

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, November 17, 2011, 5:00 p.m.
North Ridgeville Branch Library, 35700 Bainbridge Road, North Ridgeville, OH
Regular Business Meeting

Roll Call

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

Present: Ms. Tomas, Mr. Kovach, Mr. Petersen, Mr. Campana, Ms. Penwell, Mr. Viriden
(5:20 p.m.), Mr. Leandry (5:21 p.m.)

Regular Business

#2011-112 Approval of Minutes

Mr. Campana moved, Mr. Petersen seconded that the minutes of the October 20, 2011 meeting be approved.

Roll Call: yeas, unanimous

#2011-113 Approval of Chief Financial Officer's (CFO's) Report

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

Mr. Wilson said there should be a year-end carry forward of \$500,000 net positive income for the year.

Mr. Wilson warned of a recent scam selling advertising. The county prosecutor is sending a cease and desist letter.

Mr. Wilson will be attending the Auditor of State training on December 8th, and is also going to Columbus, Ohio on December 9th for the State Employment Relations Board Meeting.

Mr. Wilson reported to the Board that the month end cash balance for October 2011 was \$9,354,937. Of the month end cash balance, \$5,579,944 were operating funds, of which \$4,986,761 were unencumbered. Year-to-Date Revenues were \$8,300,827, 92% of the estimated \$9,054,147 Annual Revenues without transfers or advances. Expenses year-to-date were \$6,641,095, 65% of the budgeted \$10,205,178. Expenses plus encumbrances totaled \$7,762,157, or about 76% of the budget.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said welcome to North Ridgeville, and thanked Ms. Tomas and the Friends of the North Ridgeville Branch Library for the refreshments. She also thanked Karen Sigsworth, North Ridgeville Branch Librarian Supervisor, for her astuteness in always having the conference room set up prior to the meeting.

Ms. Eldridge reported seeing Mr. Doug Evans, President of the Ohio Library Council, at the recent OLC Convention and Expo. Mr. Evans had received the response letter from LPLS regarding increased dues, and requested a meeting between him, Ms. Eldridge and Ms. Tomas.

Ms. Eldridge expressed her concerns as a librarian, regarding Warner Home Video's (WHV) restricting sales of DVD's to libraries. She explained that libraries are not allowed to purchase new release DVD's until 28 days after their release dates. She said she does not appreciate how WHV is targeting libraries, but that libraries can circumvent the restriction by buying through their Friends Groups donations!

Ms. Eldridge extended an invitation to any interested Board Members to attend the Public Library Association's Conference in March of 2012 in Philadelphia, which she will be attending.

Ms. Eldridge thanked Ms. Whitney for coordination of staff to attend the OLC Convention and Expo. She reported that thirty-two staff rode the bus and that the staff enjoyed the bus ride and thanked her. She also said the library saved a lot of dollars in travel expenses, by using the bus.

Ms. Eldridge said Ms. Donna Kelly has been appointed as the Avon Branch Library Librarian Supervisor, effective December 12, 2011. Ms. Eldridge looks forward to working with Ms. Kelly in her new position.

Ms. Eldridge noted the recent Meatloaf/Potato Cook-Off held at the Main Library to benefit the 2nd Harvest Food Bank. Mr. Wilson won for best potatoes!

Ms. Eldridge said Mr. Dale Girt, Facilities Manager at the Main Library, reported that the incinerator contains hazardous material, which will be removed by an abatement company.

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

11.20.11 – Retirement Celebration for Charlotte Picha, Orchid Room, Avon. Thank you to the Board for the lovely flowers delivered to Ms. Picha at the Avon Branch Library. They were beautiful!

11.26.11 – Light up Lorain Celebration, downtown Lorain. Teens performing.

11.29.11 – Elyria Public Library Director, Janet Stoffer, Retirement Reception.

12.14.11 – Clothe-a-Child Pot Luck Luncheon & Raffle, Main Library

Donations received recently include: \$600 for Children’s Books from the Lorain Rotary Club, \$2,500 from the Domonkas Friends for technology upgrades, with \$1,000 more promised next spring, \$6,500 from Emerson Network Power for the Library Foundation to support the Fall Family Read Aloud Program. Ms. Eldridge commented that this is the largest amount ever received from Emerson, and that she is very thankful.

Statistically speaking, Ms. Eldridge stated that the Statistical Board Summary Sheet is being reformatted. She then asked for input from the Board, as to what statistics they would like to see reported. Ms. Eldridge continued with the statistics discussion referring to *Library Journal’s* STAR Libraries rankings, and their recently published article. She said that the Board’s concerns about statistics declining for visitors and circulation are shared by libraries across the country. She also stated that visits drop due to various factors to include drive through library service and Wi-Fi availability. Ms. Eldridge said the non-traditional (new ways) offerings of libraries cannot be accurately counted yet. She said there is a need for libraries to reinvent the ways in which they gather and count the statistics for today’s library. Ms. Eldridge also stated that the Public Library Association would likely come up with the standards on how to achieve this. Mr. Leandry asked, “Are any libraries currently counting this stuff?” Ms. Eldridge replied that libraries are able to count computer usage, and that the Cleveland Public Library provides statistical numbers once per year. Ms. Tomas said there was concern because library levy’s promises are not being fulfilled, as evidenced by decreasing statistical numbers. Mr. Kovach asked why the number of new library cards issued has decreased, to which Ms. Eldridge replied that there was less publicity occurring, as well as the Columbia Branch Library having been closed. Ms. Eldridge said she would discuss the article again further at a later date, after having an opportunity to fully review it, and determine some possible ideas for the future statistical gathering and reporting.

Committee Reports

There were no Committee Reports.

Communications

There were no Communications received.

Audience Participation

Supervisors

Mrs. Karen Sigsworth, Librarian Supervisor of the North Ridgeville Branch Library, said hello. Mrs. Sigsworth said the Fall Family Read Aloud was in progress, with about 70 families enrolled, and it will continue through November 30th. Holiday on the Ridge is coming up on Saturday, December 3rd, for which the Friends of the North Ridgeville Branch Library will provide free hot chocolate, cookies and a harpist performance at the library. Browser will also be at the event. Ms. Angela Young, Librarian, is planning another Noon Year's Eve party on December 31st at 11:30 a.m. in the library's Meeting Room. Ms. Young also presented the annual first grade class visits at the North Ridgeville Schools this year, versus the library, since the school system will no longer fund field trips to the library. She created a PowerPoint tour of the library that worked very well when shared in the classrooms. Ms. Susan Spivey, Librarian, has been presenting new computer classes and her e-media class was very full this morning. Ms. Spivey will be a guest speaker at the North Ridgeville Arts Council Meeting on Monday, November 21st, to discuss various e-book devices, downloading, and to share information about beginning level computer classes. Mrs. Sigsworth also noted that the stained glass window project for the Round Meeting Room is scheduled to be installed November 23rd. The Friends of the North Ridgeville Branch Library helped to pay for the project and Verite Stained Glass provided free labor for the project. The window will help to filter light to make it easier to see programs when using the projector in the meeting room. In closing, Mrs. Sigsworth said the Friends of the North Ridgeville Branch Library had a very successful book sale in October, netting over \$3,600 in their three and a half day sale!

Friends of the Library

The Avon Friends next meeting is January 26, 2012. The Avon Friends book sale starts today, November 17th. The Avon Friends generously paid for all of Ms. Picha's community retirement celebrations.

The Columbia Friends next meeting and holiday party will be held December 19, 2011. Thanks were given to the Columbia Friends for providing refreshments for the Michael Ruhlman events in October.

The Domonkas Friends next book sale will be held January 25-28, 2012. Thanks were given to the Domonkas Friends for their donation of \$2,000 for technology upgrades. One thousand dollars more has been promised for donation in the spring of 2012.

The Lorain Friends last meeting was held October 25, 2011. The Lorain Friends hosted a successful Potluck and Game Day on October 30th. Thanks were given to the Lorain Friends for awarding scholarships to the staff, and also for their food donation to the Michael Ruhlman event held at the Lorain Palace on October 16th. The Lorain Friends approved a donation of \$3,000 to the levy campaign.

The North Ridgeville Friends next meeting will be held January 23, 2012. The North Ridgeville Friends last book sale netted \$3,664! Upcoming events noted for the North Ridgeville Friends were Holiday on the Ridge and the Noon Year's Eve Celebration.

The Lorain Public Library System Foundation, Inc. is working with Highland PR, developing a marketing campaign. The Foundation is also receiving donations in memory of Charlotte Picha's mother.

New Business

#2011-114 Approval of Personnel Appointments

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

- Brenda Hitchens, Student Library Aide position in the Adult Services Department at the Main Library, temporary, part-time, effective November 1, 2011, at an hourly rate of \$7.400.
- Donna Kelly, Branch Librarian Supervisor at the Avon Branch Library, full-time, effective December 12, 2011, at an hourly rate of \$22.520.

Roll Call: yeas, unanimous

#2011-115 Approval of Recommendation for Appointment of Board Member

Mr. Petersen moved, Ms. Penwell seconded to recommend to the Lorain City School District, Board of Education the re-appointment of Homer Virden for a term as Trustee for the period January 1, 2012 through December 31, 2018.

Roll Call: yeas, unanimous

#2011-116 Scheduling of the January, 2012 Organizational Meeting

Mr. Campana moved, Mr. Petersen seconded to combine both the 2012 Organizational Meeting and the Regular Board Meeting, on January 19th, 2012, beginning at 5 p.m. at the North Ridgeville Branch Library.

Roll Call: yeas, with Mr. Virden abstaining.

#2011-117 Approval of Participation in NEO-RLS for 2012-2013

Mr. Campana moved, Ms. Penwell seconded to approve participation in the Northeast Ohio Regional Library System for the period July 1, 2012 through June 30, 2013 with the following fees:

Membership Assessment - \$ 5,250.00

Roll Call: yeas, unanimous

#2011-118 Approval of Notice of Intent to Withdraw from NEO-RLS July 1, 2013

Mr. Petersen moved, Mr. Kovach seconded to approve a notice of intent to withdraw from the Northeast Ohio Regional Library System effective July 1, 2013.

Roll Call: yeas, unanimous

#2011-119 Approve Revision to the Employee Meetings Refreshment Policy

Mr. Campana moved, Mr. Kovach seconded to revise the Employee Meetings Refreshment Policy.

EMPLOYEE MEETINGS REFRESHMENT POLICY (~~2006-08-17~~2011-11-17) 2.12

The expenditure of library funds for employee meetings shall be approved only when the occasion is significant to the affairs of the library. Approval of such expenditures will be based on careful evaluation of costs to be incurred, the anticipated benefits, and the availability of funds. Program or meeting refreshments may be approved at the discretion of the Library Director or Assistant Director. Approval for the reasonable purchase of refreshments shall require the written approval by the Director or Assistant Director on an A-55-02rev Expenditure Request Form. Any delivery charges or gratuities for delivery must be included in the request. Any expenditures in excess of the original request will require additional written approval for payment from the Director or Assistant Director.

ELIGIBLE EXPENSES FOR STAFF AND BOARD FUNCTIONS

The use of library funds to defray the costs of meals or light refreshments may be approved for the following types of library-sponsored events and circumstances:

- A. ~~O~~fficial library employee functions scheduled by management;
- B. Library Board regular meetings, retreats, or Board committee meetings;
- C. ~~M~~anagement retreats (~~t~~he cost of lunch for the regular management, branch, or department meetings is to be incurred by the employees);
- D. Staff orientation meetings which are held twice a year at a cost not to exceed ~~\$75~~ \$50 per meeting;
- E. ~~M~~onthly staff meeting informing the staff of the activities of the Board; ~~and~~
- F. Staff Development Day and Staff Recognition as per amount budgeted yearly by the Board of Trustees;
- G. *Recruitment, selection and hiring of prospective managers and administrators;*
- H. *Recruitment of prospective Library Board members; and*
- I. *Recruitment of prospective Library Foundation members.*

PURCHASE ORDER PROCEDURE

No purchases can be made without a signed purchase order. An expenditure request must be completed with the following details:

- date of meeting,
- employees and guests attending meeting,
- discussion topic, location, and
- expected length of the meeting.

PROCEDURE FOR PAYMENT OF EXPENSES

Reimbursement to employees for approved expenses is accomplished by submitting a properly completed "Staff (Library-Related) Expense Record" with **original** invoices or receipts attached up to the amount approved by the Director or Assistant Director in the original request. Receipts should include only items eligible for reimbursement (no receipts with personal items included). Payment to vendors will be made in accordance with the normal accounts payable procedures of the Library.

UNAUTHORIZED EXPENSES

The library is not responsible for expenses if prior approval is not obtained from the Fiscal Officer's office.

EFFECTIVE DATE

This revision of the Business Meetings Refreshment Policy is retroactively effective to October 1, 2011.

Roll Call: yeas, unanimous

Board of Trustees
November 17, 2011

00107-2011

#2011-120 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Petersen moved, Ms. Penwell seconded at 5:43 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:47 p.m.

Other Agenda Items

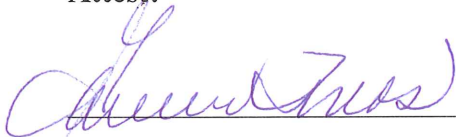
Next Meeting

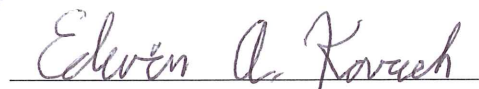
Finance, Audit & Properties Committee
December 6, 2011 at 5 p.m., North Ridgeville Branch Library

December 15, 2011 at 5 p.m.
Main Library

Adjournment Time: 6:48 p.m.

Attest:

 _____, President

 _____, Secretary