

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System  
Thursday, April 15, 2010, 5:00 p.m.  
South Branch Library, 2121 Homewood Drive, Lorain, Ohio  
Regular Business Meeting

**Roll Call**

Ms. Tomas called the meeting to order at 5:03 p.m.

Present: Mr. Petersen, Mr. Kovach, Mr. Leandry, Ms. Penwell, Ms. Tomas, Mr. Campana, Mr. Virden (5:07 pm)

**Regular Business**

**#2010-039 Approval of Minutes**

Mr. Kovach moved, Mr. Petersen seconded that the minutes of the March 18, 2010 meeting be approved.

**Roll Call:** yeas, unanimous

**#2010-040 Approval of Chief Fiscal Officer's (CFO's) Report**

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

Mr. Wilson reported to the Board that the month end cash balance was \$8,187,616. Of the month end cash balance, \$2,746,354 was operating funds, of which \$1,511,538 were unencumbered. Revenues for the month were \$1,901,418, 22.2% of the estimated \$8,557,363 Annual Revenues without transfers or advances. Expenses year-to-date were \$2,174,673, 20.6% of the budgeted \$10,572,645. Expenses plus encumbrances totaled \$3,636,552 or about 34.4% of the budget.

Mr. Wilson mentioned that two Financial Resolutions will be seen on tonight's agenda; the Building & Repair Fund transfer, as well as increases to the 2010 Personnel Budget.

Mr. Wilson thanked the Board for the opportunity to attend the *SERB Academy* in Columbus, on March 25<sup>th</sup> and 26<sup>th</sup>.

Mr. Wilson stated that there has been no word on the status of the Worker's Compensation Appeal.

Mr. Wilson informed the Board that a 'repeat performance' of the Lorain State of the Library Address would be held this evening at the South Branch Library.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge said, 'Good afternoon, and welcome to South Lorain'. She then wished all a happy National Library Week and Spring! Ms. Eldridge gave her apologies for being late, as she was at the Columbia Branch Library working on the levy campaign.

Ms. Eldridge commended Ms. Donna Kelly, Youth Services Librarian, for writing a grant proposal to receive the *We the People* "More Perfect Union" Bookshelf. Our library was one of the 4,000 libraries selected, due to Ms. Kelly's proposal. The materials were received this week. Ms. Eldridge also said that our U.S. elected officials will be notified.

Ms. Eldridge thanked the OLC Trustees Dinner attendees, for representing the library at the dinner.

Regarding National Library Week, Ms. Eldridge said that there were a lot of programs planned, and that she attended one of the programs, yesterday.

Ms. Eldridge thanked the Board for her attendance at the recent PLA Virtual Conference. She said that she had wanted to try this type (video) of conference, and that she was slightly disappointed.

Ms. Eldridge mentioned that she and Ms. Valerie Smith would be representing the library at the Palace Civic Center, on Saturday, April 17<sup>th</sup>, for their 'Night of 1,000 Stars' event.

Ms. Eldridge asked the Board to please stay this evening, and join them for the State of the Library Address. She also thanked Mr. Victor Leandry and his staff, for supplying the translation services for tonight's address.

Ms. Eldridge said she was sorry that the monthly statistics did not get mailed to the Board members, and that there was a lot of red ink this time, giving good example as to why the libraries hours' need to be restored.

Ms. Eldridge told the Board that the Maintenance Department has been busy planting flowers at the libraries, had just planted Pansies at the North Ridgeville Branch, and she then thanked the Board for allowing the planting of the flowers.

Ms. Eldridge informed the Board that the Finance, Audit and Properties Committee would be meeting before the next Board Meeting in May.

Ms. Eldridge thanked Ms. Preston, Mr. Campana and the Lorain Friends of the Library for this evening's refreshments, and also thanked Ms. Elaine Walkden the President of the Lorain Friends for the cupcakes.

Ms. Eldridge mentioned her attendance at these past and upcoming networking and community events, library programs and community relations:

*04.01 - .29.10* – Columbia Library Levy Committee meetings.

*04.01.10* – Lorain Health and Education Campus community meeting.

*04.06.10* – State of the Library presentation at the Domonkas Friends meeting.

*04.15.10* – State of the Library presentation at South Branch Library.

*04.17.10* – Lorain Palace Civic Center Night of 1,000 Stars.

*05.19.10* – Leadership Lorain County graduation ceremony; Joanne Eldridge, Jim Wilson, Edwin Kovach and Robert Wenz will attend. Mr. Wenz is graduating.

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

Ms. Whitney said good evening to the Board and all in attendance.

Ms. Whitney distributed her monthly report to the Board, and informed them that the report actually covered last month, as well as this month.

Ms. Whitney brought a picture to share of the new murals by Jim Messenheimer, being installed at the North Ridgeville Branch Library. She said the murals are paintings of different places throughout the world. The murals are painted on three canvases, that will be framed and mounted next to each other. Underneath the canvases it will read, 'Dazzle Your Mind'.

Ms. Whitney reported that the SEIU has three new members of the Executive Board; Isabelle Wimmer, Celina Roe and Cheri Campbell. Ms. Whitney then distributed a new leadership listing to the Board.

Ms. Whitney said that the EASE program presented a workshop titled, 'Taking Care of Yourself Through Times of Change', at the Main Branch. Ms. Whitney and six other employees participated.

Ms. Whitney invited the Board to the Columbia Levy Victory Party on Tuesday, May 4<sup>th</sup> at Columbia Branch Library, from 8-10pm. She stated that we will hopefully be celebrating a victory! Mr. Kovach then offered to have a dessert delivered to the library for the celebration, which Ms. Whitney then thanked him for and said she appreciated that.

The SEO Mobile Computer Lab will be at the Columbia Branch Library next week. Ms. Whitney stated that the mobile lab was similar to a Bookmobile, but is equipped with a State-of-the-Art computer lab. The mobile lab is free and available through SEO. Computer classes are booked throughout the week.

Ms. Whitney mentioned that she was on PTO for a week during March, and that she appreciated being able to be off.

Mr. Homer Virden asked Ms. Whitney to explain why his library card had to be renewed. Ms. Whitney said it was due to a change in policy, as part of the Revenue Enhancement plan. Renewing library cards annually, now allows for collection of all fines before the renewal can take place.

In closing, Ms. Whitney thanked the SEIU and all Friends Groups for their donation to the Columbia Library Levy Campaign.

## **Committee Reports**

Mr. Homer Virden and Ms. Eldridge reported to the Board about the Library Services and Personnel Committee meeting held 04.07.10. Various topics were discussed;

- Administrative Hours Open.
- Offering Limited Hours of Service on previously closed days at Avon, Domonkas and South Branch Libraries.
- Re-defining Outreach Services.
- LPLS Strategic Planning Process – Ms. Eldridge shared a document with this committee.
- Communications Plan Proposal – Mr. Victor Leandry and Ms. Garalynn Tomas saw the original proposal, and it is now being revised.

- Connect Ohio – Ms. Eldridge is trying to get free computers for Columbia Branch Library and the library system, via a grant being put together by the State Library of Ohio and OPLIN, for federal stimulus dollars.
- Lorain Health and Education Campus – Mr. Campana said that the Lorain City School Board (LCSB) wants to know where the library stands regarding the project. He also said that LCSB has authorized their attorney, Mr. Tony Giardini to begin negotiations with the Lorain Port Authority to purchase land on the Black River. Mr. Campana informed the Board that the LCSB is to supply the LPLS Board with a sample partnership agreement from the Lorain County Community College and the Elyria Public Library, which has not been received as of this meeting. Ms. Eldridge commented that LPLS does not have any money to contribute to the project, and that we are waiting for the LCSB to get back to us regarding the project and funding. Ms. Eldridge also stated that the community meetings held by the LCSB were the worst she's ever seen conducted. Ms. Eldridge stated that the LCSB wants LPLS to run their school library. Mr. Leandry expressed serious concerns that the LCSB is not treating the LPLS with much regard. He stated that the LCSB seems very eager for LPLS to 'be a partner or not', however, they are not forthcoming with information.
- Library Patron Comments – Ms. Eldridge said that LPLS takes patron comments very seriously, and that there are several ways that patrons can provide input: the suggestion box, service alert forms, and the biannual Materials Availability Survey. She said she would like to see a link on the library website for patron comments in the future.
- Contract with Williams Brother Builders, Inc. – Mr. Wilson stated that the contract was signed by the architect, Mr. Gary Fischer, and LPLS, on Tuesday, April 13, 2010.

## **Communications**

No Communications received.

## **Audience Participation**

### *SEIU District 1199*

Ms. Isabelle Wimmer represented the SEIU District 1199. Ms. Wimmer thanked the Board for allowing her to address them this evening. She also said that she is looking forward to working with the SEIU Leadership Board, and the LPLS Board as a team. She is hoping to arrive at mutually agreeable end results, to solve any problems that may arise during the next year.

*Supervisors*

Ms. Norma Preston, South Branch Librarian Supervisor, thanked everyone for coming to this evening's meeting. She said the refreshments provided were a 'potluck', so she could not take full credit. Ms. Preston told the Board that the South Branch Library had received funds from the Norton Family Foundation grant, to be used for a new Browser's Corner at the South Branch Library. She also said that she is hoping it will be completed by the next Board meeting held at the South Branch Library (July 15, 2010). Ms. Preston then mentioned the upcoming Cinco de Mayo program at the South Branch Library in May, where there will be dancers, stories, and an opportunity for children to make bookmarks.

*Friends of the Library*

The Avon Friends next meeting will be held this evening, April 15<sup>th</sup>. The Avon Friends last book sale netted over \$1,000.

The Columbia Friends next meeting will be held on April 26, 2010. Regarding the upcoming Columbia Library Levy, Mr. Edwin Kovach stated that he was overwhelmed by the vast support and donations, and also said that he was confident of a win! Mr. Kovach informed the Board that Ms. Pam Coleman, the new President of the Columbia Friends, had asked the Friends for help with calling patrons for support for the levy campaign. He also mentioned two upcoming events; Friends Flea Market (May 22, 2010) and the Columbia Library Festival of the Arts (June 19, 2010).

The Domonkas Friends next meeting will be held in September of 2010. Their next book sale will be held on May 24 – 29<sup>th</sup>, 2010. The Domonkas Friends donated \$100 to the Columbia Branch Library Levy Campaign, at their last meeting. The Domonkas Friends Secretary, is now the President of the Lorain Friends.

The Lorain Friends next meeting will be held July 27, 2010 at the South Branch Library. The Lorain Friends next book sale will be held May 13 – 17<sup>th</sup>, 2010. Mr. Campana stated that the Lorain Friends are sponsoring a Shredding Day at the Library on May 8, 2010, which cost \$600. He also said the Lorain Friends checkbook balance is at \$5,500, and that the Lorain Friends gave \$3,500 to the Main Library and South Branch Library, for Outreach programs. Mr. Campana also said that the Friends Annual Picnic will be held on August 21<sup>st</sup>, at the South Branch Library.

The North Ridgeville Friends next meeting, a Strategic Planning Meeting, will be held on May 24, 2010. The North Ridgeville Friends next book sale will be held July 15-17, 2010. There will be a Car Show and Icecream Giveaway on July 17, 2010 at the North Ridgeville Branch Library.

*Other*

**#2010-041 Approval of Personnel Appointments**

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

- Denise Delich, Library Assistant, Floater Public Services position in the Technical Services Department and at the Main Library, part-time, effective April 19, 2010, at an hourly rate of \$14.562 which is grade UE, step 9.

**Roll Call:** yeas, unanimous

**#2010-042 Approval to Change Hours of Operation at the Avon, Domonkas and South Branch Library Branches**

Mr. Petersen moved, Mr. Virden seconded to approve the change of hours of operation, beginning on Monday, May 3, 2010 at:

Avon Branch Library - restoration of hours of operation on Wednesdays, from 2:00-8:30 p.m.

Domonkas Branch Library - restoration of hours of operation on Fridays, from 2:00-6:00 p.m.

South Branch Library - restoration of hours of operation on Fridays, from 2:00-6:00 p.m.

**Roll Call:** yeas, unanimous

**#2010-043 Acceptance of Grant from The Stocker Foundation**

Mr. Campana moved, Mr. Petersen seconded to accept the \$40,350 grant from The Stocker Foundation in support of the "Make Waves" 2010 Summer Reading Program.

**Roll Call:** 6 yeas, Ms. Penwell abstained

**#2010-044 Acceptance of Grant from The Norton Family Foundation**

Mr. Petersen moved, Mr. Virden seconded to accept the \$5,000 grant from The Norton Family Foundation for the purchase of library lending materials.

**Roll Call:** yeas, unanimous

**#2010-045 Acceptance of Donation from Barb Sutton**

Mr. Kovach moved, Mr. Petersen seconded to accept the \$1,000 donation from Barb Sutton, for the benefit of the North Ridgeville Branch Library.

**Roll Call:** yeas, unanimous

**#2010-046 Advances to Other Funds - Appropriation Increase**

Mr. Campana moved, Mr. Petersen seconded to approve the following appropriation increase in the Building Repair Fund.

|              |                         |                 |
|--------------|-------------------------|-----------------|
| 401-01-59810 | Advances to Other Funds | \$ 1,000,000.00 |
|--------------|-------------------------|-----------------|

**Roll Call:** yeas, unanimous

**#2010-047 Approval to Advance Funds from the Building & Repair Fund to the North Ridgeville Levy Fund**

Mr. Kovach moved, Mr. Petersen seconded to approve the following fund advance to the North Ridgeville Levy Fund in anticipation of levy receipts:

| <b>From</b>  | <b>To</b>                              | <b>Amount Out</b> | <b>Amount In</b> |
|--------------|----------------------------------------|-------------------|------------------|
| 401-01-59810 | Advances to Other Funds                | \$ 200,000.00     |                  |
|              | 110-00-49810 Advances from Other Funds |                   | \$ 200,000.00    |

**Roll Call:** yeas, unanimous

**#2010-048 Return of Advances from Other Funds - Appropriation Increase**

Mr. Campana moved, Mr. Petersen seconded to approve the following appropriation increases:

|              |                                    |               |
|--------------|------------------------------------|---------------|
| 110-10-59850 | Return of Advance from Other Funds | \$ 200,000.00 |
| 120-07-59850 | Return of Advance from Other Funds | \$ 100,000.00 |

**Roll Call:** yeas, unanimous



**#2010-049 Appropriation Increases to 2010 Personnel Budget**

Mr. Kovach moved, Ms. Penwell seconded to approve the following appropriation increases to the 2010 Personnel Budget:

|                                                   |                       |
|---------------------------------------------------|-----------------------|
| 101 General Fund - Outreach                       | \$ 62,201             |
| 101 General Fund – TSD                            | <u>83,660</u>         |
| 101 General Fund                                  | <u>\$ 145,861</u>     |
| 110 North Ridgeville                              | \$ 83,630             |
| 112 Avon                                          | \$ 24,891             |
| 120 Columbia                                      | \$ 16,691             |
| 130 Lorain – Adult Svcs                           | \$ 42,906             |
| 130 Lorain – Operations/Circulation               | 118,795               |
| 130 Lorain – Children’s Svcs                      | <u>60,158</u>         |
| 130 Lorain                                        | <u>\$ 221,859</u>     |
| <br>Increases to Salary & Benefits Appropriations | <br><u>\$ 492,932</u> |

**Roll Call:** yeas, unanimous

**#2010-050 Approval of Fund Transfers**

Mr. Kovach moved, Mr. Campana seconded to authorize the following fund transfers, as approved in the 2010 Budget:

| <b>From</b>                         | <b>To</b>                                | <b>Amount</b> |
|-------------------------------------|------------------------------------------|---------------|
| 101-01-59999 Tx Out of General Fund | 110-00-49999 Tx In North Ridgeville Levy | \$ 81,000     |
| 101-01-59999 Tx Out of General Fund | 112-00-49999 Tx In Avon Levy             | \$ 49,008     |
| 101-01-59999 Tx Out of General Fund | 120-00-49999 Tx In Columbia Levy         | \$ 20,893     |
| 101-01-59999 Tx Out of General Fund | 122-00-49999 Tx In Domonkas Levy         | \$ 27,058     |
| 101-01-59999 Tx Out of General Fund | 130-00-49999 Tx In Lorain Levy           | \$ 210,242    |

**Roll Call:** yeas, unanimous

**Other Agenda Items**

Ms. Eldridge mentioned that there would be a Strategic Planning Session scheduled after the regular Board Meeting in either July or August.

Board of Trustees  
April 15, 2010

0041-2010

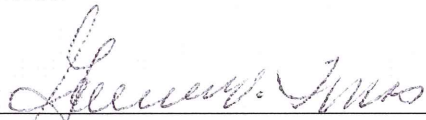
Mr. Leandry thanked Ms. Whitney for the handout chart regarding the change of hours at the Avon, Domonkas and South Branch Libraries. He also stated that he will not be to attend the May Board Meeting.

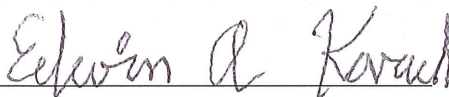
**Next Meeting**

May 20, 2010 at 5 p.m.  
Domonkas Branch Library

**Adjournment Time:** 6:00 p.m.

**Attest:**

, President

 Secretary