

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, February 18, 2010, 5:00 p.m.
Avon Branch, 37485 Harvest Drive, Avon, Ohio
Regular Business Meeting

Roll Call

Ms. Tomas called the meeting to order at 5:07 p.m.

Present: Mr. Petersen, Mr. Kovach, Mr. Leandry (5:09 p.m.), Ms. Penwell, Ms. Tomas,
Mr. Campana

Regular Business

#2010-017 Approval of Minutes

Mr. Petersen moved, Ms. Penwell seconded that the minutes of the January 28, 2010 meeting be approved.

Roll Call: yeas, unanimous

#2010-018 Approval of Chief Fiscal Officer's (CFO's) Report

Mr. Kovach moved, Mr. Campana seconded that the CFO's Report for the month ending January 31, 2010 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$8,135,880. Of the month end cash balance, \$2,528,895 was operating funds, of which \$1,547,021 were *unencumbered*. Revenues for the month were \$315,723, 3.7% of the estimated \$8,557,363 annual revenues without transfers or advances. Expenses year-to-date were \$640,685, 6.1% of the budgeted \$10,428,027. Expenses plus encumbrances totaled \$1,700,260 or about 16.3% of the budget.

There were no letters of correspondence, nor public records requests received for the month of January.

Mr. Wilson reported that no levy dollars have been received for the year.

Mr. Wilson informed the Board that the Bureau of Worker's Compensation hearing has been scheduled for February 25, 2010.

Mr. Wilson told the Board that Ms. Sandy Logar, Administrative Clerk for Central Supply, has accepted the early retirement option. Mr. Wilson also stated that Ms. Logar has been with the library for over 20 years, and will be sorely missed. Mr. Wilson then noted that the position would be reduced to 30 hours per week, with single healthcare coverage, and that cross training would also be part of the position. In addition, a look at cost reduction through vendor review, will also be forthcoming.

Mr. Wilson then said that the advertisements for the Main Library renovations contractor would start running, with the bid opening scheduled for March 16, 2010, and the award of the contract at the March 18th Board Meeting.

Mr. Wilson presented a financial overview, at the Columbia State of the Library Address.

Mr. Wilson will be attending the SERB Academy in Columbus, Ohio, in March of 2010.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said, 'Good afternoon, and welcome everyone, to Avon Branch Library. Thank you to The Petersen's for tonight's refreshments'.

Ms. Eldridge informed the Board that she had received an email from Ms. Linda Murray, encouraging all library administrators and trustees to attend the upcoming OLC Legislative Day, and the OLC Trustees Dinner. The Trustees Dinner for the Northern Ohio Chapter will be held on Thursday, April 22nd.

Regarding the recent personnel changes, Ms. Eldridge thanked both Ms. Toni Whitney and Ms. Linda Meredith for hand delivering the notices, as well as for their empathetic and professional conduct during these difficult times.

Ms. Eldridge mentioned her attendance at these past and upcoming events:

01.28.10 – Columbia Library Levy Committee meeting. Ms. Susan Wendt was debriefed on the library expectations. Ms. Eldridge commented that the library is very transparent regarding finances, and that Mr. Jim Wilson, CFO, did a fabulous job on the financial presentation!

02.05.10 – Lorain County Alliance Program on Economic Forecasting.

02.19.10 – State Rep. Matt Lundy will be at Avon Lake Public Library at 10 a.m. Ms. Tomas, Ms. Whitney and Ms. Eldridge will be in attendance.

02.25.10 – Mayor Anthony Krasienko’s State of the City of Lorain Address.

02.26.10 – Senator Sue Morano and State Rep. Joe Kozuira will be at the Main Library at 10 a.m.; the House Bill 400 will be discussed. If interested in attending, please let Ms. Eldridge know.

02.26.10 – Leadership Lorain County Difference Makers Gala. Thank you to the LPLS Library Foundation for paying for the admission fees.

02.27.10 – NAACP Living Black History Tribute – Honoree is Homer Virden.

02.28.10 – State of the Library presentation at the Lorain Main Library at 2 p.m.

In closing, Ms. Eldridge told the Board that the Circulation Statistics were down from last year at this time. She commented that, ‘When a cut is made to the materials budget, the operating hours and the library programs available, you will notice a drop in circulation and headcounts. This is disturbing to me, and we will wrestle with this for years to come’. Commenting on this, Ms. Garalynn Tomas added that she had recently read an article regarding national trends of library funding being cut, and that library services become paramount with a downturned economy.

Report of the Assistant Director

Ms. Whitney said good evening and apologized for being late.

Ms. Whitney updated the Board on the status of the Memorandum of Understanding, by stating that seven bargaining unit employees chose early retirement and four employees chose voluntary layoffs, which helped to reduce the number of required layoffs. There were a total of ten job eliminations, which was thankfully, less impact system wide, than anticipated. Ms. Whitney also said, ‘We are hoping to be done with all ‘bumping’ and be 99.9 % completely done by March 6, 2010. Once completed, the effect of the changes then shifts to the managers and employees. Overall, we’re moving along and hopefully will have less confusion to the staff’.

In closing, Ms. Whitney told the Board that there was a new PC Reservation Policy in place at North Ridgeville Branch Library, and that it has been well received by both the staff and the public. She then asked if there were any questions, and said thank you.

Committee Reports

No Committee Reports.

Communications

No Communications received.

Audience Participation

District 1199

Ms. Linda Meredith represented the SEIU District 1199. Ms. Meredith thanked Ms. Whitney for her professionalism during these difficult layoff times. Ms. Meredith also commented that she was sure that the employees appreciated the confidentiality with which the layoffs were being executed, and that it had been a difficult two weeks. Ms. Meredith then informed the Board that the SEIU had filed a grievance, for violation of Article 13, Section C, Item 1, Step 2 (layoff procedures).

Supervisors

Ms. Charlotte Picha welcomed all to the Avon Branch Library, and said she was happy that it was a sunny day! Ms. Picha told the Board that the January Sunday hours reduction had not seemed to affect much, but that she was curious to see how the Wednesday closing will affect things. She said that the public had noticed the hours reduction, and quietly made comments. She also then noted that both the juvenile and adult programs continue, and that the community is happy for that.

Friends of the Library

The Avon Friends next meeting will be held April 22, 2010. Their next book sale will be held in the third week of March.

The Columbia Friends next meeting will be held on February 22, 2010. Ms. Whitney thanked the Columbia Friends for the wonderful refreshments at the recently held State of the Library Address.

The Domonkas Friends last meeting was held on January 12, 2010. Their next book sale will be held on May 24 – 29th, 2010.

The Lorain Friends next meeting will be held April 13, 2010. The Lorain Friends next book sale will be held May 13 – 17th, 2010. The Lorain Friends will hold the 2010 Annual Membership Meeting on February 28, 2010; at which they will elect new officers, and also have Ms. Eldridge and Mr. Wilson as guest speakers.

The North Ridgeville Friends next meeting will be held March 22, 2010. The NR Friends will elect new officers at the March meeting. The North Ridgeville Friends next book sale will be held April 22 – 25, 2010.

Other

Ms. Eldridge had asked Board President, Ms. Garalynn Tomas, to appoint an AdHoc Committee (H. Virden, V. Leandry, J. Penwell, T. Campana, J. Eldridge and J. Wilson) for the Lorain School Board meeting. They reported that they had met with the Lorain School Board to discuss the 'one high school campus' proposal. Mr. Leandry stated that a sub-committee was necessary, because the school board is wanting an answer regarding LPLS involvement, very soon. Mr. Leandry also said LPLS expressed concern regarding how it is presented to the public, whether or not LPLS is a partner with the Lorain City Schools, or not. He said that the library also informed the school board that it is taking its time with the decision, but will continue to meet with them. Mr. Campana stated that the AdHoc Committee emphasized that the Lorain Public Library System does not have money to put towards the project. Mr. Campana also said it was discussed about sharing expenses by building a new library, vs. staying where the library is currently. He said that the Lorain City School Board is building a new high school regardless of LPLS's involvement. He also stated that a new site had been chosen along the Black River, so as not to displace as many people as the originally proposed site would have. Ms. Penwell said that, 'It's important to clear up the notion around separate levies – it's important that the public/community realizes that we still need separate levies, even though we may end up building a new library together with the Lorain City Schools'. Ms. Eldridge added that she thought the AdHoc Committee did a great job of representing the library. She also said the AdHoc Com told the School Board that, 'We will not stick our neck out without community involvement and without citizen's community meetings regarding the matter'. She also said that the School Board was informed that the Lorain Public Library System has its own mission, and that it is beyond operating as a 'school' library, and that it serves *all* the public. Ms. Eldridge also said that, 'We have to be very careful moving forward, it is an interesting concept, but needs to work out the nuts and bolts of the idea'.

New Business

#2010-019 Approval of Personnel Appointments

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

- Jessica Nickerson, Student Library Aide, temporary, part-time, effective February 1, 2010, at an hourly rate of \$7.30.

Roll Call: yeas, unanimous

#2010-020 Approval of Contract to Purchase 3M Library Equipment (Attachment)

Mr. Campana moved, Mr. Petersen seconded to authorize the CFO to issue purchase orders for the purchase of new library security and self-check equipment for the Main Library and the North Ridgeville Library per quotes from 3M in the amount of One Hundred and Forty-Three Thousand Dollars (\$143,000).

Roll Call: yeas, unanimous

#2010-021 Approval to Transfer Funds from Building and Repair to General and Levy Funds for Early Retirement Incentives

Mr. Petersen moved, Mr. Campana seconded to approve the following fund transfers needed to pay for early retirement incentives per the 2010 Early Retirement Incentive Program:

From	To	Amount In	Amount Out
401-01-59999 Tx Out of Building & Repair			\$144,617.80
	101-01-49999 Tx In General Fund	\$58,297.78	
	130-02-49999 Tx In Lorain Levy	\$70,905.59	
	122-08-49999 Tx in Domonkas Levy	\$15,414.43	

Roll Call: yeas, unanimous

#2010-022 Sick-Time Payout Appropriation Increase

Mr. Petersen moved, Mr. Kovach seconded to approve the following appropriation increases in the General and Levy Funds, to allow the Library to pay early retirement incentives per the 2010 Early Retirement Incentive Program.

101-01-51190	Sick Leave Payout Administration	\$16,721.77
101-11-51190	Sick Leave Payout Outreach	\$41,576.01
130-02-51190	Sick Leave Payout Adult Svcs	\$20,567.97
130-03-51190	Sick Leave Payout Circulation	\$29,489.33
130-05-51190	Sick Leave Payout Children Svcs	\$20,848.29
122-08-51190	Sick Leave Payout Domonkas Levy	\$15,414.43

Roll Call: yeas, with one abstention

#2010-023 Approval to Apply for an ALA/Dollar General Grant

Mr. Campana moved, Mr. Petersen seconded to approve the application for the ALA/Dollar General Grant from the South Branch Library.

Roll Call: yeas, unanimous

#2010-024 Approval to Apply for a Grant from the Lorain Rotary Club

Mr. Kovach moved, Mr. Leandry seconded to approve an application for One Thousand, Five Hundred Dollars (\$1,500) from the Lorain Rotary Club for the purchase of library materials.

Roll Call: yeas, unanimous

#2010-025 Approval to Apply for a Grant from the National Center for Family Literacy

Ms. Penwell moved, Mr. Petersen seconded to approve an application for Ten Thousand Dollars (\$10,000) from the National Center for Family Literacy to produce a video to be used in conjunction with the Books for Babies Program.

Roll Call: yeas, unanimous

#2010-026 Approval to Attend ALA Annual Conference in Washington, D.C.

Mr. Kovach moved, Mr. Campana seconded to approve up to five (5) days of release time and expenses for (1) employee and one to attend the ALA Annual Conference in Washington, D.C., from June 25-29, 2010, at a cost not to exceed \$1,000.00.

Roll Call: yeas, with one abstention

#2010-027 Approval to Attend PLA Virtual Conference

Mr. Kovach moved, Mr. Campana seconded to approve up to two (2) days of release time for up to (3) employees to attend the PLA Virtual Conference, from March 25-26, 2009 at an estimated cost of \$335 (group rate for up to three persons).

Roll Call: yeas, unanimous

#2010-028 Approval to Enter into Executive Session for Performance Appraisals with the Director and CFO.

Mr. Campana moved, Mr. Kovach seconded at 6:02 p.m. to approve adjourning to Executive Session for performance appraisals of the Director and CFO.

Roll Call: yeas, unanimous

Board of Trustees
February 18, 2010

0018-2010

Reconvened: 7:39 p.m.

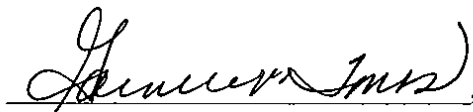
Other Agenda Items

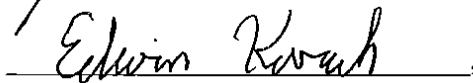
Next Meeting

March 18, 2010 at 5 p.m.
Main Library

Adjournment Time: 7:39 p.m.

Attest:


_____, President


_____, Secretary