

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System  
Thursday, November 18, 2010, 5:00 p.m.  
North Ridgeville Branch Library,  
35700 Bainbridge Road, North Ridgeville, Ohio  
Regular Business Meeting

**Roll Call**

Ms. Tomas called the meeting to order at 5:10 p.m.

Present: Mr. Kovach, Ms. Tomas, Mr. Campana, Ms. Penwell (5:40 p.m.), Mr. Leandry,  
Mr. Virden, Mr. Petersen

**Regular Business**

**#2010-125 Approval of Minutes**

Mr. Campana moved, Mr. Petersen seconded that the minutes of the October 21, 2010 meeting be approved.

**Roll Call:** yeas, unanimous

**#2010-126 Approval of Chief Fiscal Officer's (CFO's) Report**

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

Mr. Wilson reported to the Board that the month end cash balance was \$8,894,533. Of the month end cash balance, \$4,516,270 were operating funds, of which \$3,706,269 were unencumbered. Year-to-Date Revenues were \$7,925,000, 92% of the estimated \$8,626,593 Annual Revenues without transfers or advances. Expenses year-to-date were \$7,491,308, 65% of the budgeted \$11,445,233. Expenses plus encumbrances totaled \$8,869,567, or about 77% of the budget.

Mr. Wilson said the library received a Notice of Pre-trial Hearing, on November 22<sup>nd</sup>, for the juvenile who attempted to set a fire to the library, and also stole the library van.

Mr. Wilson stated there were many public records requests – copy of statistics on library usage, SEIU Union 1199 requested a list of bargaining unit members, and Mr. Bob Butkowski requested library levy information and the square footage of the library system.

It was noted by Mr. Wilson that several items had been added to this evening's agenda.

Mr. Wilson thanked Ms. Eldridge, the Board, and the Public Relations Staff, for their warm wishes of sympathy for his father-in-law's recent passing.

Mr. Wilson reported that the Rotary Trivia Team, represented by LPLS employees and their families, won first place! He congratulated members Jeff Sigsworth, Terry Cook, Ken Miller and Dan Smith. Mr. Wilson commented, 'Thankfully, Jeff Sigsworth is a big Lorain County history buff, and Mr. Cook is a retired library director'.

Mr. Wilson said that the LPLS Staff presentations of the State of the Library Address had been completed.

**Roll Call:** yeas, unanimous

## **Report of the Director**

Ms. Eldridge welcomed all to the North Ridgeville Branch Library and thanked the North Ridgeville Friends for the refreshments.

Ms. Eldridge stated she received an email from State Librarian Beverly Cain, regarding the newly formed State of Ohio and Ohio Library Council Task Force on library consolidation/collaborating. Four activities were developed by the task force, to help guide its work: 1) research, 2) develop a checklist of issues and considerations, 3) create an inventory of best practices, and 4) investigate collaboration of the General Assembly and the State Library of Ohio.

Ms. Eldridge then reported about Lynda Murray's recent webinar, held November 19<sup>th</sup>. Linda Murray commented on the following;

- 1) Biennium Budget – will move forward quickly with not much delay, should know by March of 2011. Mentioned that 80% of Ohio library levies passed.
- 2) Retirement System Legislation
- 3) Consolidation of state government – top priority of new Governor, Ted Kasich.
- 4) Library taxing and boundaries confusion
- 5) Upcoming advocacy

Regarding personnel;

Ms. Eldridge said that over 60 employees received flu shots recently, and 4 staff attended the New Staff Orientation held November 11, 2010.

Ms. Eldridge reported that 107 employees attended the six staff, State of the Library presentations. The library will be creating a podcast of the State of the Library for staff, which will be on the library Intranet. There is also an 8 minute video of the State of the Library on the library's website. Ms. Eldridge went on to say that the address was decentralized this time, that over communication was important, and that no negativity was experienced during the presentations.

Ms. Eldridge said, "Unfortunately, I did not make the Rotary Trivia Contest".

Ms. Eldridge thanked both Terri Frederick and Elaine McGrew for attending an invitational breakfast meeting, hosted by Mr. Gregg Duly and Emerson Network Power (ENP), on November 18, 2010. ENP donated four thousand dollars to the LPLS, which will be used for the Fall Family Read Aloud 2011.

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

**11.06.10** – Meeting with City of Avon Finance Committee.

**11.08.10** – Meeting with Len Smith from the City of Sheffield Lake; keeping informed on shopping plaza property across the street from Domonkas Branch.

**11.09.10**– Meeting with Lorain City Schools Board member Jim Smith.

**11.11.10** – City of Lorain Planning Session, attended with Valerie Smith.

**11.12.10** – Easter Seals Fundraiser.

**11.15.10** – Meeting with the Avon City Council during a work session. The City of Avon will have a renewal on the May ballot, for Avon City Schools.

**11.17.10** – Meeting with Craig Koehler, President of Avon City Middle Schools.

**11.20.10** – Christening of the ship "Browser", in the South Branch Browser's Corner.

Ms. Eldridge noted the monthly statistics, saying that the year to date circulation is down by 7%. She also said that the Columbia Branch Library consistently does well. Also, intra system statistics are down, which is a good thing; since materials are not moving as much the branches must be well stocked.

Lastly, Ms. Eldridge said that the website survey was launched on October 14<sup>th</sup>, and 469 respondents have been recorded as of November 17<sup>th</sup>. Book sales are the most popular programs, and books and public use computers are rated the most important services, thus far.

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

Ms. Whitney said good evening to all.

Regarding the SEIU Union 1199, Ms. Whitney said that the Library Assistant Job Classification changes were implemented on October 25<sup>th</sup>. The grievance filed against Frances Johnson of Outreach Services, concerning listening devices, was withdrawn. The Labor Management Committee has invited Matt Cockroft, of the Federal Mediation and Conciliation Service, to help facilitate a project.

Ms. Whitney informed the Board that the State of the Library presentations with the public and the staff were now complete. She commented that she was very happy to see so many staff present and interested in listening to the information.

Ms. Whitney said that the Strategic Planning is ongoing, with the next meeting scheduled for December 1, 2010.

Ms. Whitney reported that she met with Mr. Lynn Smith, Safety Service Director of Sheffield Lake, and he provided an informational update. She also said she appreciated meeting with him.

Ms. Whitney noted that a Manager's Retreat was hosted at the North Ridgeville Branch Library last Wednesday to begin preparations for contract negotiations.

Ms. Whitney said that the New Staff Orientation was held last Thursday, with four people attending (Rubiel Ortero, Delivery Aide; Sherri Buck, Library Aide; Linda Sekanic, Library Associate/Floater-Computer Trainer; Jennifer Hirth, Library Associate/Columbia).

Ms. Whitney attended the Avon City Council work session on Monday, November 15<sup>th</sup>.

Ms. Whitney closed with an invitation to all to the Light Up Lorain celebration on November 27, 2010. She commented that Frances Johnson, Outreach Librarian Supervisor, was hosting a program at the Main Library from 6-8 p.m. with harpist Cecelia Ilg McKay performing.

### **Committee Reports**

There were no Committee Reports.

### **Communications**

There were no Communications to report.

## **Audience Participation**

### *SEIU District 1199*

Ms. Isabelle Wimmer said good evening to everyone. She said that things have been pretty quiet as of late with the union. She told the Board that Doug Warren took another position, and was replaced by Shanna Song. Ms. Song attended the November Leadership Board meeting. Ms. Wimmer also noted that Mr. Khalid Jalil attended his first meeting on October 22<sup>nd</sup>, and discussed phone banking, as well as door to door canvassing for the upcoming election in May of 2011. Ms. Wimmer then told the Board that the Union will be electing members who will participate in the contract negotiations next year. In closing, Ms. Wimmer thanked both the Board and the LPLS Administration for installing parking barriers at the Avon Branch Library.

### *Supervisors*

Ms. Karen Sigsworth, North Ridgeville Branch Librarian Supervisor, said welcome to North Ridgeville. Ms. Sigsworth mentioned that the video conferencing equipment at the North Ridgeville Branch Library allows them to much more easily host several meetings and conferences. Many of the meetings have been presented by NEO-RLS, and a lot of meetings are held by various housing associations. Ms. Sigsworth said that meetings are much easier to host, due to the projector and podium, and that it's working out very well. Ms. Sigsworth then invited the Board to attend the 'Holiday on the Ridge' celebration, to be held on December 4<sup>th</sup>. She also said that the North Ridgeville Friends were providing refreshments of hot cocoa and cookies, at the celebration. Ms. Sigsworth told the Board that 46 families had already signed up for Fall Family Read Aloud Program. Ms. Sigsworth happily informed the Board that 24 computers at the North Ridgeville Branch Library had been upgraded. Lastly, Ms. Sigsworth said that the Sunday program schedule for next winter was already planned, with a lot of international musical programs included, since they seem to be very popular. She then noted that the Sunday program times had been changed, to hopefully catch some of the church going crowd.

Ms. Terri Frederick, Public Relations Officer, commented on the State of the Library presentations, saying that library displays regarding the presentations will be posted. She also said that the local media did send representatives to the presentations.

### *Friends of the Library*

The Avon Friends next meeting will be held January 27, 2011. The Avon Friends next book sale will be held starting today, November 18-20, 2010.

The Columbia Friends met October 25, 2010, their next meeting will be held December 27, 2010. The Columbia Friends last book sale was held November 8-13, 2010; they do not have a dollar amount to report as of today's meeting.

The Domonkas Friends next meeting will be held January 11, 2011.

The Lorain Friends met October 26, 2010, at the Main Library. The Lorain Friends held a Potluck Lunch, which eight people attended, in lieu of the traditional Summer Picnic.

The North Ridgeville Friends next meeting will be held January 5, 2011. Their last book sale was held on October 21-24, 2010, where \$3,300 was raised. The North Ridgeville Friends are also working on their strategic planning.

**Old Business**

**#2010-113            Resolution Requesting the Lorain City School District, Lorain County, Ohio to Submit to the Electors of the School District the Question of a Renewal Tax Levy for Current Expenses of the Lorain Public Library System.**

Mr. Petersen moved, Mr. Leandry seconded to approve the resolution requesting the Lorain City School District to submit the issue to the electors.

**Roll Call:** yeas, unanimous

**New Business**

**#2010-127        Approval of Personnel Appointments**

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

- Jessica Ambrosi-Mikelson, Library Aide, Public Services position in the Adult Services Department of the Main Library, part-time, effective November 1, 2010, at an hourly rate of \$7.768 which is grade UA, step 4.
- Suzanne Shure, Library Associate I temporary floater, Public Services position at the South Branch and Main Library, part-time, effective November 1, 2010, for a period of up to six months, at an hourly rate of \$15.607 with benefits.

**Roll Call:** yeas, unanimous

**#2010-128        Approval of Recommendation for Appointment of Board Member**

Mr. Leandry moved, Mr. Virden seconded to recommend to the Lorain City School District, Board of Education the re-appointment of Douglas Petersen for a term as Trustee for the period January 1, 2011 through December 31, 2017.

**Roll Call:** six yeas, Mr. Petersen abstained

**#2010-129 Scheduling of the January, 2011 Organizational Meeting**

Mr. Virden moved, Mr. Kovach seconded to change the scheduled 2011 Organizational Meeting from the third Thursday in January (as called for by Board By-Laws Article III, section 1) to the fourth Thursday, January 27, 2010 at 5 p.m., at the North Ridgeville Branch.

**Roll Call:** yeas, unanimous

**#2010-130 Approval of Participation in NEO-RLS for 2011-2012**

Mr. Kovach moved, Mr. Petersen seconded to approve participation in the Northeast Ohio Regional Library System for the period July 1, 2011 through June 30, 2012 with the following fees:

Membership Assessment - \$5,250.00

**Roll Call:** yeas, unanimous

**#2010-131 Approval of Notice of Intent to Withdraw from NEO-RLS July 1, 2012**

Mr. Petersen moved, Mr. Campana seconded to approve a notice of intent to withdraw from the Northeast Ohio Regional Library System effective July 1, 2012.

**Roll Call:** yeas, unanimous

**#2010-132 Increase to Appropriations**

Mr. Petersen moved, Mr. Campana seconded to authorize the following increase to appropriations for the Lorain Friends support of Library programs:

Increase		Amount
130-03-52110	Program Supplies	\$198.12
130-05-52110	Supplies for the <i>Guy's Read</i> program	\$700.00

**Roll Call:** yeas, unanimous

**#2010-133 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, to the OneCommunity Green Computing Program, or to the Friends of the Library for Their Book Sales.**

Mr. Petersen moved, Mr. Leandry seconded to approve the donation of scrap computer equipment to the Lorain County Solid Waste Management District's *Electronic Collections Days*, to the OneCommunity Green computing Program, or Friends of the Library Book Sale.

<b>Surplus List for Board – 11/19/2010</b>			
<b>EquipmentType</b>	<b>Make/Model</b>	<b>Mfg Serial #</b>	<b>LPLS #</b>
Computer	Midwest Micro PVW-T600	003268284	579
Computer	3M 6210 Selfcheck	6211343	1726
Computer	3M 6210 Selfcheck	6211346	1728
Computer	Dell OptiPlex GX260T	GCWFM21	1827
Computer	Dell OptiPlex GX260T	28WFM21	1828
Computer	Dell OptiPlex GX260T	GK8GM21	1829
Computer	Dell OptiPlex GX260T	JQ8GM21	1833
Computer	Dell OptiPlex GX260T	7M8GM21	1834
Computer	Dell OptiPlex GX260T	JDWFM21	1835
Computer	Dell OptiPlex GX260T	98WFM21	1839
Computer	Dell OptiPlex GX260T	D4WFM21	1840
Computer	Dell OptiPlex GX260T	H8WFM21	1841
Computer	Dell OptiPlex GX260T	DFWFM21	1848
Computer	Dell OptiPlex GX260T	C8WFM21	1849
Computer	Dell OptiPlex GX260T	B9WFM21	1850
Monitor	ViewSonic GS771	JY92273162	808
Monitor	ViewSonic GS773	DL00301632	906
Monitor	Viewsonic GS773	DL00301569	951
Monitor	ViewSonic GS773	20E003300059	1364
Monitor	ViewSonic GS773	20E003501706	1396
Monitor	ViewSonic GS773	20E004701775	1416
Monitor	ViewSonic GS773	20E011200640	1593
Monitor	Brilliance 150P3	80152424	1729
Monitor	Brilliance 150P3	80152199	1730
Monitor	ViewSonic Graphics Series G70F	23i023600485	1881
Printer	HP LaserJet 1100	USJC197222	335
Printer	HP LaserJet 1100	USLE061368	373
Printer	HP LaserJet 1100	USLF059684	383
Printer	HP LaserJet 6L	USHB334844	1128
Printer	HP LaserJet 6L	USHB664266	1275
Printer	HP Color LaserJet 4550N	JPNCC10249	1471
Printer	HP Deskjet 1220c Pro Series	SG29B130FB	1762
Printer	HP DeskJet 1220C/PS	S62991302C	1766
Printer	Star SP500	150031200077	2932
Printer	Epson Stylus C66	fxfy239249	3141
Printer	Brother HL-5170DN	U60966H5J976701	5694
Scanner	Epson GT-15000	E4Q0008705	6000
UPS	APC Smart-UPS SC420	3S0647X69293	5851
TV	Mitsubishi	DOM	91024
VHS Deck	Sony	DOM	112
VHS Deck	Emerson	DOM	109

**Roll Call:** yeas, unanimous



**#2010-134 Increase to Appropriations**

Mr. Kovach moved, Mr. Virden seconded to authorize the following increase to appropriations for the North Ridgeville Friends support of the State of the Library presentations:

<b>Increase</b>	<b>Amount</b>
110-10-52110 Program Supplies	\$300.00

**Roll Call:** yeas, unanimous

**#2010-135 Approval to Promote Half-Price, Bring it *Home for the Holidays Celebration***

Mr. Petersen moved, Mr. Kovach seconded to approve the *Home for the Holidays Celebration*, to allow the Library to accept one-half (1/2) of the cost of fines, fees and lost LPLS materials from LPLS card holders from December 1<sup>st</sup> through the 31<sup>st</sup>, 2010.

**Roll Call:** yeas, unanimous

**#2010-136 Acceptance of In-Kind Gift from Henkel Consumer Adhesives**

Mr. Campana moved, Mr. Petersen seconded to accept an in-kind contribution of 325 cases of duct tape craft kits from Henkel Consumer Adhesives.

#1287609 Rose Craft Kit	Qty. 324
#1287610 Jewelry Craft Kit	Qty. 324
#1286811 Wallet Craft Kit	Qty. 402
#1287612 Purse Craft Kit	Qty. 294
#1287613 Electronics Craft Kit	Qty. 246
#1287615 Small Purse Craft Kit	Qty. 360

**Roll Call:** yeas, unanimous

**#2010-137 Approval to Submit Grant Application**

Mr. Virden moved, Mr. Petersen seconded to authorize the Library to submit a grant request of \$8,800 to cover costs relating to the 2011 Teen Summer Reading Program. This money will include book prize incentives as well as Sony E-Readers for grand prizes at each library location.

**Roll Call:** yeas, unanimous

Board of Trustees  
November 18, 2010

00112-2010

**#2010-138 Acceptance of In-Kind Gift from the Lorain Palace Theatre**

Mr. Kovach moved, Mr. Petersen seconded to accept an in-kind contribution of 1,000 tickets for the December 11<sup>th</sup> performance of the Madcap Puppets Annie Oakley's Wild West Show.

**Roll Call:** yeas, unanimous

**#2010-139 Approval to Enter into Executive Session to Discuss Personnel Matters**

Mr. Virden moved, Mr. Petersen seconded at 5:47 p.m. to approve adjourning to Executive Session to discuss personnel matters.

**Reconvened: 6:50 p.m.**

**Other Agenda Items**

**Next Meeting**

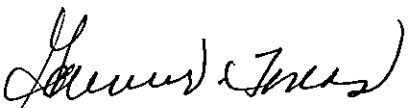
December 16, 2010 at 5 p.m., Regular Business Meeting, Main Library

January 20, 2011 at 5 p.m., Board Work Session, Avon Branch Library

January 27, 2011 at 5 p.m., Board Organizational Meeting, North Ridgeville Branch Library

**Adjournment Time:** 6:57 p.m.

**Attest:**

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

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