

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

Minutes

Lorain Public Library System  
Thursday, September 16, 2010, 5:00 p.m.  
Avon Branch Library, 37485 Harvest Drive, Avon, Ohio  
Regular Business Meeting

**Roll Call**

Ms. Tomas called the meeting to order at 5:05 p.m.

Present: Mr. Kovach, Ms. Tomas, Mr. Campana, Mr. Petersen (5:28 p.m.)

**Regular Business**

**#2010-091 Approval of Minutes**

Mr. Campana moved, Mr. Kovach seconded that the minutes of the August 19, 2010 meeting be approved.

**Roll Call:** yeas, unanimous

**#2010-092 Approval of Fiscal Officer's Report**

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

Mr. Wilson reported to the Board that the month end cash balance was \$8,138,053. Of the month end cash balance, \$3,415,208 were operating funds, of which \$2,628,627 were unencumbered. Year-to-Date Revenues were \$5,748,191, 67% of the estimated \$8,540,043 Annual Revenues without transfers or advances. Expenses year-to-date were \$6,070,980, 53% of the budgeted \$11,431,791. Expenses plus encumbrances totaled \$7,556,526, or about 66% of the budget.

Mr. Wilson stated that there were no public records requests, nor communications.

Mr. Wilson said that he had attended the Lorain County Budget Meeting, where they approved the 2011 PLF Distribution Formula.

Mr. Wilson informed the Board of several items that were added to this evening's agenda: # 2010-098, # 2010-099 and # 2010-100.

Mr. Wilson reported that he has been working on the 2011 budget projections, and also working with Ms. Eldridge and Ms. Whitney on the upcoming State of the Library Addresses.

Finally, Mr. Wilson noted the upcoming Rotary Trivia Contest, to be held on November 12, 2010.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge said good evening and welcome to Avon Branch Library.

Regarding PLF distribution, Ms. Eldridge stated that the September distribution was 6.4% higher than the September 2009 distribution, and 1.1% higher than the Ohio Department of Taxation's (ODT) projection for the month. Although this is true, the overall year-to-date distribution as compared to 2009, is 9.9% lower, but just 0.8% lower than ODT's YTD projection.

Ms. Eldridge informed the Board that the church on Reid Avenue, across from the Main Library, has found a buyer! She appropriately commented, 'Hallelujah!'.

Ms. Eldridge apprised the Board of two local potential issues that could affect the library;

- 1) Amherst Public Library (APL) is placing a bond and a levy issue on the November election ballot. The APL is trying to pass an \$11M bond, to add on to their existing library. Ms. Eldridge said there may be residents in the City of Lorain paying for a library that they don't use.

- 2) A possible dispute could arise between Grafton Public Library (GPL) and Elyria Public Library (EPL), as some residents will be taxed twice for library services, because they live in an area where both GPL and EPL have both passed levies. Ms. Eldridge requested that the Grafton and Elyria Boards of Trustees sit down and discuss this matter. Her concern is that a dispute could jeopardize PLF monies received from the State of Ohio and draw unfavorable publicity for public libraries in Lorain County.

Ms. Eldridge then thanked the Maintenance and Technical Services departments, as well as the LPLS staff, for their patience during the renovation of the Main Library. She also commented that the entire staff has shown much fortitude and resilience, during the work, which is almost complete.

Ms. Eldridge thanked the Children's Department at the Main Library, the Branches and the Outreach staff, for a wonderful Summer Reading Program.

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

*09.18.10* – NAACP Freedom Fund Banquet

*09.24.10* – Candidate's Breakfast Forum. Board Members Tony Campana, Jodi Penwell and Homer Virden have all confirmed attendance.

*09.28.10* – Staff Appreciation Day, to be held at the Main Library.

*10.14, 15, 27.10* – State of the Library presentations. 3 or 4 Board Members have confirmed attendance thus far.

*11.06.10* – El Centro Gala.

Regarding statistics, Ms. Eldridge said that the Outreach numbers are lower than other departments, due to the fact that they are only open 4 days per week. She also noted that the ILL's, both sent and received are down. She attributed this to either having enough materials available locally, or that it takes too long to get the materials off the wait list, and people are going elsewhere.

In closing, Ms. Eldridge said that she feels somewhat behind the eight ball with staff 'buy in' regarding the upcoming State of the Library presentations, since they were not informed before going to the public. She prefers that staff was told before the public, to reassure the staff that their sacrifices were appreciated, and that it helped cut our operating expenses.

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

Ms. Whitney said good evening to all, and thank you for attending tonight.

Regarding the recent installation of lettering over the bulletin board at the North Ridgeville Branch Library, Ms. Whitney thanked both Brian Bartlebaugh and Ted Smith, from the Maintenance Department. She said that both she and Mr. Bartlebaugh came up with the design. Mr. Bartlebaugh suggested the paint, while she suggested the wood that borders the area. Mr. Smith helped with both the painting and the wood installation.

Ms. Whitney then thanked the IT Department, for their installation of PC Reservations software, at both the South and Avon Branch Libraries.

Ms. Whitney reported to the Board that the recent Lorain County Fair Booth was a great success. The paid attendance at the fair (27,677) for Saturday, was the highest since 1999. She thanked Dale Girt, Brian Bartlebaugh and Ben Bonaminio of Maintenance, for helping with the delivery and set up. She also thanked Terri Frederick for coordinating

the items for distribution. Ms. Whitney then thanked Karlyn Chilenski, Sophie Walters, Liz Cupp, Sara Lewis, Maureen Turner, Jennifer Hirth, Jennifer Schnoering and Joel Riedy for greeting fair goers and distributing over 7,000 items.

Ms. Whitney said that the Main Library will be re-opening on Sundays, starting October 3<sup>rd</sup>. She thanked both Debra Jackson and Karen Sigsworth for staff schedules coordination.

Ms. Whitney stated that she has been busy working on the Communications Plan, with Joanne Eldridge, Terri Frederick, Jim Wilson and Bob Sajack; and has also been serving on the Strategic Planning Committee.

Ms. Whitney thanked Ms. Norma Preston, South Branch Librarian Supervisor, for allowing Joanne and her to host the recent LCLAC meeting at the South Branch Library.

Ms. Whitney commended the Columbia Branch Library for their statistical numbers being in the black for the last few months and attributes these increases to the restoration of hours.

Regarding upcoming events, Ms. Whitney mentioned that there will be a New Staff Orientation on November 11, 2010. She also said she is looking forward to the Friends Exchange, to be held this coming Saturday at the North Ridgeville Branch Library.

### **Committee Reports**

There were no committee reports.

### **Communications**

There were no communications.

### **Audience Participation**

#### *SEIU District 1199*

Ms. Charlotte Picha was asked by Ms. Isabelle Wimmer, to read Ms. Wimmer's notes: Hello everyone and welcome to my workplace, the Avon Branch Library. The Union participated in the 16<sup>th</sup> Annual Family Fun Labor Day Picnic, and it was a great success. Last month four members of the Union Board attended Leadership Training, for which I would like to thank Ms. Eldridge, for allowing those members time away from their libraries. Our Union Treasurer, Ms. Celina Roe, unfortunately has resigned from her library/union position. The Union appointed Mr. Chuck Sutz, Bookmobile Driver, as her replacement. The Union is still in discussion regarding the Library Assistant Classification, and

how much weight they should be lifting while on duty. The Union has also voiced concern about a North Ridgeville Library Assistant position that has been changed from full to part time.

*Supervisors*

Ms. Charlotte Picha, Avon Branch Librarian Supervisor, welcomed all to Avon. Ms. Picha said there were a couple of new businesses opened in Avon, since the Board had been there a year ago. Both Marc's and the French Creek YMCA have opened, and Ms. Picha reported that they are doing very well. Ms. Picha then said that the patrons were loving the new PC Reservations login, and that there were a couple of problems the second day, but Joel Riedy of the IT Department, fixed the problems without much adieu. Lastly, Ms. Picha said the Avon School Levy in August had failed, and that they would be putting the levy on the ballot again in November.

*Friends of the Library*

The Avon Friends next meeting will be held September 30th. The Avon Friends next book sale will be held November 18-20, 2010.

The Columbia Friends next meeting will be held October 25, 2010. The Columbia Friends August book sale netted \$715. Their next book sale will be held November 8-13, 2010. The Columbia Friends expressed interest in working with LPLS to provide a storage barn for books to be housed at the Columbia Branch Library. Congratulations were given to the Columbia Friends, by Ms. Garalynn Tomas, for receiving a \$1500 gift from the Columbia Community Foundation.

The Domonkas Friends next meeting will be held January 11, 2011. Their next book sale will be held on September 20-25, 2010, which Ms. Eldridge is coordinating. Two of the Board Members for the Domonkas Friends will be resigning, and new members have been nominated.

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. There will be a potluck on November 14<sup>th</sup> at 2 p.m., at the Main Library. Mr. Campana said that the Lorain Friends donated ice scrapers for the program slated at the Main Library during Light Up Lorain. He also noted that a Lorain Friends member had passed away, and that a donation was made to the LPLS in her honor.

The North Ridgeville Friends next meeting will be held October 4, 2010. Their next book sale will be held October 21-24, 2010. The North Ridgeville Friends will be hosting the Friends Exchange on September 18<sup>th</sup>, which will be catered by Café 83. The North Ridgeville Friends participated in the Skunk Fest, and held a Book Sale Appreciation Day for their book sale workers.

*Other*

Ms. Garalynn Tomas commented that Brian Bartlebaugh and Ted Smith needed to be recognized for 'going above and beyond' on the North Ridgeville lettering, bulletin board project. She commended them for using recycled materials, and said the job looks very professional. She asked Ms. Eldridge to write a letter of thank you to them.

Mr. Douglas Petersen informed the Board that he will be teaching this Fall, and will be late for the next several Board Meetings.

Terri Frederick, LPLS Public Relations Officer, handed out 'rough working documents' and a proposed timeline for the Communications Plan. She said she has been very busy revising supporting documents, and working on a Funding Handout for the State of the Library Addresses. Public Relations is also working on linking the ALA Calculator on the LPLS website.

## **New Business**

### **#2010-093 Approval of Personnel Appointments**

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

- Sara Sperry, Student Library Aide position in the Adult Services Department at the Main Library, temporary, part-time, effective September 7, 2010, at an hourly rate of \$7.30.
- David Gesicki, Student Library Aide position at the Avon Branch Library, part-time, effective September 7, 2010, at an hourly rate of \$7.467 which is grade EA, step 2.
- Linda Sekanic, Library Associate I position, System-Wide Computer Trainer in the Adult Services Department at the Main Library, part-time, effective September 13, 2010 at an hourly rate of \$15.607 which is grade UH, step 2.

**Roll Call:** yeas, unanimous

### **#2010-094 Revenue Budget Changes**

Mr. Campana moved, Mr. Petersen seconded to approve the following Revenue Budget increase to the 2010 PLF revenue line of \$86,550.08 to a new anticipated revenue total for CY2010 of \$3,380,214.10, in accordance with a modification made to the first Amended Official Certificate of Estimated Resources from the Lorain County Budget Commission:

101 Fund	Public Library Funds	\$86,550.08
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**Roll Call:** yeas, unanimous

**#2010-095 Approval to Enter Contract to Provide Music Downloads for Patrons**

Mr. Kovach moved, Mr. Campana seconded to approve a contract with Library Ideas, LLC for the setup and purchase of 2,550 music downloads for patrons, from September to January, 2011, at a cost of Three Thousand, Three Hundred and Eighty Nine Dollars, and Fifty Cents (\$3,389.50).

**Roll Call:** yeas, unanimous

**#2010-096 Approval of Lump Sum Payment for Frances Johnson**

Mr. Petersen moved, Mr. Campana seconded to approve, effective the week of September 6, 2010, that the Library will pay a lump sum payment of \$50 per week for each week that Outreach Librarian Supervisor Frances Johnson performs the additional duties of Youth Services Librarian Supervisor in the absence of Elaine McGrew who is on a medical leave of absence.

**Roll Call:** yeas, unanimous

**#2010-097 Ratify Donation of Book Drop to the Grand Valley Public Library**

Mr. Kovach moved, Mr. Petersen seconded to ratify the donation of the Audiovisual Book Drop from the Main Library to the Grand Valley Public Library in Orwell, Ohio.

**Roll Call:** yeas, unanimous

**#2010-098 Approval of Contract Modification to Purchase 3M Library Equipment**

Mr. Petersen moved, Mr. Campana seconded to approve an increase, not to exceed Seven Thousand Dollars (\$7,000.00), to Board Resolution #2010-020's authorization to purchase 3M Library Equipment for the Main Library's Renovation Project, in order to upgrade purchase to stand-alone equipment.

**Roll Call:** yeas, unanimous

**#2010-099 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 Five Thousand and Thirty-Three Dollars (\$5,033.00):

Change Order #14 – Add lighting to Childrens area	\$ 3,413.00
Change Order #15 – Add two (2) data outlets in Circ	\$ 745.00
Change Order #16 – Brick in old book drop exterior opening	\$ 875.00

**Roll Call:** yeas, unanimous

**#2010-100 Approval to Enter into Executive Session to Discuss Personnel Matters**

Mr. Campana moved, Mr. Kovach seconded at 6:07 p.m. to approve adjourning to Executive Session to discuss personnel matters.

**Reconvened: 6:55 p.m.**

**Other Agenda Items**

Discussed State of the Library presentations; refreshments provided by the Friends Groups.

**Next Meeting**

October 16, 2010 at 10 a.m., Board Retreat, Main Library - Meeting Room A  
October 21, 2010 at 5 p.m., Regular Business Meeting, South Branch Library

**State of the Library Presentations:**

October 14<sup>th</sup> at 8 a.m., North Ridgeville Branch Library  
October 15<sup>th</sup> at 8 a.m., Main Library  
October 27<sup>th</sup> at 8 a.m., Avon Branch Library  
October 27<sup>th</sup> at 6 p.m., Avon Branch Library



Board of Trustees  
September 16, 2010


0084-2010

**Adjournment Time:** 7:07 p.m.

The Finance, Audit and Properties Committee meeting followed the Board Meeting.

**Attest:**

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

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