

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System

Thursday, September 15, 2011, 5:00 p.m.

Columbia Branch Library, 13824 West River Road, Columbia Twp., OH

Regular Business Meeting

Roll Call

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

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

Regular Business

#2011-096 Approval of Minutes

Mr. Petersen moved, Mr. Kovach seconded that the minutes of the August 18, 2011 meeting be approved.

Roll Call: yeas, unanimous

#2011-097 Approval of Chief Financial Officer's (CFO's) Report

Mr. Petersen moved, Ms. Penwell seconded that the CFO's Report for the month ending August 31, 2011 be approved.

Mr. Donald Norman, Assistant Fiscal Officer, represented the Fiscal Office in place of Mr. Wilson for this month's meeting. Mr. Norman said Leah Simms, Administrative Clerk/AP, and Maureen Turner, Administrative Clerk/CS, recently attended the OhioDAS Co-op Purchasing Symposium in Columbus, Ohio. Mr. Norman then noted that he will be joining many staff attending the OLC Convention and Expo on Thursday, October 27th. Mr. Norman ended by saying that Mr. Wilson will be attending the SSI, and the OGFDA upcoming conferences.

Mr. Norman reported to the Board that the month end cash balance for August, 2011 was \$9,208,848. Of the month end cash balance, \$5,389,595 were operating funds, of which \$4,398,900 were unencumbered. Year-to-Date Revenues were \$6,830,667, 75% of the estimated \$9,054,147 Annual Revenues without transfers or advances. Expenses year-to-date were \$5,317,024, 52% of the budgeted \$10,205,178. Expenses plus encumbrances totaled \$6,878,380, or about 67% of the budget.

Roll Call: yeas, unanimous

Report of the Director

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

Ms. Eldridge commented that the Columbia Branch Library looked great, post renovation. She then thanked Ms. Sandra Mitchell, Librarian Supervisor of the Columbia Branch Library for working with the repair people, for her tenacity and her hard work. She also noted that neither the staff nor Ms. Mitchell complained at all, that the work had come along amazingly well, and that she truly appreciated it. Ms. Eldridge also thanked Ms. Toni Whitney, Dale Girt, and the Maintenance Staff for their efforts towards the renovation as well.

Ms. Eldridge said she'd been on emergency PTO to get her home together after recent issues, but that she attended a Budget Hearing on Tuesday with Scott Sarazin, Dan Talerek, and the Lorain County Auditor, Mark Stewart. Mr. Stewart questioned why the Ohio Library Council isn't trying to advocate for public libraries to be their own political subdivisions, and commented that some of the LPLS Board Members may want to meet with the Auditor's Office regarding this.

Ms. Eldridge expressed her outrage at a letter received on September 1st from the OLC. The letter was in regard to a proposed modification of institutional dues for the library, based on a percentage of the amount of funding received from both the state's PLF and local property tax levies. Ms. Eldridge requested a letter of response be drafted by the Board and sent to OLC.

Regarding personnel, Ms. Eldridge thanked Elaine Betting and Erika Bobka for writing the Stocker Foundation grant proposal. She then thanked Ms. Whitney for coordinating staff participation at this year's Lorain County Fair. Thanks were given to Frances Johnson and the Outreach staff, for working at this year's Labor Day event. Lastly, Ms. Eldridge said 34 staff will be attending the upcoming OLC Convention & Expo and she asked the Board permission to extend the offer of a ride to other Lorain County libraries and their staff, for a fee. The Board granted permission.

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

09.01.11 – Received thank you letter from the Lorain County Chamber of Commerce for co-sponsoring the 2011 New Teachers Reception in August.

09.25.11 –N.A.A.C.P. Banquet with Congresswoman Betty Sutton as keynote speaker.

09.29.11 – Lorain County Trustees Council at 6:30 p.m. at the LCCC Spitzer Conference Center was cancelled.

10.05.11 – Governance as Leadership workshop. Ms. Eldridge, Ms. Tomas and Mr. Leandry will be attending.

Ms. Eldridge said a \$500 donation was received from the Lorain High School Class of 1946 A & B.

Ms. Eldridge reported that two letters of retirement had been received. Charlotte Picha, Avon Branch Librarian Supervisor will be retiring on November 30, 2011, after 22 years of service. Marilyn Holt, TSD Library Aide, will retire at the end of September after 15 years of service.

Statistically speaking, Ms. Eldridge noted that the Columbia Branch Library visitors count increased by thirty percent and that while some of the libraries numbers were down, she anticipated all of the numbers to be higher than last year's, by the year's end. Ms. Garalynn Tomas, Board President, requested a change to the style of reporting used on the Board Stat Summary Page. She would like to see numbers that are more reflective of current changes happening in libraries, such as e-media and Internet usage.

Report of the Assistant Director

Ms. Whitney reported that she had been on PTO recently and apologized for no written report this month. She said it had been a very busy week this week.

Ms. Whitney attended the Columbia and Domonkas Friends' Meetings.

Ms. Whitney publicly thanked all staff who worked at and/or attended the Lorain Fair Breakfast and Day at the Lorain County Fair. She said it was a fun time, a busy time, and that she enjoyed the event, as it is a great opportunity to talk with many people and spread the word about the library.

Ms. Whitney thanked Ms. Sandra Mitchell and said she really appreciated Ms. Mitchell's work with the renovation. She said the building is looking very nice, and that they are ready to sign off with the insurance company so that the repairing contractors can be paid.

The North Ridgeville Branch Library stained glass project is underway. Ms. Whitney said it will be completed within the next few weeks.

Ms. Whitney said Mr. Terry Pluto, Sports Columnist for the Plain Dealer and visiting author, is absolutely fantastic! She said he was at the South Branch Library and will be at the Avon Branch Library this Saturday. Ms. Whitney thanked the Lorain Public Library System Foundation, Inc., for allowing the library to sell Mr. Pluto's books on their behalf.

Regarding the SEIU #1199, Ms. Whitney said there were many communications received regarding the closing of the LPLS on December 23rd, and how the closing will affect the staff. The SEIU #1199 is finally settled with the matter and ready to move forward. The SEIU #1199 Leadership Board sent an update saying that Mr. James Leonard had been elected as the new Executive Board Member. Also, a now withdrawn grievance was filed against Valerie Smith. There has been notice given to the SEIU of a few job eliminations and newly created positions. Belinda Hill, from the SEIU Cleveland Chapter, asked for an updated list of employees belonging to the union. The union was also updated regarding extra hours, and there are concerns with staff working out of their classifications.

Committee Reports

Mr. Douglas Petersen, Board Member, reported no activity on the newly formed Fraud Hotline, and also requested that a new category for the Fraud Hotline Report be added to the Final Agenda under Committee Reports, as item D.

Communications

Three communications were received this month:

- 1) Email from patron Mariann A. Gonzalez on 08.20.11 regarding the 'Recently Reviewed Items' page on the LPLS website. She wrote to complain that the cover art provided was inappropriate to minors. Ms. Eldridge stated that due diligence had been done, that LPLS did what a reasonable library would have done, and that the matter will now be dropped.
- 2) Letter from Lorain County Board of Elections on 09.01.11 thanking the LPLS for use of the South Branch Library as a polling place, and stating that they will no longer require use of the facility as a polling place.
- 3) Letter from OLC on 09.01.11 regarding the proposed membership dues restructuring.

Audience Participation

Supervisors

Ms. Sandra Mitchell, Librarian Supervisor of the Columbia Branch Library, said hello and tonight's refreshments were provided by the Friends of the Columbia Branch Library. Ms. Mitchell said patrons are very happy that the library is back in order and there have been several nice comments from patrons regarding the library's renovation. Ms. Mitchell also noted that patrons are glad to see new monitors, and questioned whether the monitors were there to stay. Regarding programming, Ms. Mitchell said the recent Cake Decorating Program was a hit, and that she is excited about upcoming programming such as Terry Pluto's visit on September 24th, and Michael Ruhlman's Book Discussion and food demonstration October 22nd (18 people are signed up for this event). Ms. Mitchell ended by saying that she is looking forward to a good rest of the year.

Friends of the Library

The Avon Friends last meeting was held September 1, 2011. The Avon Friends will be hosting the Friends Exchange on September 17, 2011. The Avon Friends July book sale netted \$585.

The Columbia Friends next meeting will be held October 24, 2011. The Columbia Friends August book sale netted \$545.

The Domonkas Friends last meeting was held September 13, 2011. The Domonkas Friends will give \$3,000 for the conference room upgrade, to be installed next Spring.

The Lorain Friends next meeting will be held October 25, 2011. The Lorain Friends book sale is currently happening, September 15-20th, at the Main Library.

The North Ridgeville Friends last meeting was held September 7, 2011. The North Ridgeville Friends next book sale will be held October 21-23, 2011. The North Ridgeville Friends donated \$300 to the Lorain Public Library System Foundation, Inc.

Other

Ms. Garalynn Tomas, Board President, spoke regarding the letter received from OLC, as well as the proposed response letter to be sent to OLC. She asked the Board to come to a consensus on how to deal with the situation, and for input regarding the proposed letter. Mr. Leandry suggested the tone of the letter be softened, and that a copy of the letter issued to OLC also be sent to other Lorain County Library Boards, to gather county library support. The Board agreed, the letter will be revised and sent.

New Business

#2011-098 Approval of Personnel Appointments

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

- Alexander Medina, Student Library Aide position in the Adult Services Department at the Main Library, temporary, part-time, effective June 14, 2011, at an hourly rate of \$7.40.
- Alexandra Gardella, Student Library Aide position at the Domonkas Branch Library, temporary, part-time, effective June 14, 2011, at an hourly rate of \$7.40.
- Jennifer Laraway, Student Library Aide, at the Avon Branch Library, temporary, part-time, effective July 5, 2011 at an hourly rate of \$7.40.
- Lauren Raicevich, Student Library Aide, at the Avon Branch Library, temporary, part-time, effective July 26, 2011 at an hourly rate of \$7.40.
- Mallory Haslage, Library Aide-Floater, in the TSD/Main Library Circulation/Operations Departments, part-time, effective July 25, 2011 at an hourly rate of \$7.60 which is grade UA, step 2.
- Ryan Hardway, Library Assistant-Floater, at the Avon and North Ridgeville Branch Libraries, part-time, effective July 11, 2011 at an hourly rate of \$12.938 which is grade UE, step 5.
- Anthony Nieves, Student Library Aide, at the South Branch Library, temporary, part-time, effective August 1, 2011 at an hourly rate of \$7.40.
- Peter Harlan, Student Library Aide, at the South Branch Library, temporary, part-time, effective August 8, 2011 at an hourly rate of \$7.40.
- Monica Adipietro, Library Aide, at the South Branch Library, part-time, effective August 8, 2011 at an hourly rate of \$7.60 which is grade UA, step 2.
- Chad Wilson, Student Library Aide, at the Columbia Branch Library, temporary, part-time, effective August 8, 2011 at an hourly rate of \$7.40.
- Marilyn Yagiello, Library Specialist, at the North Ridgeville Branch Library, part-time, effective August 9, 2011 at an hourly rate of \$16.313 which is grade UG1, step 7.
- Melissa Pearson, Library Assistant, in the Circulation/Operations Department at the Main Library, part-time, effective August 22, 2011 at an hourly rate of \$11.495 which is grade UE, step 1.
- Amanda Aten, Student Library Aide position in the Adult Services Department at the Main Library, temporary, part-time, effective August 23, 2011, at an hourly rate of \$7.40.
- Cynthia Cruz, Library Aide position in the Adult Services Department at the Main Library, part-time, effective August 31, 2011, at an hourly rate of \$7.60 which is grade UA, step 2.

Roll Call: yeas, unanimous

#2011-099 Acceptance of Donation from The Lorain High School Class of 1946

Mr. Petersen moved, Mr. Virden seconded to accept the \$500 donation from the Lorain High School Class of 1946.

Roll Call: yeas, unanimous

#2011-100 Establishment of New Administrative Aide Position Classification

Mr. Petersen moved, Mr. Virden seconded to establish a new job classification for an Administrative Aide.

Job Title:	Administrative Aide	Date:	August 2011
Grade:	EA	FLSA:	Yes

Basic Function:

Performs routine word processing and basic routine clerical duties, some of which are confidential in nature in support of the administrative, public relations and central supply office operations of the library. Greets people who come to the Administration Office and answers the telephone.

Distinguishing Features of the Class:

This classification engages in repetitive clerical work. Detailed instructions are given by the AO Office Manager, Administrative Clerk or Clerk for new or non-routine assignments and work is reviewed in process or upon completion for accuracy. The work follows established practices and patterns, and close supervision is provided when assignments are given.

Characteristic Duties and Responsibilities:

Acts as receptionist in greeting and assisting people.
Answers phones and takes messages or refers callers to the proper person or office.
Processes meeting room bookings.
Sorts and files personnel information, correspondence, memoranda, reports and other materials, some of which may be of a confidential nature, alphabetically, numerically or by other predetermined classification.
Sorts and prepares publicity materials for distribution.
Sorts and distributes mail and unit supplies.
Operates a PC, photocopy or other basic office machines.
Keeps reception area and some equipment clean and in orderly condition.
Performs basic, routine computer, typing and filing tasks.
Performs various other clerical tasks as assigned.

Knowledge, Skills and Abilities:

Ability to alphabetically and numerically (decimal) file accurately, the ability to type a minimum of 20 words per minute, the ability to perform basic clerical work; basic computer skills; tact and courtesy; ability to work in a team environment; good judgment. Ability to lift and carry items weighing up to 35 pounds. Excellent customer service skills are required.

Education, Training and Experience:

Requires a high school education or equivalent with the ability to follow oral and written instructions, complete forms, and understand and communicate non-complex instructions.

Roll Call: yeas, unanimous

#2011-101 Resolution of Appreciation for Marilyn Holt Upon Her Retirement

Mr. Petersen moved, Mr. Kovach seconded to approve the following resolution for Marilyn Holt:

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

WHEREAS, Marilyn Holt has been a faithful and dependable employee for 15 years as a Library Aide in the Technical Services Department, performing her duties in a professional manner, and;

WHEREAS, her attention to detail when processing material ensured an efficient work flow, and;

WHEREAS, Marilyn Holt's willingness to help train new staff on all aspects of processing contributed to a well-run Technical Services Department, and;

WHEREAS, her creativity with processing when handling materials with unusual bindings, covers or attached material, reflects her overall commitment and pride in her work;

THEREFORE BE IT RESOLVED, that the Lorain Public Library System Board of Trustees does publicly acknowledge Marilyn Holt 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

Other Agenda Items

Next Meeting

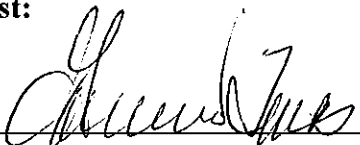
October 20, 2011 at 4 p.m.
Trustees Nominating Committee
South Branch Library

October 20, 2011 at 5 p.m.*
South Branch Library

*Mr. Petersen will preside. Ms. Tomas and Mr. Leandry will be absent.

Adjournment Time: 5:54 p.m.

Attest:


_____, President


_____, Secretary