mr. Kovach seconded to authorize the CFO to enter into an agreement with Whitespace PR to purchase up to Seventy-Six Thousand and Twenty-Seven Dollars (\$76,027) of print and electronic media coverage from local media outlets in 2015.

Roll Call: yeas, unanimous

New Business Continued:

#2014-155 Approval of Wage Increases to New Ohio Minimum Wage of \$8.10 Hour

Ms. Tomas moved, Mr. Kovach seconded to approve 2015 wage increases to \$8.10 per hour for the following employees, effective December 21, 2014:

Ashley Alexander	Patricia Baradon	Christopher Caldera
Valerie Cesaratto	Empreis Chaney	Kelsey DeCoste
Michelle Ely	Sydney Fickel	Shaland Isom
Cosma Marciniak	Robert McCarthy	Emily McGan
Anthony Nieves	Nicole Palur	Chelsea Pippert
Christina Vega	Ben Waters	Mackenzie Winchell

Roll Call: yeas, unanimous

#2014-156 Acceptance of Donations/Grants

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

Friends of the North Ridgeway Branch Library - \$ 9,681.33

Anonymous - Domonkas Branch Library - 5,000.00

Roll Call: yeas, unanimous

#2014-157 Approval to Enter into Executive Session to Discuss Personnel Matters

Mr. Kovach moved, Ms. Holmes seconded at 5:41 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:10 p.m.

IX. Other Agenda Items

Mr. Virden requested the Library Services and Personnel Committee to convene before January board meeting.

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X. Next Meeting

Library Services and Personnel Committee
Time, Place and Date TBD

Board of Trustees Organizational Meeting
January 15, 2015 at 5 p.m.
Avon Branch Library

XI. Adjournment Time: 6:11 p.m.

Attest:

James A. Spiller, President

Susaw J. Hatch, Secretary