

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

**Minutes**

Lorain Public Library System  
Thursday, August 19, 2010, 5:00 p.m.  
Main Library, 351 W. 6<sup>th</sup> Street, Lorain, Ohio  
Regular Business Meeting

**Roll Call**

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

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

**Regular Business**

**#2010-083 Approval of Minutes**

Mr. Campana moved, Mr. Kovach seconded that the minutes of the July 15, 2010 meeting be approved.

**Roll Call:** yeas, unanimous

**#2010-084 Approval of Chief Fiscal Officer's (CFO's) Report**

Mr. Kovach moved, Ms. Penwell seconded that the Fiscal Officer's Report for the month ending July 31, 2010 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$8,084,089. Of the month end cash balance, \$3,131,725 were operating funds, of which \$2,350,856 were unencumbered. Year-to-Date Revenues were \$4,757,745, 55% of the estimated \$8,597,713 Annual Revenues without transfers or advances. Expenses year-to-date were \$5,134,497, 46% of the budgeted \$11,109,727. Expenses plus encumbrances totaled \$6,838,294, or about 62% of the budget.

Mr. Wilson stated that there were no public records requests.

Mr. Wilson said the library received communication from the Ohio Department of Taxation, certifying a 13% decrease in PLF estimated revenues for 2010.

Mr. Wilson also pointed out, when referencing the General Fund Year-to-Date Comparison, that the Net Loss for the year is \$55,000 higher than listed on the document.

Mr. Wilson asked that the Finance, Audit and Properties Committee meet in September, to discuss the proposed 2011-2015 budget.

In closing, Mr. Wilson thanked the Board for the opportunity to attend continuing education workshops.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge said good evening and thanked Toni Whitney, Terri Frederick and Jim Wilson for this evening's refreshments.

Regarding the Main Library renovation, Ms. Eldridge stated that it is a 'work in progress' and that it is almost complete.

Ms. Eldridge informed the Board that HB 566, which guarantees the right to representation by the county prosecuting attorney in the event of a legal dispute, has been introduced into legislation by Rep. Dennis Murray.

Regarding PLF distribution, Ms. Eldridge stated that the August distribution was 5.2% more than the July 2009 distribution. Although this is true, the overall year-to-date distribution as compared to 2009, is 11.4% lower.

Ms. Eldridge was pleased to announce to the Board that 6.9 million dollars were awarded to the State of Ohio via the Federal Stimulus funds. The monies are for computer purchases, which LPLS will receive 110 computers system wide.

Ms. Eldridge commented that the Summer Reading Program was wonderful, and thanked the Children's Department, as well as the branches and Outreach Department. She then noted that Elaine McGrew, Children's Librarian Supervisor, is out on FMLA.

Ms. Eldridge thanked Terri Frederick, Charlotte Picha and Donna Kelly for attending the New Teacher's Reception, which the library co-sponsored with the Lorain County Chamber of Commerce.

Ms. Eldridge said that the Main Library received a Community Certificate of Achievement from the U.S. Department of Census, for their role during the 2010 Census Campaign.

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

*08.23.10* – Lorain County Fair Breakfast at 9 a.m.

*08.28.10* – LPLS day at the fair.

*08.31.10* – Meeting with Lorain City Schools to aid in the designing of the new high school library.

*09.10.10* – Stocker Foundation, Center for Leadership workshop.

*09.24.10* – Candidate's Breakfast at the Oberlin Public Library.

*09.25.10* – N.A.A.C.P. Freedom Fund Banquet.

*11.06.10* – Gala El Centro

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

Regarding the SEIU, Ms. Whitney informed the Board that a memo was sent, and a discussion occurred about comp. time for Bargaining Unit Employees. Agreement on the matter was reached on July 27, 2010. Ms. Whitney also said that there is an ongoing discussion with the SEIU regarding staff working out of class.

Ms. Whitney thanked Frances Johnson, Outreach Librarian Supervisor, for assuming the duties of Youth Services Librarian Supervisor, Elaine Mc Grew, while Ms. McGrew is on FMLA.

Ms. Whitney also thanked Robert Wenz and Joel Riedy of Technology Services for their hard work on the recent technology upgrades of the overhead projector, electronic podium and speaker at the North Ridgeville Branch.

Whitney said that three original pieces of art work have been received and are soon to be installed at North Ridgeville. The artwork was created by Artist Jim Messenheimer who teaches art at north Ridgeville High. Technology upgrades and artwork were paid for through a gift donation from the North Ridgeville Friends of the Library.

Ms. Whitney said thank you in advance to Joanne Eldridge, Tony Campana, Homer Virden and Terri Frederick for their upcoming attendance at the Lorain County Fair Breakfast.

Lastly, Ms. Whitney commended Sandy Mitchell, Columbia Branch Librarian Supervisor, and her staff, for their 4.55% increase in circulation, and their 1.83% increase in visitors, for the month of July.

## **Committee Reports**

There were no committee reports.

## **Communications**

- Received a Certificate of Achievement award from the U.S. Census Bureau.
- Received a letter from Mr. Dennis P. Will, Lorain County Prosecutor, regarding the Ohio Ethics Commission Advisory Opinion.
- Received a letter from the Department of Taxation, certifying a 13% decrease in estimated revenues.

## **Audience Participation**

### *SEIU District 1199*

Ms. Isabelle Wimmer represented the SEIU District 1199. Ms. Wimmer introduced Union Organizer, Mr. Doug Warren, to the meeting. Ms. Wimmer thanked Toni Whitney for her work on the recent decision to not issue comp. time to Bargaining Unit employees. Ms. Wimmer also stated that she is now officially seated as an E-board Member. Being on the board will allow her to help join with other unions, to garner help from the larger membership of SEIU, to gain endorsements and donations for library levies. Ms. Wimmer noted to the Board that SEIU Board members are attending leadership training in Independence, OH. The SEIU will also have a table set up at the upcoming Labor Day Family Celebration, held at Black River Landing on September 5, 2010. They will be passing out library marketing materials. Ms. Wimmer stated that the SEIU Union has asked for volunteers to become Member Political Organizers for the upcoming November elections, to build the membership and become a stronger union.

### *Supervisors*

Ms. Valerie Smith, Public Services Coordinator, said good evening and then commented on the Main Library renovation. Her comments were directed towards the new room that is designated for computer training, and how the new room will mean no more competition with outside groups for use of the meeting rooms. She also said that LPLS was one of the first libraries to offer computer training to the public more than 20 years ago, and that we now have 15 laptops for public use. She then noted that patrons use of computers continues to increase, and that they download books, classical music, videos, audio books and other types of information.

The Avon Friends next meeting will be held September 23rd. The Avon Friends last book sale netted almost \$600. The Avon Friends will be providing refreshments for the next Board Meeting on Thursday, September 16, 2010.

The Columbia Friends next meeting will be held on August 23, 2010. The Columbia Friends last book sale was held last week. The Columbia Friends President has expressed interest in a storage barn.

The Domonkas Friends next meeting will be held September 14, 2010. Their next book sale will be held on September 20-25, 2010, which Ms. Eldridge is coordinating.

The Lorain Friends next meeting will be held October 26, 2010, at the Main Library. The Lorain Friends next book sale will be held September 16-20, 2010. Mr. Campana said that the Lorain Friends gave scholarships and have postponed the Summer Picnic at the South Branch Library. He then said there will be a potluck on November 14<sup>th</sup> at 2 p.m., at the Main Library.

The North Ridgeville Friends next meeting will be held October 4, 2010, at which time the Strategic Planning will continue. Their last book sale netted over \$3,000, and their next book sale will be held on October 21, 2010. The North Ridgeville Friends walked in the Corn Festival Parade.

*Other*

## **New Business**

### **#2010-085 Approval of Personnel Appointments**

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

- Kelsey DeCoste, Student Library Aide position at the North Ridgeville Branch Library, temporary, part-time, effective July 12, 2010, at an hourly rate of \$7.30.
- Sherri Brown, Library Assistant-Floater position, Public Services at the Columbia and North Ridgeville Branch Libraries, part-time, effective August 9, 2010 at an hourly rate of \$13.326 which is grade UE, step 6.
- Jennifer Hirth, Library Associate I, Public Services at the Columbia Branch Library, part-time, effective August 23, 2010 at an hourly rate of \$15.153 which is grade UH, step 1.
- Rubiel Otero, Delivery Aide position in the Maintenance Department, part-time, effective August 16, 2010, at an hourly rate of \$9.736, which is grade UC, Step 1.
- Forrest Wright, Student Library Aide position at the Columbia Branch Library, temporary, part-time, effective June 28, 2010, at an hourly rate of \$7.30.

**Roll Call:** yeas, unanimous

**#2010-086 Increase to Appropriations for the Creation of a “Browser’s Corner” at the South Branch Library**

Mr. Petersen moved, Mr. Kovach seconded to approve the increase in appropriations to the South Branch Building Improvements line item of Two Thousand Dollars (\$2,000.00) for the creation of a “Browser’s Corner”.

**Roll Call:** yeas, unanimous

**#2010-087 Revenue Budget Changes**

Mr. Campana moved, Mr. Petersen seconded to approve the following Revenue Budget reduction to the 2010 PLF revenue line of \$57,669.98 to a new anticipated revenue total for CY2010 of \$3,437,884.08, in accordance with a reduction in certified revenues from the Lorain County Budget Commission:

**Roll Call:** yeas, unanimous

**#2010-088 Approval of Commercial Insurance Renewal**

Mr. Kovach moved, Mr. Virden seconded to authorize the CFO to renew the contract of commercial insurance for 2010-2011 with *The Ohio Plan* at a renewal rate of Thirty-Five Thousand, Two Hundred and Fifty-One Dollars (\$35,251).

**Roll Call:** yeas, unanimous

**#2010-089 Approval of Change Orders for Main Library Renovation**

Mr. Campana moved, Mr. Petersen seconded to approve the following change orders for the Main Library Renovation, in the amount of Three Thousand, and Eight Hundred and Forty-Three Dollars (\$3,843.00):

Change Order #9 – Add fire alarm panel in main entrance	\$ 1,873.00
Change Order #10 – Add receptacles at Information Desk	\$ 940.00
Change Order #11 – Add 1 (one) additional ceiling light	\$ 250.00
Change Order #12 – Add 1 (one) receptacle in vestibule	\$ 180.00
Change Order #13 – Lower Circulation Workroom counters	\$ 600.00

**Roll Call:** yeas, unanimous

Board of Trustees  
August 19, 2010

0075-2010

**#2010-090 Approval to Enter into Executive Session to Discuss the Potential Acquisition of Real Estate**

Mr. Petersen moved, Mr. Leandry seconded at 5:44 p.m. to approve adjourning to Executive Session to discuss the possible acquisition of real estate.

**Roll Call:** yeas, unanimous

**Reconvened:** 6:22 p.m.

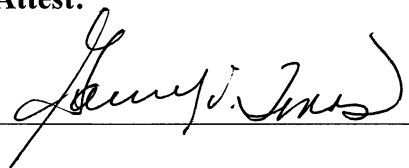
**Other Agenda Items**

**Next Meeting**

September 16, 2010 at 5 p.m.  
Avon Branch Library

**Adjournment Time:** 6:23 p.m.

**Attest:**

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

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