

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

Minutes

Lorain Public Library System  
Thursday, March 17, 2011, 5:00 p.m.  
Main Library, 351 6<sup>th</sup> Street, Lorain, OH 44055  
Regular Business Meeting

**Roll Call**

Ms. Tomas called the meeting to order at 5:00 p.m.

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

**Regular Business**

**#2011-024 Approval of Minutes**

Mr. Campana moved, Mr. Petersen seconded that the minutes of the February 17, 2011 meeting be approved.

**Roll Call:** yeas, unanimous

**#2011-025 Approval of Chief Financial Officer's (CFO's) Report**

Mr. Petersen moved, Mr. Kovach seconded that the CFO's Report for the month ending February 28, 2011 be approved.

Mr. Wilson wished all a Happy St. Patrick's Day, and then reported to the Board that the month end cash balance was \$7,316,432. Of the month end cash balance, \$4,054,490 were operating funds, of which \$2,680,778 were unencumbered. Year-to-Date Revenues were \$726,303, 8% of the estimated \$9,289,402 Annual Revenues without transfers or advances. Expenses year-to-date were \$1,105,076, 11% of the budgeted \$10,125,505. Expenses plus encumbrances totaled \$2,527,441, or about 25% of the budget. Mr. Wilson noted that the unencumbered balance for February of 2011 was less than the balance at the end of February of 2010.

Mr. Wilson reported that several items of correspondence had been received; the Lorain County Prosecutor's Office sent a letter with recommendations for a Personal Information Policy, the Lorain City School District sent correspondence regarding ballot language, and one letter was received from the Lorain City Board of Elections. There were no Public Records Requests received in February.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge said good afternoon and welcome to the Main Library. Ms. Eldridge thanked Mr. Campana, and the Lorain Friends for tonight's refreshments.

Ms. Eldridge sent a link to Linda Murray's latest webcast, regarding the recent budget cuts. Ms. Murray commented that Ohio libraries are breathing a sigh of relief, so far, with only a 5% budget reduction. She also said that she is not sure how things will end up, and that this is just the beginning. Ms. Eldridge then said that Ms. Murray put things into perspective, noting that the current funding is the same as in 1996. Ms. Eldridge asked the Board to please take the time to listen to the webcast.

Regarding personnel, Ms. Eldridge stated that the contract negotiations with S.E.I.U. District 1199 continues, and that Shana Song (Union Organizer), and Isabelle Wimmer (Union Executive Board Member) were present at this evening's meeting.

Ms. Eldridge thanked both Elaine McGrew and Donna Kelly of Children's Services, for writing grants which received funding for the Summer Reading Program.

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

**02.18.11** – Meeting with State Senator Gayle Manning. Ms. Eldridge thanked Tony Campana, Doug Petersen, Garalynn Tomas and Homer Virden for attending. Ms. Eldridge said the meeting was very informative.

**02.24.11** – Mayor Tony Krasienko's State of the City of Lorain Luncheon.

**02.25.11** – Met with Lorain City Councilman Andy Drwal, from the 2<sup>nd</sup> ward, and took him on a tour of the Main Library.

**03.16.11** – North Coast Chamber of Commerce Mayor's Luncheon. Ms. Eldridge thanked Jodi Penwell and Garalynn Tomas for attending.

**03.24.11** – OLC Legislative Day. Ms. Eldridge thanked Sandra Mitchell and Karen Sigsworth for representing the library.

**03.19.11** – Lorain Police Auxiliary Banquet. Ms. Eldridge, Doris Garber and Debra Jackson are attending.

Ms. Eldridge said she was very happy with the levy committee meetings thus far, and then asked for help with yard signs, telephoning and non-deductible donations to the campaigns. She then listed the next Levy Committee Meetings:

**03.23.11** – Avon Branch Library at 6:30 p.m. – David Leigh and Judy Muzzy

**03.25.11** – Main Library at 12:00 p.m. – Stephen Angel, Carol Mathews and Tony Campana.

**03.29.11** – Domonkas Branch Library at 7:00 p.m. – Lou Suarez (former LPLS Board Member), Marydale Rogan and Elaine Walkden.

Ms. Eldridge thanked the Columbia Friends of the Library for donating \$3,000 to upgrade the meeting room at the Columbia Branch Library.

Ms. Eldridge thanked the Stocker Foundation for their \$35,000 check donation for the Summer Reading Program, and also the Nord Family Foundation for their check donation of eight thousand dollars.

Ms. Eldridge reported to the Board regarding HarperCollins book publisher, and their recent announcement that would allow licensing to their electronic catalogue of books to expire. Ms. Eldridge said that libraries are trying to provide a broad base of services to keep up with the digital explosion, and she feels as do many other librarians upset with HarperCollins' e-publishing decisions, that this will have a negative impact on libraries.

Statistically speaking, Ms. Eldridge said that circulation system wide, with the exception of Columbia Branch Library, is still dropping. Although circulation is down, visits, computer bookings and use of meeting rooms are up at both Main Library and Avon Branch Library.

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

Ms. Whitney said good evening to everyone, and then apologized for not getting her reports into the Board Packet, due to being on PTO.

Regarding the SEIU District 1199 Union, Ms. Whitney said the final preparations for contract negotiations were underway, and were friendly, but laborious. Ms. Whitney then reported that there have been several notifications to the SEIU during the month of February. Many of the notifications concern hiring and termination related to the Recall List. Ms. Whitney explained that if an employee is not recalled within twelve months, then they are terminated. There is only one more employee on the Recall List as of this date. Many people from the Recall List are back, and Ms. Whitney said, 'We are happy about that'. Ms. Whitney also said that Jeff Motsch, from the Recall List, accepted a temporary position.

## **Committee Reports**

Board Member Douglas Petersen reported on the Finance, Audit and Properties Committee meeting held March 15, 2011. Mr. Petersen said that the proposed budget was discussed, as were fiscal goals and the objectives from the Strategic Plan. Mr. Petersen also reported that the committee will revisit the development of fiscal policies in a few months. The committee then went into Executive Session to discuss Collective Bargaining.

## **Communications**

A Letter of Correspondence was received from the Lorain County Prosecutor's Office, the Lorain City School District, and the Lorain County Board of Elections. One email was received from the Ohio Library Council.

## **Audience Participation**

### *SEIU District 1199*

Ms. Isabelle Wimmer said thank you, and hello. Ms. Wimmer then asked everyone to consider what they thought of when they think of a library. She asked if staff were considered, and said that staff are 'the face of the library'. She closed by asking the Board for their consideration throughout negotiations, and commented that it is important for SEIU to have a voice going forward.

### *Supervisors*

Debra Jackson, Public Services Coordinator of Circulation, said hello and began discussing the Unique Management Material Recovery Service (UMMRS). UMMRS is a debt collection service for libraries. Ms. Jackson said that UMMRS has been easy to work with and has incredible follow through so far. Two of three months of the trial period with UMMRS have been completed as of the end of February. The first run of UMMRS was January 13<sup>th</sup>, at which time 190 accounts were activated. UMMRS predicted a library the size of LPLS should average 25 accounts per week; LPLS averaged 29. As of February 28<sup>th</sup>, UMMRS had picked up 363 accounts total. Of the \$58,426.57 owed, \$5,426.57 has been collected in lost materials and \$366.69 in cash. Ms. Jackson then explained the UMMRS Budget Neutrality Program. The program states that a library will collect enough to cover what UMMRS charges, and so far, this is the case at LPLS. Ms. Jackson commented that patrons are relatively accepting of the debt collection service, with the biggest problem being patrons who are 'fine free', such as Golden Buckeye Card holders, bookmobile patrons and people with juvenile materials. Before deciding upon using UMMRS, Ms. Jackson had contacted several ClevNet libraries (13) who were using UMMRS, and highly recommended them. All of the ClevNet libraries who completed the trial, have kept the service. Mr. Petersen asked what would happen if there were returned checks, to which Ms. Jackson responded that there hasn't been any as of yet. Ms. Eldridge said that if a returned check occurred, she and Ms. Jackson would discuss it and try to correct it through the issuing bank.

Valerie Smith, Public Services Coordinator, was in attendance to address two items on the Board's agenda.

*Friends of the Library*

The Avon Friends next meeting will be held April 28, 2011. The Avon Friends next book sale will be from March 24-26<sup>th</sup>.

The Columbia Friends last meeting was held on February 28, 2011. Two changes to the Bylaws were proposed, and a generous donation of \$3,000 was given for technology upgrades in the meeting room. The Columbia Friends next meeting will be held April 25, 2011.

The Domonkas Friends next meeting will be held April 12, 2011. Domonkas Friends member, Ken Fiore, is helping with the Domonkas Levy Committee.

The Lorain Friends next meeting will be held April 12, 2011. Mr. Campana thanked Valerie Smith, Main Library Public Services Coordinator, for being a great liason to the Lorain Friends.

The North Ridgeville Friends last meeting was held March 2, 2011. The meeting agenda was very large, with many items discussed. A pledge of \$1500 for the stained glass project was given. Sherri Ferrato, the stained glass artist, generously offered to donate her labor for the window project. An AdHoc Committee, consisting of Pat Pitts, Anne Alesen, Ms. Eldridge, Ms. Whitney, Ms. Tomas, and Ms. Sigsworth, was appointed. It was also noted that a Browser event, 'Woof-Fest', was added to the North Ridgeville Friends upcoming events listing. The next meeting will be held May 4, 2011.

*Other*

Ms. Garalynn Tomas, Board President, commented regarding the Lorain Public Library System Foundation (LPLSF). The LPLSF is down to four members. They last met on March 16<sup>th</sup>, and are looking for qualified candidates for membership. Ms. Tomas asked for interest, and for anyone who the Board may know that would be qualified. Ms. Tomas then listed the remaining four members as; Dennis Boose-President, Tom Dake-Vice President, Ms. Tomas-Treasurer, and Tom Boyer-Secretary. Ms. Tomas said one focus of the LPLSF is Planned Giving via estates and payroll deductions. She then closed by asking for support with the Annual Appeal.

**New Business**

**#2011-026 Approval of Personnel Appointments**

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

- Suzanne Shure, Library Associate I, Public Services position in the Children's Department, Main Library, part-time, effective March 7, 2011, at an hourly rate of \$15.607, grade UH, step 2.
- Jeff Motsch, Library Associate I-Floater, Public Services position at the South Branch and Main Library, temporary full-time, effective March 7, 2011, at an hourly rate of \$15.607, for a period of up to six (6) months and may be terminated at anytime subject to the needs of the Library.

**Roll Call:** yeas, unanimous

**#2011-027 Acceptance of Donations/Grants**

Mr. Campana moved, Mr. Petersen seconded to accept donations/grants as follows:

The Columbia Friends of the Library – for Columbia Technology	\$ 3,000.00
The Stocker Foundation – Summer Reading	\$ 35,680.00
The Nord Family Foundation – Summer Reading	\$ 8,000.00

**Roll Call:** yeas, unanimous

**#2011-028 Appropriation Adjustments to Annual Appropriations Budget**

Mr. Petersen moved, Mr. Kovach seconded to approve the following appropriation decrease and increase in the Avon Levy Fund to reflect the October, 2010 long-term budgeted amount, in the Columbia Fund for the technology gift from the Columbia Friends of the Library, and Summer Reading Fund for Stocker Grant.

112-04-54110	Avon Books	\$ 18,735.00
112-04-54305	Avon Compact Discs	\$ 3,500.00
112-04-54310	Avon Video DVD's	\$ 9,772.00
120-07-55510	Furniture/Equipment	\$ 3,000.00
203-01-52110	Summer Reading Supplies/Incentives	\$ 22,166.08
203-01-53290	Printing/Publicity	\$ 3,000.00
203-01-53720	Speakers/Presenters	\$ 3,000.00

**Roll Call:** yeas, unanimous

**#2011-029 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. Campana moved, Mr. Petersen 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

EquipmentType	Make/Model	Mfg Serial #	LPLS #
Circ Station	3M 995	950471	813
Circ Station	3M 995	950507	821
Circ Station	3M 995	950470	830
Circ Station	3M 995	951326	2824
Circ Station	3M 995	951325	2823
Computer	Dell OptiPlex GX260T	H6WFM21	1843
Computer	Dell OptiPlex GX260T	6DWFM21	1806
Computer	Dell OptiPlex GX260T	GQ8GM21	1830
Computer	Dell OptiPlex GX260T	5DWFM21	1831
Computer	Dell OptiPlex GX260T	B5WFM21	1832
Computer	Dell OptiPlex GX260T	JDWFM21	1835
Computer	Dell OptiPlex GX260T	45WFM21	1836
Computer	Dell OptiPlex GX260T	F5WFM21	1837
Computer	Dell OptiPlex GX260T	FN8GM21	1842
Computer	Dell OptiPlex GX260T	DBWFM21	1972
Computer	Dell OptiPlex GX260T	76WFM21	1846
Computer	Dell OptiPlex GX260T	18WFM21	1847
Computer	Dell OptiPlex GX260T	66WFM21	1838
Computer	Dell OptiPlex GX260T	5BWFM21	1969
Computer	Dell OptiPlex GX260T	8Q86M21	1970
Computer	Dell OptiPlex GX260T	3M8GM21	1844
Monitor	ViewSonic GS771	JY92272381	845
Monitor	Gateway EV700B	NU17026D0169412	1594
Monitor	Sony SDM-S73	3209727	2994
Monitor	ViewSonic Graphics Series G70F	23t023600488	1879
Monitor	ViewSonic GS771	JY94577696	442
Monitor	Samsung SyncMaster 740BX	HA17H9NP520389Z	5911
Printer	Epson LX-300	1YLY242750	1308
Printer	HP LaserJet 6L	USHB858379	864
Printer	Brother MFC-5840CN	U61092L4F892082	3030
Printer	Brother MFC-5840CN	U61092M5F413238	5701
Printer	Star TSP200-24	934150200034	5711
Printer	Star SP500	150031200090	2946

**Roll Call:** yeas, unanimous

**#2011-030      Renewal Contract with 3M for Library Security Equipment      Maintenance**

Mr. Kovach moved, Mr. Petersen seconded to authorize the Chief Fiscal Officer to renew the contract with 3M Company to provide annual equipment maintenance for the Library's materials security control systems in an amount not to exceed \$21,996.91.

**Roll Call:** yeas, unanimous

**#2011-031      Approve Contract with Reliable Lawn Service to Provide Lawn Service for the Avon and North Ridgeville Branches**

Mr. Petersen moved, Mr. Leandry seconded to authorize the Chief Fiscal Officer to enter into a contract with Reliable Lawn Service to provide annual landscaping services in the amount of \$18,010.00.

**Roll Call:** yeas, unanimous

**#2011-032      Resolution of Appreciation for Darwynne Cozad**

Mr. Petersen moved, Mr. Leandry seconded to approve the following resolution of appreciation:

**WHEREAS**, the primary purpose of any public library is to serve all people with qualified staff, and;

**WHEREAS**, Darwynne Cozad has been a faithful and dependable employee for almost 12 years, performing her duties in a professional manner, and;

**WHEREAS**, she has assured that patrons of the Avon and Domonkas Branch Libraries have received good library service, and;

**WHEREAS**, Darwynne Cozad's organizational skills have ensured the success of the Young Adult Summer Reading Program at the Avon Branch Library, and;

**WHEREAS**, she was an effective supervisor of shelving aides, and;

**WHEREAS**, Darwynne Cozad has shared her knowledge and interest in reading by effectively leading book discussion groups for adults, and;

**WHEREAS**, she has helped plan popular library programs that match the interests and needs of our library patrons;

**THEREFORE BE IT RESOLVED**, that the Lorain Public Library System Board of Trustees does publicly acknowledge Darwynne Cozad and her contribution to our library system, and extends its appreciation on behalf of the Board and staff, and wishes her well in her retirement.

**Roll Call:** yeas, unanimous

**#2011-033 Adoption of Social Media Policy**

Mr. Kovach moved, Mr. Petersen seconded to adopt the following Social Media Policy:

**SOCIAL MEDIA POLICY**

LPLS recognizes the importance of the Internet in the exchange of ideas and information about our libraries. We also recognize the importance of our staff utilizing social networking communities. LPLS is committed to the promotion of our libraries through the use of social media.

Social media is defined as any website or application which allows users to share information, including but not limited to blogs, wiki's, and social networking sites such as Facebook, MySpace, LinkedIn, Twitter, Flickr, and YouTube.

Comments, posts, and messages are welcome on LPLS's social networking sites. While LPLS recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy (before publishing when possible).

All postings which contain any of the following will be removed and the poster barred from posting any subsequent messages to library social networking sites:

- Obscene or racial content
- Personal attacks, insults, bullying, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam
- Organized political activity
- Photos or other images that fall in any of the above categories

LPLS reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post.

LPLS assumes no liability regarding any event or interaction that takes place by any participant in any library-sponsored social networking service, and does not endorse or review content outside the "pages" created by LPLS.

The role and utility of social networking sites will be evaluated periodically by library staff, and may be terminated at any time without notice to subscribers.

Any violations of this Policy by an LPLS employee may result in disciplinary action, which may include reprimand, suspension with or without pay or termination of employment. Violations also may be referred to the appropriate legal authorities.

**Roll Call:** yeas, unanimous

**#2011-034 Revision of Circulation Policies**

Mr. Petersen moved, Mr. Campana seconded to approve the following revision to the Circulation Policies:

**CIRCULATION POLICIES (~~2010-7-15 REV~~) (2011-3-17 REV) 5.01**

**Interlibrary Loans Fees:**

Any charge levied by the lending library or agency shall be paid by the borrower.

***Ohio Obituary Index:***

*It costs \$2.50 per name to order an obituary and is limited to ten names per transaction with fees payable in advance. \$1.00 per page will be assessed per page for photocopies from the LPLS collection.*

*The Library charges a fee of \$2.50 per obituary or other microfilm/book information lookup request that is to be copied and mailed/emailed to the requester. An additional fee of \$10.00 is charged if the requester expresses an urgent need to have the information provided within 48 hours of the Library's receipt of the information request.*

**Reserves:**

The Library accepts reserves and inter-library loans for any materials except those designated "no hold."

**Roll Call:** yeas, unanimous

**#2011-035 Approval to Attend ALA Annual Conference in New Orleans.**

Mr. Campana moved, Mr. Petersen seconded to approve up to five (5) days of release time and registration expense for two (2) employees to attend the ALA Annual Conference in New Orleans, LA., from June 23-28, 2011, at a cost not to exceed \$210 per person.

**Roll Call:** yeas, unanimous

**#2011-036 Resolution in Support of State Funding for Public Libraries**

Mr. Kovach moved, Mr. Leandry seconded to send letters in support of state funding for Ohio's public libraries to State Representatives, Senators and the Governor.

**Roll Call:** yeas, unanimous

Board of Trustees  
March 17, 2011

0031-2011

**#2011-037 Approve Contract with Library Ideas, LLC to Extend the Purchase of Freegal Music Services for a Period of One Year**

Mr. Petersen moved, Mr. Kovach seconded to authorize the Chief Fiscal Officer to enter into a contract with Library Ideas, LLC to provide Freegal music downloads for a one year, in the amount of Ten Thousand and Sixty-Two Dollars (\$10,062.00).

**Roll Call:** yeas, unanimous

**#2011-038 Approval to Enter into Executive Session to Discuss Upcoming Negotiations with SEIU District 1199.**

Mr. Kovach moved, Mr. Leandry seconded at 6:04 p.m. to approve adjourning to Executive Session to discuss upcoming negotiations with SEIU District 1199.

**Reconvened:** 7:09 p.m.

**Other Agenda Items**

**Next Meeting**

April 21, 2011 at 5 p.m.  
Domonkas Branch Library

**Adjournment Time:** 7:10 p.m.

**Attest:**

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

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