



**2010 Committees (continued)**

Trustee Development & Nominating:	Mr. Kovach, Chair Mr. Virden Ms. Penwell
Lorain Co. Trustees Council:	Mr. Leandry Mr. Campana Mr. Kovach, Alternate

**2010 Meeting Dates**

President, Ms. Tomas, set the following 2010 Board meeting dates, times and locations:

<u>Month</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
February	2/18/2010	5 p.m.	Avon Branch
March	3/18/2010	5 p.m.	Main Library
April	4/15/2010	5 p.m.	South Branch
May	5/20/2010	5 p.m.	Domonkas Branch
June	6/17/2010	5 p.m.	Columbia Branch
July	7/15/2010	5 p.m.	South Branch
August	8/19/2010	5 p.m.	Main Library
September	9/16/2010	5 p.m.	Avon Branch
October	10/21/2010	5 p.m.	South Branch
November	11/18/2010	5 p.m.	North Ridgeville Branch
December	12/16/2010	5 p.m.	Main Library

**Appointments**

**#2010-002 Appointment of Chief Fiscal Officer and Assistant Fiscal Officer**

Mr. Virden moved, Mr. Petersen seconded to appoint James M. Wilson, Chief Fiscal Officer and Clerk of the Board and Donald Norman, Assistant Fiscal Officer through the 2011 Organizational Meeting, upon execution of a surety bond in the amount of \$100,000.

**Roll Call:** yeas, unanimous

## **Regular Business**

### **#2010-003 Approval of Minutes**

Mr. Petersen moved, Mr. Kovach seconded that the minutes of the December 17, 2009 meeting be approved.

**Roll Call:** yeas, unanimous

### **#2010-004 Approval of Chief Fiscal Officer's (CFO's) Report**

Mr. Kovach moved, Mr. Campana seconded that the CFO's Report for the year ending December 31, 2009 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$8,460,841. Of the month end cash balance, \$2,834,407 was operating funds, of which \$2,601,961 were *unencumbered*. Revenues for the year were \$8,998,340, 100.0% of the estimated \$8,997,809 annual revenues without transfers or advances. Expenses year-to-date were \$9,947,041, 72.3% of the budgeted \$13,761,862. Expenses plus encumbrances totaled \$10,264,105 or about 74.6% of the budget.

Two letters of correspondence were received: 1) appointment letter from the Lorain City Schools, voting unanimously to re-appoint Mr. Edwin Kovach as a Trustee, 2) letter from Wadsworth-Slawson regarding a 5% price reduction.

Mr. Wilson noted the added agenda items, #2010-010, 011, 012 and 013.

Mr. Wilson also mentioned that the discount being given by the Ohio Bureau of Worker's Compensation, is being appealed by the Library and the Frank Gates Group.

**Roll Call:** yeas, unanimous

## **Report of the Director**

Ms. Eldridge welcomed all to the North Ridgeville Branch Library. Ms. Eldridge then thanked Mr. Douglas Petersen for his years of service as Board President. She also mentioned appreciation for all Board Members.

Ms. Eldridge mentioned her attendance at these upcoming events:

- 02.13.10* – State of the Library presentations at the Columbia Branch Library.
- 02.19.10* – Invited State Representative, Mr. Matt Lundy, to the Avon Lake Public Library, at 10 a.m.
- 02.25.10* – Mayor Anthony Krasienko’s State of the City of Lorain Address.
- 02.26.10* – Leadership Lorain County Difference Makers Gala, sponsored by the Library Foundation of the Lorain Public Library System.
- 02.26.10* – Invited State Representative, Ms. Sue Morrano to the Main Branch at 10 a.m., in Meeting Room C.
- 02.27.10* – Attending the NAACP Living Black History Tribute – Honoree is Mr. Homer Viriden, Board Trustee. Congratulations to Mr. Viriden!
- 02.28.10* – Attending the Lorain Friends Annual Meeting, for which Ms. Eldridge is the Keynote Speaker.

In closing, Ms. Eldridge told the Board that the Circulation Statistics were up system wide, 9.6 % from last year. This is the highest circulation ever. The visitors were also higher, as well as CLEVNET Loans sent up 30% and the Intra System loans up 11-12%!

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

Ms. Whitney said good evening and congratulated Ms. Garalynn Tomas on her appointment as Board President.

Ms. Whitney said that she has been working on cost cutting measures for many months. These measures necessitated staff reductions. Last week the SEIU 1199 supported a Memorandum of Understanding, (MOU), between the union and the Library Board. Ms. Whitney then thanked Ms. Linda Meredith for her leadership and guidance through these trying times, and said that the ‘sacrifices are truly appreciated’.

### **Committee Reports**

No Committee Reports

### **Communications**

Appointment letter for Mr. Edwin Kovach and a letter from Wadsworth-Slawson.

## **Audience Participation**

### *District 1199*

Ms. Linda Meredith represented the SEIU District 1199. Ms. Meredith congratulated Ms. Garalynn Tomas, on her newly appointed position as Board President. Ms. Meredith then spoke to the Board regarding the MOU. She stated that one third of full-time bargaining unit positions will be eliminated and that this will have the greatest effect upon the library patrons, public and voters. She expressed gratitude that the agreement provides for an early retirement incentive; one job to be saved for every early retirement. Ms. Meredith then informed the Board that she would be taking advantage of the early retirement incentive.

### *Supervisors*

Ms. Karen Sigsworth welcomed all to the North Ridgeville Branch Library. Ms. Sigsworth invited and encouraged all to attend the Sunday programs, happening at the North Ridgeville Branch Library. Regarding the recent Sunday programs, Ms. Sigsworth said that 80 patrons attended the Dolly Madison Program this past Sunday. Ms. Sigsworth also said that this Sunday, the library would be holding a program about the history of North Ridgeville, which she would be presenting. Ms. Sigsworth then thanked the Friends of the North Ridgeville Branch Library for their support and funding of the Sunday programs.

### *Friends of the Library*

The Avon Friends next meeting will be held tonight at 7 p.m. The date of the Avon Friends Art Reception, originally scheduled for May 19, 2010, needs to be changed, due to the closing of the Avon Branch Library on Wednesdays.

The Columbia Friends next meeting will be held on February 22, 2010. Ms. Toni Whitney thanked the Columbia Friends for their donations of time and support. Regarding the newly appointed President of the Columbia Friends, it was stated that 'things are moving along well'.

The Domonkas Friends last meeting was held on January 12, 2010. Their book sale held January 13<sup>th</sup> – 16<sup>th</sup>, netted \$900.

The Lorain Friends last meeting was held January 26, 2010. The Lorain Friends donated \$10,000 to the upcoming levy campaign, and currently hold a \$24,000 levy campaign balance at year end. Mr. Campana, Lorain Friends President, said that the membership keeps growing, there was more attendance at all meetings over the past year, that the Lorain Friends offer a scholarship once per year, that there are three book sales per year, and that there will be a Shredding Event held on May 8, 2010. The Lorain Friends will also host the 2010 Annual Membership Meeting on February 28, 2010 @ 2:00 p.m., for which Ms. Joanne Eldridge is the Guest Speaker.

The North Ridgeville Friends last meeting, to be held January 7, 2010, was cancelled due to a snow storm. The next meeting will be held on March 22<sup>nd</sup>, 2010. At the March meeting, the North Ridgeville Friends will work on revising its By Laws, and also elect new officers. Ms. Tomas, NR Friends President, sadly informed the Board that Ms. Cathy Haseck resigned as the Book Worm editor. The NR Friends will start looking for a new editor in March.

*Other*

Library renovation architect, Mr. Gary Fischer of Arkinetics, greeted the Board and all others in the room. He stated that his firm has taken a hard look at the project, and have honed it down to meet the needs of the library consumers, as well as the revised project funding. He said the priority of the renovation is to satisfy the needs of ADA compliance, staff needs, new restrooms, better entrance accessibility and security, and more efficient book return. He also said that cost efficient measures were implemented, such as more modest use of materials for floor coverings and countertops, re-use of lighting fixtures, and other areas where measures could be taken to reduce costs were used. Mr. Fischer then set a revised version of the plans on a table for the Board to review. He answered any questions and explained changes as prompted.

**New Business**

**#2010-005      Approval of Personnel Appointments**

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

- Marc Donahue, Library Associate I, Public Services - System-wide Floater position, temporary, part-time, effective December 21, 2009 until February 6, 2010 and may be terminated at anytime subject to the needs of the Library, at an hourly rate of \$15.153.
- Judy Martin, Library Assistant, Public Services - System-wide Floater position, temporary, part-time, effective December 30, 2009 until February 6, 2010 and may be terminated at anytime subject to the needs of the Library, at an hourly rate of \$11.495.
- Jessica Lash, Adult Library Aide, Public Services in the Operations/Circulation Department, temporary, part-time, effective January 27, 2010 until February 27, 2010 and may be terminated at anytime subject to the needs of the Library, at an hourly rate of \$7.30.
- Carol Russo, Clerk, Administration, 30 hours-per-week with single health coverage, effective January 4, 2010, no change to hourly rate.
- Julie Cowan, Administrative Clerk, Administration, 30 hours-per-week with single health coverage, effective January 4, 2010, no change to hourly rate.
- Waide Harris, Web Services Coordinator, Public Relations, 30 hours-per-week with single health coverage, effective January 4, 2010, no change to hourly rate.

**Roll Call:** yeas, unanimous

**#2010-006 Approval of Surplus Property**

Mr. Kovach moved, Mr. Petersen seconded to approve the disposal of the following materials pursuant to Board Policy 2.02 which were withdrawn from January 1 through December 31, 2009 due to being outdated, in poor condition, or duplicate copies no longer in demand:

Books \_\_\_\_\_ CD's \_\_\_\_\_ Audiocassettes \_\_\_\_\_ Videos \_\_\_\_\_ Software \_\_\_\_\_ DVD's \_\_\_\_\_  
93,999 items that have been withdrawn from circulation

**Roll Call:** yeas, unanimous

**#2010-007 Approval of the Capital Projects Plan 2010-2020 (Attachment)**

Mr. Petersen moved, Mr. Virden seconded to approve the attached Capital Projects Plan 2010-2020.

**Roll Call:** yeas, unanimous

**#2010-008 Acceptance of Donations/Grants**

Mr. Leandry moved, Mr. Campana seconded to approve donations/grants as follows:

Katherine Hageman Trust – Foundation Distribution	\$ 28,427.27
Norton Foundation – Restricted Donation Children's Programs	\$ 5,000.00
CenturyTel – Restricted Donation Classroom Project	\$ 3,000.00
Friends of the North Ridgeville Library, Inc.	\$ 1,500.00

**Roll Call:** yeas, with one abstention

**#2010-009 Approval of Depositories**

Mr. Campana moved, Mr. Petersen seconded to recommend the following list of depositories for public funds for the period February 2010 through February 2015:

Buckeye Community Bank	Charter One Bank
Fifth Third Bank	First Merit
J P Morgan Chase	Lorain National Bank

and declares that \$500,000 are designated as *inactive deposits* (ORC 135.13).

**Roll Call:** yeas, unanimous

**#2010-010 Approval to Apply for a *We the People Bookshelf Grant***

Mr. Virden moved, Mr. Petersen seconded to approve the application for the We the People Bookshelf Grant for children's American History materials.

**Roll Call:** yeas, unanimous

**#2010-011 Approval to Renew PR Consulting Contract**

Mr. Kovach moved, Mr. Campana seconded to authorize the CFO to renew the consulting contract with Highland PR, for the Three Thousand, Seven Hundred and Fifty (\$3,750) per month, or Forty-Five Thousand Dollars (\$45,000) for the year.

**Roll Call:** yeas, unanimous

**#2010-012 Approval to Purchase Print and Electronic Media Coverage Through Highland PR**

Mr. Campana moved, Mr. Petersen seconded to authorize the CFO to enter into an agreement with Highland PR to purchase up to Eighty Thousand Dollars (\$80,000) of print and electronic media coverage from local media outlets in 2010.

**Roll Call:** yeas, unanimous

**#2010-013 Approval to Offer Early Retirement Incentive to Bargaining Unit Exempt Employees**

Mr. Kovach moved, Mr. Leandry seconded to offer eligible employees an opportunity to retire early with an incentive. Employees eligible to receive the incentive will be those who have twenty (20) or more years of service with the Library or who have eighteen (18) or more years of service with the Library and meet the requirements of Ohio Revised Code Sections 124.38 and 124.39. Eligible employees who retire early will receive in lieu of the benefit set forth in Article IV, A. 2., of the *Wage, Leave & Benefits Policies for Bargaining Unit Exempt Staff*, a lump sum equal to the value of their accrued but unused sick leave credit, up to a maximum value of eight hundred (800) hours. Employees who intend to retire early must notify the Library by February 7, 2010, but, if applicable, they may continue to work at the Library up through March 31, 2010, under the terms and conditions of the Agreement while their retirement documents are processed by the Ohio Public Employees Retirement.

**Roll Call:** yeas, unanimous



**#2010-014 Approval of 2010 Permanent Budget**

Mr. Campana moved, Mr. Kovach seconded to approve the 2010 Permanent Budget as follows:

<b>Fund</b>	<b>Name</b>	<b>Amount</b>	
101	General Fund	\$ 3,577,334	
110	N Ridgeville	1,471,191	
112	Avon	722,285	
120	Columbia	375,216	
122	Domonkas	460,890	
130	Lorain	3,426,402	\$ 10,033,318
203	Summer Reading	10,000	
204	Family Read Aloud	5,000	
205	Project Lite	5,000	
215	Book Memorial	21,750	
330	Debt Svc	476,460	
401	Building & Repair	650,000	
451	Capital Improvement	150,000	
701	Hageman	40,660	
702	Stocker Trust	500	
<b>Total</b>		<b>\$ 11,392,688</b>	

**Roll Call:** yeas, unanimous

**#2010-015 Approval to Enter into Executive Session for Performance Appraisals with the Director and CFO, and discussion of Memorandum of Understanding with SEIU District 1199.**

Mr. Leandry moved, Mr. Virden seconded at 5:51 p.m. to approve adjourning to Executive Session for performance appraisals of the Director and CFO.

**Reconvened:** 7:12 p.m.

**#2010-016 Approval of Memorandum of Understanding (Attachment)**

Mr. Petersen moved, Mr. Kovach seconded to approve the Memorandum of Understanding between Lorain Public Library and District 1199 Service Employees International Union.

**Roll Call:** yeas, unanimous

Board of Trustees  
January 28, 2010

0010-2010

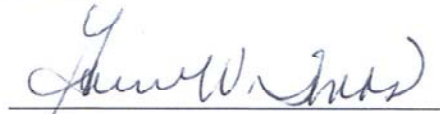
**Other Agenda Items**

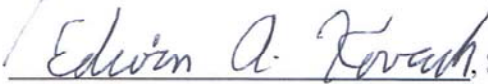
**Next Meeting**

February 18, 2010 at 5 p.m.  
Avon Branch Library

**Adjournment Time:** 7:13 p.m.

**Attest:**

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

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