

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System  
Thursday, August 20, 2009, 5:00 p.m.  
South Branch Library, 2121 Homewood Dr, Lorain, Ohio  
Regular Business Meeting

**Roll Call**

Mr. Petersen called the meeting to order at 5:00 p.m.

Present: Mr. Kovach, Mr. Leandry, Mr. Petersen, Ms. Tomas, Mr. Virden

**Regular Business**

**#2009-080 Approval of Minutes**

Mr. Kovach moved, Ms. Tomas seconded that the minutes of the June 18, 2009 meeting be approved.

**Roll Call:** yeas, unanimous

**#2009-081 Approval of Chief Fiscal Officer's (CFO's) Report**

Mr. Kovach moved, Mr. Virden seconded that the CFO's Report for the months ending June 30<sup>th</sup> and July 31<sup>st</sup> be approved.

Mr. Wilson reported to the Board that at the July month end, the unexpended cash fund balance of all funds was \$9,088,502. Revenues were \$5,042,586 and are at 53.1% of the estimated annual revenues budget. Expenses plus encumbrances totaled \$5,363,327 which are 39.0% of expected budget expenses. Expenses plus encumbrances totaled \$6,930,368 or about 50.4% of the budgeted expenses without transfers or advances.

Mr. Wilson stated that correspondence was received from Lorain County Budget Commission, reducing the amount of PLF.

Mr. Wilson received a public records request from Avon resident Mr. Gary Smitek. He is requesting financial information for the Avon Branch Library.

The Audit, Property and Finance Committee met with The Auditor of State for a pre audit conference.

Mr. Wilson thanked the Board for allowing him to attend the GFOA conference.

Mr. Wilson added that he attended an OLC meeting in Columbus that discussed the legal implications of terminations, reductions of hours and unemployment benefits, resulting from the reduction of state funding cuts. He stated that a number of libraries will be closing between Christmas and New Years due to budget cuts.

Mr. Wilson stated he will be working with Ms. Eldridge and Ms. Whitney on a five year budget projection.

Mr. Kovach asked Mr. Wilson if the 2009 budget will stay the same, and this was confirmed by Mr. Wilson. Mr. Wilson stated that he and Ms. Eldridge have agreed to maintain the 2009 budget and to develop a 2010 budget that will keep expenditures in line with revenues.

### **Report of the Director**

Ms. Eldridge said, "Good afternoon and thank you for coming to South Branch library for this afternoon's meeting". She then thanked Jim Wilson, Toni Whitney, Terri Frederick, and Norma Preston for the refreshments.

Ms. Eldridge drew attention to the "roller coaster" like state of the PLF funding of public libraries. She thanked the Board for its support. The emails and telephone calls made a difference and the collective voices of library supporters were heard.

A manager's retreat was held and they have begun looking at cost savings measures to implement in 2009-2010. Mr. Wilson is finalizing a five-year projection plan. Ms. Eldridge then stated that the Administration will be proposing a board work session after the September meeting and will then plan to recommend a budget reduction plan for the Lorain Public Library System. Ms. Eldridge stated she will meet with staff to gather any ideas to save money.

Ms. Eldridge updated the Board on Library employee news.

- Technology Manager, Robert Wenz has been selected to participate in Leadership Lorain County.
- Ms. Eldridge mentioned the book cart drill team won 2nd place in the Lorain International Parade.
- Ms. Eldridge and six other employees attended the ALA Annual Conference in Chicago. She thanked the board for this opportunity.
- She announced that Assistant Director Toni Whitney has successfully completed one year of service at LPLS.

- The Children's Department has relocated to the lower level at the Main Library.

Ms. Eldridge invited the Board members to attend the upcoming Lorain County Fair Breakfast.

Due to budget cuts the OLC Annual Convention and Spring Conferences have been cancelled.

The Lorain County Reads Author's Luncheon will be held at the Main Library in Meeting Room A at noon on October 28<sup>th</sup>. There will be multiple discussions about Mr. Dirda's book at the Branches.

Ms. Eldridge attended a meeting with Duane Van Dyke and Arkinetics about the building and renovations of the Avon and Main libraries. The finished blueprints will be discussed with the Finance, Audit and Properties Committee on September 16 at North Ridgeville.

Ms Eldridge has reported repeated vandalism and break-ins at the South Branch. Norma Preston, Toni Whitney and Ms. Eldridge will join the Neighborhood watch in South Lorain and attended a meeting to discuss ways to reduce incidents in the area.

### **Report of the Assistant Director**

Ms. Whitney met with the North Ridgeville Ad Hock Mural committee. The committee met to look at areas at the North Ridgeville library that could benefit from art work and to brainstorm ideas for future projects. They contacted Teacher/ Artist, Jim Messenheimer about doing artwork to replace a bulletin board near the front bay window as well as additional lighting to brighten the area.

The meeting room at North Ridgeville will be painted and the window will have a stain glass treatment.

Mrs. Whitney will attend an upcoming Block Watch meeting co-sponsored by South Branch Library. The citizens of Lorain will meet to discuss what can be done with the recent vandalism at the South Branch Library and surrounding neighborhood.

Ms. Whitney acknowledged Sandy Mitchell and staff at the Columbia Branch Library for showing a nine percent increase in visits and circulation last month. She acknowledged Karen Sigsworth and staff at the North Ridgeville Branch Library for setting an all time record in items circulated in July.

### **Committee Reports**

No reports.

## Communications

Letter received from Lorain County Budget Commission, reducing the certified revenues for PLF in 2009.

A public records request was received from Mr. Gary Smittek.

## Audience Participation

### *District 1199*

Mrs. Linda Meredith represented the SEIU District 1199. Mrs. Meredith passed out a flyer of the 25th Annual Labor Day Family Festival. Mrs. Meredith thanked Terri Frederick for providing the library giveaways for the event. This event draws nearly 30,000 people including prominent political figures. She invited the Board to attend.

On Sunday the Lorain County Labor Agency Steak Fry will be held at St. Peters pavilion from 1-5 p.m. and she encouraged the Board to attend.

The SEIU continues to work with the health care initiative with President Obama.

### *Supervisors*

Mrs. Terri Frederick represented the Public Relations Department. Mrs. Frederick thanked the board for their support of the current marketing plan. The marketing plan is having a positive impact and staff has reported well attended programs.

The Fall Program guides will be coming out in early September.

- Mrs. Frederick focused the Board's attention on the new Dimensions Feature story and newsletters. She passed out news clippings about the Avon Branch and an executive summary of the new Avon Branch library Survey. Mrs. Frederick stated the library has been receiving both positive and negative feedback about the proposed new library in Avon.
- Mr. Michael Dirda will be coming to speak at the *Lorain County Reads* events. The Dimensions newsletter featured Mr. Dirda. The newsletters featured a book list which encourages how libraries have influenced people's lives. Mr. Dirda will be featured at the Main Library for a luncheon on October 28, 2009. There will be 50 tickets sold for this event. There will be other locations throughout Lorain County that will spotlight Mr. Dirda Book *An Open Book*.
- Post cards will be sent spotlighting the Hispanic Heritage Month events at the South Branch library.
- "Go Wild" is this year's *Fall Read Aloud* theme.
- Currently there is a Library Card drawing for all 12<sup>th</sup> grade and under that sign up are eligible to win an Applebees coupon.

The library participated in almost every festival this year and provided a lot of visibility. Mrs. Frederick asked the Board for any ideas of getting the words about our library and what it offers to contact her.

Branch Librarian, Norma Preston stated to the Board South's proactive measures for a Block Watch. Ms. Preston hopes to be able to stem the tide of violence. Suggestions submitted at the meeting were installing cameras and sensor lights. Ms. Preston passed out Michael Dirda trivia about Lorain that was compiled by staff.

### *Friends of the Library*

The Lorain Friends President, Virginia Waratinsky, thanked the Board for their governance. The book sale was very successful and they have earmarked \$1,000 for the purchase of blue ray/dvd materials. Ms. Eldridge expressed appreciation for many book donations that Ms. Waratinsky gives to the library..

Mrs. Waratinsky invited the Board to attend the Michael Dirda book discussion on September 2 at six p.m. at the South Branch Library.

The Friends sponsored an ice cream social and potluck at South. It was well attended and she hoped the Board would attend next year.

Finally, she expressed the importance of the library and stated she will "keep up the fight" to provide good library services.

### *Other*

Patron, Mr. Jim Tomazic attended the Board meeting for the first time. He shared his memories of taking his children to the Library. He would like to see the return of professional athletes to speak at the library. He stated he has attended quite a few programs at Domonkas, South and Main Libraries.

## **New Business**

### **#2009-082 Approval of Personnel Appointments**

Ms. Tomas moved, Mr. Leandry seconded to approve the following personnel appointments:

- Jessica Lash, Adult Library Aide temporary position, in the Circulation/Operations Department at the Main Library, part-time, effective July 22, 2009, at an hourly rate of \$7.30, for a period of up to six months and may be terminated at any time subject to the needs of the Library.

- Sherri Buck, Adult Library Aide temporary position, in the Technical Services Department at the North Ridge Road Facility, part-time, effective July 27, 2009, at an hourly rate of \$7.30, for a period of up to six months and may be terminated at any time subject to the needs of the Library.
- Jennifer Dispenza, Student Library Aide temporary position, in the Adult Services Department at the Main Library, part-time, effective August 10, 2009, at an hourly rate of \$7.30.
- Stephanie Doucette, Student Library Aide temporary position, at the South Branch Library, part-time, effective August 10, 2009, at an hourly rate of \$7.30.
- Jennifer Hirth, Student Library Aide temporary position, at the Domonkas Branch Library, part-time, effective August 10, 2009, at an hourly rate of \$7.30.
- Brandi Olsen, Student Library Aide temporary position, at the Domonkas Branch Library, part-time, effective August 10, 2009, at an hourly rate of \$7.30.
- Marc Donahue, Library Associate I temporary position, full-time position, Public Services-Floater in the Adult Services Department at the Main Library and the South Branch Library, effective August 11, 2009, at an hourly rate of \$15.153, for a period of up to six months and may be terminated at any time subject to the needs of the Library.

**Roll Call:** yeas, unanimous

**#2009-083 Approval of Additional Expense for Conference Travel**

Mr. Kovach moved, Ms. Tomas seconded to ratify the reimbursement of Eighty Dollars (\$80.00), for luggage check-in charges associated with the CFO's travel to the National GFOA Conference approved in Resolution #2009-010.

**Roll Call:** yeas, unanimous

**#2009-084 Approval of Commercial Insurance Renewal**

Mr. Virden moved, Ms. Tomas seconded to authorize the CFO to renew the contract of commercial insurance for 2009-2010 with *The Ohio Plan* with an annual premium increase of Seventy-Seven dollars (\$77.00), to Thirty-Four Thousand, Six Hundred and Fifty-Seven dollars (\$34,657).

**Roll Call:** yeas, unanimous

**#2009-085 Rescission of Employee Parking Policy (1987-12-17) 4.04**

Mr. Kovach moved, Ms. Tomas seconded to rescind the Employee Parking Policy (1987-12-17) 4.04.

**Roll Call:** yeas, unanimous

**#2009-086 Approval to Enter into Carpet Cleaning Contract**

Ms. Tomas moved, Mr. Leandry seconded to approve entering into a contract with Golden Dry, to dry clean the carpeting throughout the Library System for an amount not to exceed Thirteen Thousand, Two Hundred and Eighty-Five Dollars (\$13,285.00).

**Roll Call:** yeas, unanimous

**#2009-087 Revenue Budget Changes**

Mr. Kovach moved, Mr. Virden seconded to approve the following Revenue Budget reduction to the 2009 PLF revenue line of \$498,633.55 to a new anticipated revenue total for CY2009 of \$3,688,475.57, in accordance with a reduction in certified revenues from the Lorain County Budget Commission:

101 Fund	Public Library Funds	(\$498,633.55)
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**Roll Call:** yeas, unanimous

**Other Agenda Items**

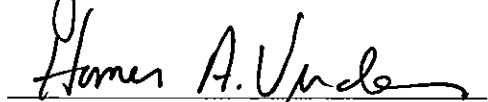
**Next Meeting**

Regular Meeting  
September 17, 2009 at 5:00 p.m.  
Avon Branch Library  
Work Session TBA

**Adjournment Time:** 5:42 p.m.

**Attest:**

 \_\_\_\_\_, President

 \_\_\_\_\_, Secretary