

**LORAIN PUBLIC LIBRARY SYSTEM**  
**Lorain, Ohio**

**Minutes**

Lorain Public Library System  
Thursday, January 21, 2016  
5:00 p.m. North Ridgeville Branch, 35700 Bainbridge Rd., North Ridgeville, OH  
Regular Business Meeting

Mr. Virden called the meeting to order at 5:02 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.

**Approval of Officers**

**#2016-001 Approval of Officers**

Ms. Tomas moved, Mr. Dore seconded that the following slate of officers for 2016 be approved:

Edward Kovach, President  
Homer Virden, Vice President  
Garalynn Tomas, Secretary

**Roll Call:** yeas, unanimous

**Statement of Expectations for Trustees**

The Statement of Expectations was distributed and signed by all trustees present.

**2016 Committees**

President Kovach appointed the following Board committees:

Library Services & Personnel: Philip Dore, Chair  
Susan Hatch  
Elaine Novak

**2016 Committees continued:**

Finance, Audit & Properties: Garalynn Tomas, Chair  
Gloria Badillo  
Homer Virden

Trustee Development & Nominating: Susan Hatch, Chair  
Homer Virden  
Gloria Badillo

Lorain Co. Trustees Council: Garalynn Tomas, Representative  
Philip Dore, Alternate

**2016 Meeting Dates**

President Kovach set the following 2016 Board meeting dates, times and locations:

<b>2016 Board Meetings</b>	
<b>Dates*</b>	<b>Location</b>
<b>February 18, 2016</b>	<b>Avon</b>
<b>March 17, 2016</b>	<b>South</b>
<b>April 21, 2016</b>	<b>Domonkas</b>
<b>May 19, 2016</b>	<b>Columbia</b>
<b>June 16, 2016</b>	<b>Main Library</b>
<b>July 21, 2016</b>	<b>Main Library</b>
<b>August 18, 2016</b>	<b>South</b>
<b>September 15, 2016</b>	<b>Avon</b>
<b>October 20, 2016</b>	<b>Main Library</b>
<b>November 17, 2016</b>	<b>North Ridgeville</b>
<b>December 15, 2016</b>	<b>Columbia</b>

*\*All meetings begin at 5:00 p.m.*

**Appointments**

**#2016-002 Appointment of Chief Fiscal Officer and Assistant Fiscal Officer**

Mr. Dore moved, Mr. Virden seconded to appoint James M. Wilson, Chief Fiscal Officer and Clerk of the Board and Sheila D. Lanning, Assistant Fiscal Officer through the 2017 Organizational Meeting, upon execution of a surety bond in the amount of \$100,000.

**Roll Call:** yeas, unanimous

## **Regular Business**

### **#2016-003 Approval of Minutes**

Ms. Novak moved, Mr. Virden seconded that the minutes of the December 17, 2015, meeting be approved.

**Roll Call:** yeas, unanimous

### **#2016-004 Approval of Fiscal Officer's Report**

Ms. Tomas moved, Ms. Novak seconded that the Fiscal Officer's Report for the year ending December 31, 2015, be approved.

Mr. Wilson reported the year end financials. The cash balance at year end was \$9,228,631. The cash balance and levy funds were \$7,561,547 of which \$7,314,286 was unencumbered. The Revenues for the year totaled \$8,847,532 which represented 100.5% of the estimated annual revenues. The expenses for the year totaled \$8,306,910 which represented 93.9% of the estimated expenses. The expenses for the year plus encumbrances were \$8,563,742 which represented 96.8% of estimated expenses. There was a net income of \$540,603 partially due to savings on employee health insurance.

### *Correspondence & Public Record's Request*

A memo was received from James Leonard requesting to speak at tonight's meeting. This request was passed on to Ms. Eldridge who approved of same.

Mr. Wilson publicly thanked the board for their support at the Avon City Council meeting regarding the public records request. Mr. Wilson believed Ms. Eldridge did an excellent job in her explanation of the financial records that were requested. Mr. Wilson suggested taking a look at how funds are distributed across the branches in the coming year.

### *Agenda*

There were three personnel appointments added. Headers were added to Resolutions #2016-010 and #2016-011.

### *Other*

Employees received their 1095 Affordable Care Act form the same day the government issued an extension. Mr. Wilson wanted to thank the staff that helped with this task especially Jennie Patterson and Sheila Lanning.

*Fiscal Officer's Report continued:*

The temporary appropriations budget was given to the Library Supervisors to review and the permanent appropriations budget will be on February's Board Agenda.

**Roll Call:** yeas, unanimous

**Report of the Director**

Ms. Eldridge welcomed everyone to the North Ridgeville Branch with a special thanks to Ms. Tomas and the North Ridgeville Friends for the refreshments provided this evening.

Ms. Eldridge invited board members to attend the OLC Library Trustee Workshop scheduled for Saturday, March 19, 2016, at the Westerville Public Library.

On February 5, 2016, Representative Nathan Manning and Senator Gayle Manning will be at the North Ridgeville Branch at 10:30 a.m. and 11 a.m.

On February 12, 2016, Representative Terry Boose will be at Herrick Memorial Public Library in Wellington at 9 a.m.

On February 26, 2016, Representative Dan Ramos will be at the Amherst Public Library at 3 p.m.

*Board/Personnel*

Ms. Eldridge gave her condolences to Branch Librarian Supervisor Pam Coghlan on the loss of her mother.

Ms. Eldridge asked for the wisdom of the board regarding a patron's request for the library to pay her hospital bill after she got a sliver of glass in her finger while helping with the Community Mosaic at the Main Library in May.

LPLS was presented with the Award of Excellence from Lorain Stop the Violence.

*Community Events/Library Programs*

Ms. Eldridge attended the North Ridgeville State of the City Address on January 16, 2016.

Ms. Eldridge was involved in several Martin Luther King, Jr. programs. Ms. Eldridge attended one on January 17, 2016, and one at the Domonkas Branch on January 18, 2016.

Ms. Eldridge will be attending the Lorain County Chamber of Commerce Annual Meeting on January 28, 2016.

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

By request Ms. Eldridge will put on a presentation entitled “3 Bodacious Women” at the South Branch on February 4, 2016, and at the Sandusky Library on February 20, 2016.

Ms. Eldridge will receive the N.A.A.C.P. “Living Black History Honoree” award on February 20, 2016.

*Professional Relations*

Ms. Hayes advised the Community Awareness Brochures that included the branch supervisor’s letters to the community, were mailed.

**Assistant Directors Report**

*SEIU 1199*

Ms. Whitney thanked SEIU 1199 and Jim Leonard as they have been requesting financial support for all three levies.

*Branch Updates*

Avon’s restroom renovations were completed at the end of the year.

North Ridgeville’s new meeting room is almost complete, they are looking to furnish it in the coming year.

Columbia’s laptop lab is underway.

Ms. Whitney thanked the Domonkas’ staff for going the extra mile while Pam was on bereavement leave.

There was plenty of positive press coverage for the first Special Needs Sensory program. The program was well received and well attended. LPLS will be participating in the Special Needs Resource Day: Day of Discovery on March 8, 2016.

Mr. Kovach advised the snow plows at the Columbia Branch are plowing the snow on top of the handicap parking. Ms. Whitney will advise Dale Girt of same.

Columbia Township Trustees are applying for a Grant for an extended walking trail and requested LPLS partner with them. Ms. Whitney believes this would be positive especially with the theme of the Summer Reading Program being “Exercise Your Mind, Read!”

The Lorain Friends book sale earned over \$2000.00.

## **Committee Reports**

### *Finance, Audit and Properties Committee*

None

### *Library Services and Personnel Committee*

None

### *Fraud Hotline*

None

### *Communications*

James Leonard advised there is a resolution for endorsements and contributions to all three levies on SEIU 1199's agenda for today. Mr. Leonard and fellow SEIU 1199 members are volunteering to work on all three levies.

## **Audience Participation**

### *Supervisors*

Ms. Sigsworth welcomed everyone to the North Ridgeville Branch. Ms. Sigsworth is looking forward to the new year and the new programs that will be offered for all ages. The Sunday afternoon series has begun again and the dates have been listed in Dimensions. Ms. Sigsworth invited board members to take a look around at the new upholstered chairs and the beautiful displays the staff have worked so hard on. At the last OLC conference it was emphasized how important displays are to attract the attention of patrons. The rearrangement of the collection due to the construction of the new meeting room has shown to be a great layout and Ms. Sigsworth thanked everyone who helped.

### *Friends of the Library*

Avon Friends last met on January 7, 2016. They will host the next board meeting in February.

Columbia Friends had a good Christmas get together. The next meeting will be on February 17, 2016.

Domonkas Friends had a nice appreciation for book sale volunteers. Another "March Madness" book cart sale has been planned. They will be hosting the Friends Exchange on April 22, 2016, from 10 a.m. – 1 p.m.

North Ridgeville Friends last meeting was January 16, 2016. They will begin setting up for the book sale next week. There will be a team approach to this book sale and they are also partnering with the schools.

**Audience Participation** (*Friends continued*):

Lorain Friends annual meeting is coming up. The levy volunteer forms have been mailed to everyone on the mailing list.

*Foundation*

A \$15,000 donation was made to the Library for the 2016 Summer Reading Program. Ms. Tomas thanked Mr. Dore for his help. There is still \$902.26 in the account after the donation was made. Ms. Tomas thanked board members for their donations. The campaign will continue through April and any extra money will go toward the Summer Reading Program for next year. A grant was received from the Norton Family. Tom Dake found an unclaimed funds website and discovered some funds that were never used in an old account allocated for The Foundation. The funds in the amount of \$320.26 were transferred in The Foundation's active account.

**New Business**

**#2016-005 Approval of Personnel Appointments**

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

- Eunice Santana, Library Assistant, Public Services-TSD, System-Wide Floater position, part-time, effective December 21, 2015, at an hourly rate of \$11.961 per hour, grade UE, step 1.
- Topaz Reyna, Library Aide System-Wide Floater, part-time, effective January 18, 2016, at an hourly rate of \$8.100 per hour, grade UA, step 2.
- Kylee Kimmich, Library Assistant, Public Services at the North Ridgeville Branch, part-time, effective January 4, 2016, at an hourly rate of \$11.961 per hour, grade UE, step 1.
- Marcus Navarro, Student Library Aide at the Main Library, part-time, effective January 4, 2016, at an hourly rate of \$8.10 per hour, grade EA.

**Roll Call:** yeas, unanimous

**#2016-006 Approval of Surplus Property**

Mr. Virden moved, Mr. Dore seconded to approve the disposal of the following materials pursuant to Board Policy 2.02 which were withdrawn from January 1 through December 31, 2015 due to being outdated, in poor condition, or duplicate copies no longer in demand:

for a total of 67,011 items that have been withdrawn from circulation.

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2016-007 Acceptance of Donations/Grants**

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

Katherine Hageman Trust – Foundation Distribution	\$ 30,128.69
Columbia Friends of the Library – Pass-through Grant/Local Support	\$ 8,708.00
Anonymous Donor - Domonkas Branch Library	\$ 5,000.00

**Roll Call:** yeas, unanimous

**#2016-008 Approval to Become Ohio Library Council Institutional Member and Pay Annual Institutional Dues.**

Mr. Dore moved, Ms. Tomas seconded to become an institutional member of the Ohio Library Council in 2016, and to pay institutional dues in the amount of Thirteen Thousand, Two Hundred and Thirty-One Dollars (\$13,231.00).

**Roll Call:** yeas, unanimous

**#2016-009 Approval to Consign Bookmobile to Sales Agent**

Mr. Dore moved, Ms. Hatch seconded to authorize the CFO to enter into a contract of consignment with Specialty Vehicle Services, LLC, to sell the bookmobile.

**Roll Call:** yeas, unanimous

**#2016-010 Approval for Fine Forgiveness Month**

Ms. Novak moved, Ms. Hatch seconded to approve 2016 National Library Week Libraries Transform from April 1-30, 2016, and to forgive one-half of outstanding fines during that month.

**Roll Call:** yeas, unanimous

**#2016-011 Authorization to Enter Into a Partnership on a Grant Application**

Mr. Virden moved, Ms. Hatch seconded to approve partnering with the Columbia Township on a grant application to provide an extended walking trail in the Columbia Township Park.

**Roll Call:** yeas, unanimous



**New Business Continued:**

**#2016-012 Authorization to Apply for a Grant for Adult Summer Reading Programs**

Ms. Novak moved, Ms. Tomas seconded to approve writing a grant proposal to provide health and wellness programs for the 2016 adult summer reading program and to provide matching funds at a cost not to exceed \$5,000.

**Roll Call:** yeas, unanimous

**#2016-013 Recognition of Director Joanne Eldridge**

Ms. Tomas moved, Ms. Novak seconded to recognize Director Joanne Eldridge on her selection as the 2016 Living Black History Honoree by the Lorain Chapter of the N.A.A.C.P. and to authorize the expenditure of up to four hundred dollars (\$400.00) for the purchase of Library advertising in their program booklet and dinner tickets for the February 20, 2016 Living Black History Program.

**Roll Call:** yeas, unanimous

**#2016-014 Approve Contract with Library Ideas, LLC for Freegal Music Streaming**

Ms. Novak moved, Mr. Dore seconded to purchase an annual license for Freegal Music Streaming in the amount of Twenty-Nine Thousand, Seven Hundred and Forty-One Dollars (\$29,741.00) to provide patrons with downloads of digital music.

**Roll Call:** yeas, unanimous

**#2016-015 Approve Contract with Recorded Books for Zinio Magazine Service**

Ms. Hatch moved, Ms. Novak seconded to enter into a contract with Recorded Books to provide Zinio digital magazines platform and content from 2/1/2016 to 1/31/2017 at a cost not to exceed \$8000.00.

**Roll Call:** yeas, unanimous

**#2016-016 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Mr. Virden moved, Ms. Novak seconded at 6:02 p.m. to approve adjourning to Executive Session to discuss personnel matters.

**Roll Call:** yeas, unanimous

**Reconvened: 6:39 p.m.**

Board of Trustees  
January 21, 2016

0010-2016

**Other Agenda Items**

**Next Meeting**

February 18, 2016 at 5 p.m.  
Avon Branch Library

**Adjournment**

Time: 6:40 p.m.

**Attest:**

Edwin A. Kovach, President

James A. Vnles, Secretary **VICE PRESIDENT**