

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, December 17, 2015
5:00 p.m. South Branch Library, 2121 Homewood Drive, Lorain, OH
Regular Business Meeting

Mr. Virden called the meeting to order at 5:04 p.m.

Roll Call

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

Regular Business

No board member indicated a conflict of interest with today's agenda.

#2015-143 Approval of Minutes

Mr. Kovach moved, Ms. Novak seconded that the minutes of the November 19, 2015, meeting be approved.

Roll Call: yeas, unanimous

#2015-144 Approval of Fiscal Officer's Report

Mr. Kovach moved, Ms. Tomas seconded that the Fiscal Officer's Report for the month ending November 30, 2015, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of November 30, 2015, was \$9,707,688. Of the November month end cash balance, \$8,078,726 was in the Operating Funds, of which \$7,592,179 was unencumbered. Revenues for the year totaled \$8,449,583 which represented 95.6% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$7,429,923 which was 84.0% of the *estimated* expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$7,930,354 or about 89.7% of the *estimated* annual expenses for 2015.

Fiscal Officer's Report continued:

Correspondence & Public Record's Request

The Board received a letter from Lorain City School District appointing Dr. Gloria Badillo as Library Trustee for 2016-2022 term.

There was another public records request from Bill Logan, Avon Finance Director.

LPLS was contacted about the renewal of the liquor license on 5th Street and they did not contest.

Other

The paperwork for all three levies was filed in advance of the deadlines.

Sheila Lanning and Jennie Patterson are working on the reporting for the Affordable Care Act, that the Library will need to provide to employees in 2016 in addition to their W-2's.

Roll Call: yeas, unanimous

Report of the Director

Board/Personnel

Ms. Eldridge welcomed everyone to the South Branch with special recognition to Dr. Gloria Badillo who was in attendance. OPERS requested a letter from LPLS in support of the repeal of the "Cadillac tax" that is in the Affordable Care Act. Ms. Eldridge will write the letter of support.

The staff raised \$600.00 by way of the Clothe-A-Child raffle and \$300.00 for The Foundation by means of the staff luncheon.

Ms. Eldridge thanked Mary Adamcek for her hard work in entering information for the Ohio Obituary Index as she has entered over 45,000 obituaries.

Community Events/Library Programs

LPLS participated in the Lorain Winterfest.

Ms. Eldridge attended the Columbia Renovation Celebration. Ms. Eldridge thanked Ms. Whitney and the Columbia Friends for refreshments. The Columbia Branch received a check from Columbia Friends by means of a Grant request made to the Columbia Community Foundation.

Directors Report (*Community Events/Library Programs continued*):

Ms. Eldridge attended the National Council of Negro Women's election event on December 5, 2015.

Ms. Eldridge attended the Museum of Hispanic and Latino Cultures Opening Reception on December 12, 2015.

Ms. Eldridge will be the Mistress of Ceremony at the Annual Kwanzaa Celebration on December 30, 2015.

Senator Manning and Representative Nathan Manning will be at the North Ridgeville Branch on February 5, 2016, starting at 10:30 a.m.

The campaign work on the upcoming LPLS levies will be on December 15th for Lorain, December 21st for Avon and December 22nd for Domonkas. Ms. Eldridge thanked Mr. Kovach and Columbia Friends for the donations to all three levies.

Strategic Planning

The Planning meetings are complete. Ms. Eldridge thanked Mr. Kovach and Mr. Virden for their attendance.

Professional Relations

Ms. Hayes advised the Avon Branch has had success with the media. They were recently on the front page of The Morning Journal twice with program coverage. A representative from the Sentinel who is writing a story on technology is at the Avon Branch this evening covering the Lego Program.

Foundation

The next meeting will be held on January 18, 2016.

Donations

A check for \$8,107 from Columbia Community Foundation was granted to the Columbia Friends for the Columbia Branch. Columbia Friends made a donation to the Columbia Branch for electrical work.

Valerie Smith will write two grant proposals that will be on next month's agenda.

Assistant Directors Report

Ms. Whitney thanked Ms. Grizzell for hosting the board meeting. Ms. Whitney personally thanked all the Library Supervisors for all their hard work throughout this year. Ms. Whitney also thanked the Board and Friends of the Library groups for all they do.

SEIU 1199

Ms. Whitney advised Sunday scheduling was discussed at the last meeting. Ms. Whitney requested the support of SEIU 1199 with the upcoming levies. An email inquiry requesting contact information for internal handling of SEIU dues and PACS was received and Ms. Whitney forwarded this to Mr. Wilson.

Branch Updates

Avon restroom renovations should be completed by the end of the year. Ms. Whitney invited board members to stop in to see the new playhouse that was built for the children's area.

Columbia's chair and a half arrived and upholstering of all soft seating should be completed by end of year.

North Ridgeville's meeting room is nearly complete and has already been used for strategic planning meetings. LED parking lot lights were completed and soft seating re-upholstering will be complete by the end of the year..

Committee Reports

Finance, Audit and Properties Committee

December 14, 2015, was the last meeting at the North Ridgeville Branch. The temporary budget, public records request and capital projects were reviewed.

Library Services and Personnel Committee

The last meeting was held on December 14, 2015. The "Travel Policy" and "Animals in the Library Policy" were reviewed.

Fraud Hotline

None

Communications

See Fiscal Officer's Report.

Audience Participation

Supervisors

Ms. Paganelli introduced herself and expressed how much she enjoys her new position as Librarian Supervisor at TSD. Ms. Paganelli described the functions of TSD and advised they receive 4,000 – 5,000 new library materials a month to process for delivery. Ms. Paganelli is working to improve turnaround time for next year. Ms. Paganelli invited board members for a tour of TSD at their convenience.

Friends of the Library

Avon Friends book sale netted \$565.40 plus they also had profits from the bake sale along with donations. The next meeting is January 7, 2016.

Columbia Friends final meeting of the year was December 15, 2015, where they approved 2016 officers. The first meeting of 2016 will be held in February.

Domonkas Friends next meeting is on January 12, 2016. Ms. Eldridge will host a soup appreciation prior to the meeting.

North Ridgeville Friends next meeting is January 16, 2016. The Friends will help with the Noon Year's Eve Celebration. The next book sale is in January.

Lorain Friends next meeting is January 26, 2015. Ms. Eldridge thanked Lorain Friends for their donation for the staff luncheon.

Foundation

The annual appeal will continue until April. Ms. Tomas thanked the staff for their donations.

New Business

#2015-145 Approval of Personnel Appointments

Mr. Kovach moved, Ms. Novak seconded to approve the following personnel appointment(s):

- Sydney Fickel, Library Assistant, Public Services position, part-time, at the Main Library of the Lorain Public Library System, effective November 23, 2015, at an hourly rate of \$11.961, which is grade UE, step 1.
- Julianne Brown, Youth Services Librarian, Public Services position, full-time, at the Main Library of the Lorain Public Library System, effective November 30, 2015, at an hourly rate of \$20.078, which is grade UJ, step 2.
- Frances Ortiz, Library Aide, Public Services position, part-time, at the Main Library of the Lorain Public Library System, effective November 30, 2015, at an hourly rate of \$8.10, which is grade UA, step 2.

Roll Call: yeas, unanimous

New Business continued:

#2015-146 Approval of 2016 Estimated Revenues – General and Levy Funds

Ms. Tomas moved, Ms. Novak seconded to approve the estimated revenues for the general and levy funds for 2016:

2016		GEN FUND	LORAIN LEVY	AVON LEVY	DOM LEVY	NR LEVY	COL LEVY	TOTAL
1100	PUBLIC LIBRARY FUND	\$4,054,927						\$4,054,927
1200	TAX LEVIES		\$2,253,217	\$440,425	\$324,218	\$1,256,046	\$363,619	4,637,525
3000	FINES, FEES, ETC.	127,000						127,000
4000	INTEREST ON INVEST	5,987	3,400	1,331	519	3,798	555	15,590
5000	SERVICES PROVIDED							-
6000	GIFTS/BEQUESTS	1,000						1,000
8000	SALES/REFUNDS/MISC.	6,600						6,600
9000	FUND TRANSFERS		668,681	192,698	83,060	268,006	68,552	1,280,997
TOTAL EST. REVENUE		\$4,195,514	\$2,925,298	\$634,454	\$407,797	\$1,527,850	\$432,726	\$10,123,639

Roll Call: yeas, unanimous

#2015-147 Approval of 2016 Estimated Revenues – Other Funds

Mr. Kovach moved, Ms. Tomas seconded to approve the estimated revenues for other funds for 2016:

Fund No.	Fund Name	Account Name	Amount
203	Summer Reading	Contributions	\$ 15,000
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	5,000
451	Capital Improvements Fund	Interest on Investments	250
701	Hageman Trust Fund	Interest on Investments	100
		Contributions	27,000
702	Stocker Trust Fund	Interest on Investments	15
801	Kurtz/Male	Interest on Investments	1
803	Domonkas Trust	Interest on Investments	25
901	HRA Fund	Employee HRA Contributions	14,454
TOTAL			\$ 81,845

Roll Call: yeas, unanimous

New Business continued:

#2015-148 Approval of 2016 Temporary Appropriations Budget

Ms. Tomas moved, Mr. Kovach seconded to approve the temporary appropriations budget for 2016:

Fund	Name	Amount	
101	General Fund	\$ 4,270,227	
110	N Ridgeville	1,722,376	
112	Avon	684,075	
120	Columbia	430,763	
122	Domonkas	507,443	
130	Lorain	3,486,557	\$ 11,101,441
203	Summer Reading	15,000	
204	Family Read Aloud	-	
205	Project Lite	-	
215	Book Memorial	95,000	
401	Building & Repair	405,000	
451	Capital Improvement	8,000	
701	Hageman	20,600	
702	Stocker Trust	-	
803	Domonkas Trust	18,000	
901	HRA Fund	14,454	
Total		\$ 11,677,495	

Roll Call: yeas, unanimous

#2015-149 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, Goodwill of Lorain County, or the Friends of the Library

Ms. Tomas moved, Ms. Novak seconded to approve the donation of scrap computer equipment to the Lorain County Solid Waste Management District's *Electronic Collections Days*, Goodwill of Lorain County or the Friends of the Library.

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Barcode Reader	BTL VSXXX-L7B	J484066	1371
Computer	ASUS EeePC 1001P-MU17-BK	A30AAS283623	6491
Credit Card Reader	First Data FD100	T0000059835	6288
Credit Card Reader	First Data FD100	T0000046010	6383
Miscellaneous	iPrism IP APL 10H	18261	6264
Monitor	Samsung SyncMaster 920N	MJ19H9NL352269	5746
Monitor	Samsung SyncMaster 920N	MJ19H9NL346418K	5772
Monitor	Samsung SyncMaster 943BX	MY19H9NQ317841L	6162
Monitor	Samsung SyncMaster 943BX	my19hcgq9018391t	6238
Phone Equipment	Nortel T7316E	NNTMHPG443F1	6293
Phone Equipment	Nortel T7316E	NNTMHPG4MHCC	6435
Phone Equipment	Nortel T7316E	NNTMHPG4MHf0	6436
Phone Equipment	Nortel T7316E	NNTMHPG4K0W3	6438
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTMDF021JWM	7346
Phone Equipment	Nortel i2004	nntmdf04e282	7470

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Phone Equipment	Nortel i2004	nntmdf03wdp0	7471
Phone Equipment	Nortel T7316E	NNTMHPG4MGNE	6440
Phone Equipment	Polycom SpectraLink 8020	600778573	7014
Phone Equipment	Polycom SpectraLink 8020	600778945	7015
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTM84L0C7DK	7299
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTMDF019L50	7343
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTM84L0C7X7	7348
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTMDF04G1FL	7777
Printer	Star SP500	150031200112	2953
Printer	Brother HL-5170DN	u60966j4j546939	5753
Printer	Brother MFC-9440CN	K8J348175	6309
UPS	APC Smart-UPS 1000	QS9938123323	202

Roll Call: yeas, unanimous

#2015-150 Approval to Renew Contract with Emerge, Inc. to Host the Library Website and Support Social Media Sites for Library Publicity for 2016.

Ms. Novak moved, Ms. Tomas seconded to authorize the CFO to enter into a renewal 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 2016, without increase, in an amount not to exceed Twenty-Four Thousand Dollars (\$24,000).

Roll Call: yeas, unanimous

#2015-151 Approval to Renew Contract with Kuno Creative Strategic Marketing for the Design and Layout of the *Dimensions* Newsletter

Mr. Kovach moved, Ms. Tomas 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, 2016 and Winter, 2017 issues, without increase, in an amount not to exceed Fourteen Thousand Dollars (\$14,000).

Roll Call: yeas, unanimous

#2015-152 Resolution of Appreciation for Mallory J. Holmes, Board Member

Ms. Novak moved, Ms. Tomas seconded the following resolution of appreciation:

WHEREAS, the Lorain Public Library System is fortunate to have numerous community volunteers who are dedicated and committed to the library; and

WHEREAS, Mallory Holmes in her two years service on the Board of Trustees, has provided helpful insight to ensure continued growth and success of the library; and

WHEREAS, the function of the Board of Trustees is to provide the library with guidance and to establish policy; and

New Business Continued:

#2015-156 Revision to the Animals in Library Facilities Policy 3.09

Ms. Novak moved, Mr. Kovach seconded to revise the Animals in Library Facilities Policy 3.09 as follows:

ANIMALS IN LIBRARY FACILITIES POLICY ~~(2002-06-12)~~ (2015-12-17) REVISED 3.09

Service animals, as defined by the Revised ADA Requirements: Service Animals statement effective March 15, 2011, are permitted in all Lorain Public Library System facilities. ~~Guide dogs are permitted in all Lorain Public Library System facilities.~~ Other animals may be permitted in library facilities when all of the following conditions are met:

- The animals are part of a Lorain Public Library sponsored program; AND
- Adequate liability insurance is provided in advance to the Fiscal Officer by the individual/group supplying the animals; AND
- Advance approval is granted by the Director or Assistant Director

Clean up is the responsibility of the animal provider.

Roll Call: yeas, unanimous

#2015-157 Resolution to Approve the 2016 Strategic Plan of Service: Mission, Vision, Values and Priorities

Ms. Kovach moved, Ms. Tomas seconded to approve the Strategic Plan of Service: Mission, Vision, Values and Priorities.

Vision Statement:

Every individual will be enriched and transformed through embracing lifelong learning.

Mission Statement:

To connect individuals to the transformative power of information as a gateway to literacy, lifelong learning and personal enrichment.

Value and Commitment Statements:

The Lorain Public Library System values and is committed to:

Community:

Maintaining a system of community based libraries reflecting excellence locally and the benefits of "system" globally.

Representation in library leadership from the local communities to assure local ideas are incorporated into the system-wide decision making process.

Building new, and nurturing established, relationships with community partners, businesses, organizations, schools and civic groups.

New Business (Resolution #2015-157) Continued:

Information, Materials and Services:

Free, open, unrestricted access to resources.

Connecting individuals to the information, materials and services they seek in a friendly, nonjudgmental manner.

Excellence in offering relevant, diverse collections and information in print and audio visual formats along with digital and “cloud based” technologies.

Professional, educated and well trained staff who give excellent, personal customer service.

Education and Literacy:

Promoting literacy, fostering all manners of learning, promoting intellectual development and critical thinking.

Providing collections, programming and information to support early childhood literacy.

Being a guide and conduit to the online world.

Facilities:

Providing excellently maintained and equipped buildings and grounds that are valued community centers.

Providing state of the art technologies in buildings and in the provision of outreach services.

Stewardship:

Integrity, transparency and accountability in the responsible use of public funds.

Priorities:

Awareness

Increase public awareness of the Lorain Public Library System.

Destinations

Serve as community destinations that are welcoming and accessible.

Resources

Offer vital, responsive and helpful community resources.

Revenues

Sustain and develop revenue sources for Lorain Public Library System to provide library services.

Roll Call: yeas, unanimous

#2015-158 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Kovach moved, Ms. Novak seconded at 5:42 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:29 p.m.

#2015-159 Approval of Administrative Salaries

Mr. Kovach moved, Ms. Novak seconded to increase salaries for the Library Administrators, effective the first pay of 2016, by the following percentages:

Joanne Eldridge, Director Three Percent (3%) or \$53.950/hour

Toni Whitney, Assistant Director Three Percent (3%) or \$40.840/hour

James Wilson, CFO Three Percent (3%) or \$40.064/hour

Roll Call: yeas, unanimous

Other Agenda Items

Next Meeting

Board of Trustees Organizational Business Meeting
January 21, 2016, at 5 p.m.
North Ridgeville Branch Library

Adjournment Time: 6:33 p.m.

Attest:

James A. Vicks, President

Susan J. Hatch, Secretary