

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

Minutes

Lorain Public Library System  
Thursday, June 16, 2011, 5:00 p.m.  
Columbia Branch Library, 13824 West River Road, Columbia, OH  
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, Ms. Penwell

**Regular Business**

**#2011-063 Approval of Minutes**

Mr. Petersen moved, Ms. Penwell seconded that the minutes of the May 19, 2011 meeting be approved.

**Roll Call:** yeas, unanimous

**#2011-064 Approval of Chief Financial Officer's (CFO's) Report**

Mr. Petersen moved, Mr. Campana seconded that the CFO's Report for the month ending May 31, 2011 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$8,670,304. Of the month end cash balance, \$4,919,539 were operating funds, of which \$2,997,782 were unencumbered. Year-to-Date Revenues were \$4,262,387, 46% of the estimated \$9,289,402 Annual Revenues without transfers or advances. Expenses year-to-date were \$3,287,288, 32% of the budgeted \$10,198,278. Expenses plus encumbrances totaled \$5,026,401, or about 49% of the budget. Mr. Wilson noted that the second, 2011 reduction of the PLF Funding, will be forthcoming soon.

Mr. Wilson stated that the bi-annual audit was complete.

Mr. Wilson attended the Annual Library Accounting Training (CPIM), held by the State of Ohio, on June 8, 2011.

Mr. Wilson reported to the Board that the SEIU #1199 approved the healthcare recommendation, changing from Anthem to Medical Mutual. He noted one important change; dependents are now considered to the age of twenty eight.

There were no Public Records requests, nor changes to the Agenda for this month's meeting.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge said good afternoon and welcome to the Columbia Branch Library.

Ms. Eldridge received emails from Doug Evans and Linda Murray of the Ohio Library Council (OLC), with information regarding the recently held Local Government Reform & Collaboration Meeting. There is a webcast available online, and the nine major recommendations to libraries are as listed:

- 1) Constant monitoring of information provided by OLC regarding financial information.
- 2) Proactively reviewing staffing needs and tasks.
- 3) Directors and Trustees need to be cognizant of the risk of staff burnout and reduced morale, since most libraries are now operating with reduced staff.
- 4) Carryover equal to six months operating expenses is prudent.
- 5) Preservation of materials budgets is essential. OLC recommends 20% of operating budget allocated to materials.
- 6) In-depth evaluation of space and space needs.
- 7) Energy audits of facilities.
- 8) Good relationships with neighboring libraries.
- 9) Libraries must always remain patron-centered.

Regarding the PLF funding, Ms. Eldridge noted that due to the continued funding of OPLIN and the Library Services to the Blind & Disabled, with no reimbursements from the General Revenue Fund, the PLF continues to be decreased by 1.5%.

Ms Eldridge stated the Senate Bill 120 unanimously passed, and libraries are pleased. The bill allows for libraries to not be forced into having an attorney on retainer, and incurring those fees.

Regarding OPERS, Ms. Eldridge said recent new regulations impact us negatively. Twenty nine LPLS employees are affected by the change. Ms. Eldridge is also concerned about the long term solvency of OPERS.

Ms. Eldridge thanked Library Assistant Lisa Work, for representing the library at the El Centro Garden Party on May 28, 2011. She also gave many thanks to staff who worked at the Summer Reading Kickoff, which Ms. Eldridge said was 'beautiful, a steady crowd, and wonderful'.

Ms. Eldridge mentioned the fundraising opportunity for the Foundation of the Lorain Public Library System, with the Rock Pile Garden Center in Avon. Rock Pile will donate 5% of any purchases, when the Foundation of the Lorain Public Library System is mentioned.

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

**05.23.11** – N.A.A.C.P. Membership Luncheon. LPLS is a lifelong member.

**06.03.11** – Dale Girt, Toni Whitney and Ms. Eldridge visited the Technical Services Storage Facility, where Columbia Branch Library's materials, shelving and furniture, are being stored.

**06.10.11** – U.S. Post Office hearing at Brookside H.S., re: post office closing in Sheffield Lake.

**06.19.11** – Juneteenth Parade

**08.22.11** – Lorain County Fair Breakfast at 8 a.m. Ms. Eldridge will send email invite/reminder.

**09.29.11** – Lorain County Trustees Council at 6:30 p.m. at the Spitzer Conference Center. Ms. Eldridge is presenting; topics for discussion are the Lorain County PLF distribution, and the future of the PLF.

**10.26-28.11** – Ohio Library Council Annual Conference in Toledo, Ohio. Toni Whitney nominated the Friends of the North Ridgeville Library for an award.

Ms. Eldridge asked permission of the Board, to hold two committee meetings (Library Services and Personnel Committee, and the Finance, Audit and Properties Committee) in July, in lieu of a regular Board Meeting. The meeting would be held on the same date as the scheduled Board Meeting, July 21, 2011, at the South Branch Library, at 5 p.m.

Statistically speaking, Ms. Eldridge said the Domonkas and North Ridgeville Branch Libraries' year-to-date circulation numbers are equal to last year's, while the South Branch Library, the Bookmobile and the Main Library have increased their circulation. She also noted that visits are up at the Avon and Columbia Branch Libraries, as well as the Main Library. Meeting Room Attendance, Programs Offered, and Computer Bookings have all increased for the month of May at the Main Library, as well.

Ms. Eldridge surmises that e-Books will start affecting circulation statistics and that the library needs to get ready for this. She anticipates a need to plan for the increase.

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

Ms. Whitney said good evening and thank you for coming.

Concerning the SEIU #1199, Ms. Whitney updated the Board, saying there was an issue at the last union meeting regarding the step elimination of Step 1 in the wage scale, the matter has since been resolved. She also informed the Board that Ms. Shana Song resigned. James Leonard, acting interim SEIU #1199 Board Executive, said Mr. Al Bacon will be stepping in to assist the union board for a while. A Memorandum of Understanding (M.O.U), regarding the change of health care providers, was sent to the union and approved. Ms. Whitney thanked Mr. Leonard for his help to get everyone signed up quickly, and expediting the meeting, regarding the M.O.U. for healthcare changes.

Ms. Whitney thanked Ms. Jennie Patterson and the Healthcare Committee for quick work on the healthcare changes. She also noted the Guardian Vision plan was reduced by 5%, and the changes to the healthcare plan were positive for the staff.

Ms. Whitney stated she has been meeting with Ms. Frances Johnson, Outreach Librarian Supervisor, and they have made a decision to close Project L.I.T.E. (the library's adult literacy program) two of the three days per week that it is currently open. Project L.I.T.E. will be open only one day per week, and the Project L.I.T.E. Coordinator, Ms. Elizabeth Meadows, will be retrained to work in the Outreach Department and the Main Library.

Ms. Whitney informed the Board that the Bookmobile was off the road for one day this past week, due to problems with the air conditioning.

Ms. Whitney said the replacement carpet for the Columbia Branch Library was ordered, and would be in within 4-6 weeks. She was hopeful that the carpet would be installed by the 3<sup>rd</sup> or 4<sup>th</sup> week in July.

Ms. Whitney said the Summer Reading Kickoff celebration at Lakeview Park was wonderful and a really great event!

Ms. Whitney mentioned the upcoming author visit by Mr. Terry Pluto, on August 13<sup>th</sup> at the South Branch Library. Mr. Pluto will also be visiting the other branches, and Ms. Whitney said it should be very positive.

Ms. Whitney thanked the Friends of the Lorain Library for their contributions and donations for the technology upgrades to the meeting room at the South Branch Library, which is now complete. She also thanked the Friends Groups for other donations.

In closing, Ms. Whitney said she would be attending the next Columbia Township Meeting, to discuss the storage barn.

## **Committee Reports**

Mr. Douglas Petersen, Chair, of the Finance, Audit and Properties Committee, reported on their recent meeting, held May 19, 2011. Mr. Petersen noted that the meeting was preceded by the Auditor of State's Post-Audit Conference, which went smoothly. Mr. Petersen then said the Columbia Branch Flood was discussed, and the 2012 Proposed Budget was reviewed, and then adopted.

## **Communications**

No communications.

## **Audience Participation**

### *Supervisors*

Ms. Sandra Mitchell, Librarian Supervisor of the Columbia Branch Library, said hello and that, "I am glad that you are all here, and hope that you enjoy the refreshments, provided by the Friends of the Columbia Branch Library."

Ms. Mitchell then described the recent flooding, and how it happened, at the library. She said the water came pouring in, she did what she could to stop it, she called all of the appropriate people, unplugged the computers, moved some furniture and then waited for help. Dale Girt, Facilities Manager, was the first to arrive to help, and they then moved as many books as possible. Eventually the crew of the service company, Belfor arrived, and proceeded to start the water cleanup. Ms. Mitchell said the incident will forever be in her mind. She also commented, "We got through it, we were able to set-up the library for re-opening quickly, and all is well."

Ms. Eldridge suggested the September Board Meeting change its venue from the Avon Branch Library to the Columbia Branch Library so the Board can see the Columbia Branch Library after its renovation.

Mr. Campana, Board Trustee, asked Ms. Mitchell if she had received help, and/or indication of help forthcoming from Columbia Township with the backed up storm sewers which was the reason for the flooding. Ms. Mitchell indicated she had not, but that Joanne Eldridge was going to discuss this with the Township on Monday.

Ms. Garalynn Tomas, Board President, thanked Ms. Mitchell for her quick thinking regarding the flood. She told Ms. Mitchell that her actions did make a big difference and the Board greatly appreciated her efforts and all she did to save the library materials.

Ms. Mitchell then happily spoke of the Summer Reading Program and how that in spite of the flood they have 143 people signed up! They also have 56 teens signed up for the Teens Summer Reading Program. She thanked various local businesses, such as AppleBees, Malley's, Dairy Queen, IGA and Marathon Gas, for their donations of prizes for the Summer Reading Program. She is looking forward to the Summer Reading Program. She also thanked Yard Smart for once again volunteering to trim all the library shrubs and lay mulch. She thanked Pam Coleman, President of the Friends of the Columbia Branch Library, for the mulch which was donated by North Star.

### *Friends of the Library*

The Avon Friends next meeting will be held September 1, 2011. The Avon Friends will participate in the Duct Tape Parade on June 18<sup>th</sup>.

The Columbia Friends next meeting will be held June 27, 2011. The Columbia Friends will be raffling off a color Nook and several baskets at the Columbia Homecoming celebration.

The Domonkas Friends next meeting will be held September 13, 2011. The Domonkas Friends May Book Sale netted \$642.85.

The Lorain Friends next meeting will be held July 26, 2011.

The North Ridgeville Friends next meeting will be held July 6, 2011. The North Ridgeville Friends next book sale will be July 15-16<sup>th</sup>, 2011. The North Ridgeville Friends upcoming events include the Car Show/Ice Cream Social and the Corn Festival. The North Ridgeville Friends participated in the Memorial Day Parade and reported that it was very hot, but very well attended!

### *Other*

Ms. Garalynn Tomas, Board President, commented regarding the Lorain Public Library System Foundation (LPLSF). The LPLSF received a check from Kohl's for \$500, they signed up for American Express rewards (\$70 gained so far), and they voted to hire Highland Public Relations for marketing and branding for which Highland PR will be developing a logo.

Board of Trustees  
June 16, 2011

0058-2011

**New Business**

**#2011-065 Approval to donate scrap computer equipment to the Lorain County Solid Waste Management District, or to the OneCommunity Green Computing Program.**

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

EquipmentType	Make/Model	Mfg Serial #	LPLS #
Barcode Reader	BTL75 VSXXX-L7B	L859584	2964
Computer	Systemax Venture U19	104513065	1614
Computer	Dell OptiPlex GX260T	19WFM21	1783
Computer	Dell OptiPlex GX260T	FFWFM21	1786
Computer	Dell OptiPlex GX260T	1CWFM21	1787
Computer	Dell OptiPlex GX260T	78WFM21	1792
Computer	Dell OptiPlex GX260T	57WFM21	1845
Computer	Dell OptiPlex GX260T	G8WFM21	1957
Computer	Dell OptiPlex GX260T	FDWFM21	1958
Computer	Dell OptiPlex GX270T	3SN3L31	2849
Computer	Dell OptiPlex GX270T	DRN3L31	2850
Computer	Dell OptiPlex GX270T	4RN3L31	2851
Computer	Dell OptiPlex GX270T	8QN3L31	2852
Computer	Dell OptiPlex GX270T	1RN3L31	2853
Computer	Dell OptiPlex GX270T	JQN3L31	2855
Computer	Dell OptiPlex GX270T	FRN3L31	2856
Monitor	ViewSonic GS773	DL00301619	212
Monitor	ViewSonic GS771	JY94577694	382
Monitor	ViewSonic PS790	MJ93710692	495
Monitor	ViewSonic GS771	JY92272421	994
Monitor	ViewSonic GS773	20E003300066	1367
Monitor	Gateway VX720	P105301272	1446
Monitor	Samsung 570V	CN15HCLR905180V	1619
Monitor	ViewSonic Graphics Series G70F	23t023600556	1883
Monitor	Samsung SyncMaster 920N	MJ19H9NL210102T	5722
Monitor	Samsung SyncMaster 940BX	HA19H9NP901337D	5991
Monitor	Samsung SyncMaster 943BX	my19h9nq317840v	6155
Monitor	Samsung SyncMaster 943BX	my19h9nq317546h	6166
Printer	Okidata Microline 320 Turbo	710B2003977	1005
Printer	Okidata Microline 320 Turbo	710B2003924	1015
Printer	Okidata Microline 320 Turbo	710B2003976	1037
UPS	APC Smart-UPS 1000	QS9938123322	1332
UPS	APC SU420NET	QS0323120130	1986
Copier	Ricoh FT4022	n/a - 1999	5192

**Roll Call:** yeas, unanimous

**#2011-066 Acceptance of Donation from The Lorain Friends of the Library, Inc.**

Mr. Petersen moved, Ms. Penwell seconded to accept the \$6,900 donation from The Lorain Friends of the Library, Inc.

**Roll Call:** yeas, unanimous

**#2011-067 Increase to Appropriations for the Purchase of Candy and Books to Give Away at the Lorain International Festival**

Ms. Penwell moved, Mr. Campana seconded to approve the increase in appropriations to the Public Relations Supplies line item of Two Hundred Dollars (\$200.00) for the purchase of candy and books to give away at the Lorain International Festival.

101-12-52110	Supplies	\$ 200.00
--------------	----------	-----------

**Roll Call:** yeas, unanimous

**#2011-068 Increase to Appropriations for the South Branch**

Mr. Petersen moved, Ms. Penwell seconded to approve the increase in appropriations of Four Thousand, Five Hundred Dollars (\$4,500.00) for the purchase of meeting room technology upgrades and program speakers.

130-13-53720	South Branch - Lecturers & Speakers	\$ 1,500.00
130-13-55510	South Branch – Furniture & Equipment	\$ 3,000.00

**Roll Call:** yeas, unanimous

**#2011-069 Increase to Appropriations for the Main Library**

Mr. Petersen moved, Mr. Campana seconded to approve the increase in appropriations of One Thousand, Five Hundred Dollars (\$1,500.00) for program speakers.

130-02-53720	Adult Services - Lecturers & Speakers	\$ 1,500.00
--------------	---------------------------------------	-------------

**Roll Call:** yeas, unanimous



**#2011-070 Increase to Appropriations for Outreach Supplies**

Mr. Kovach moved, Mr. Petersen seconded to approve the increase in appropriations of Seven Hundred Dollars (\$700.00) for Outreach supplies.

101-11-52110	Outreach Supplies	\$ 700.00
--------------	-------------------	-----------

**Roll Call:** yeas, unanimous

**#2011-071 Resolution to Close Library on Friday, December 23, 2011**

Mr. Petersen moved, Ms. Penwell seconded to approve the closing of the Library System on Friday, December 23, 2011 to help with staff coverage for the holidays.

**Roll Call:** yeas, unanimous

**#2011-072 Resolution to Close Library for Staff to Attend OLC Annual Conference**

Mr. Petersen moved, Mr. Campana seconded to approve the closing of the Library on Thursday, October 27, 2011 for staff continuing education attendance of the Ohio Library Council (OLC) Annual Conference in Toledo, Ohio.

**Roll Call:** yeas, unanimous

**#2011-073 Approval of Agreement with the State Library of Ohio, for Statewide Delivery Services 7/1/2011 – 6/30/2012**

Mr. Petersen moved, Ms. Penwell seconded to authorize the CFO to renew the Agreement with the State Library of Ohio for the 2011-12 Statewide Delivery Services.

**Roll Call:** yeas, unanimous

**#2011-074 Resolution to Approve Release Time and Expenditure of Funds to Allow Staff and Board Members to Attend OLC Annual Conference**

Mr. Petersen moved, Mr. Kovach seconded to approve release time, conference registration, lodging and meals, not to exceed the following:

	Units/ Person	Unit Cost	# Units/ Persons	Total	Per Person Cost
Registration (Single Day)	1	\$110.00	40	\$4,400.00	\$110.00
Registration (Full Convention and Expo)	1	\$135.00	4	\$540.00	\$135.00
Hotel Cost/Night (Includes 16.75% Occ. Tax)	1	\$232.50	2	\$465.00	\$232.50
Meal Allowance per day	1	\$35.00	40	\$1,400.00	\$35.00
Bus Transportation ( Seats 55) est.	1	\$25.00	40	\$1,000.00	\$25.00
Mileage Roundtrip (2 cars)	366	\$0.510	2	\$373.32	\$9.33
Parking (2 cars)	2	\$30.00	2	\$120.00	\$3.00
TOTAL				\$8,298.32	

TOTAL COST PER PERSON

\$165.97
----------

**Other Agenda Items**

**Next Meeting**

Committee Meetings

July 21, 2011 at 5 p.m.  
South Branch Library

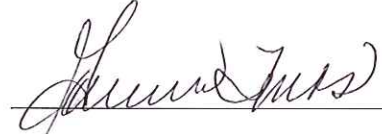
August 18, 2011 at 5 p.m.  
Main Library

Board of Trustees  
June 16, 2011

0062-2011

**Adjournment Time:** 5:47 p.m.

**Attest:**

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

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