



**2012 Committees (continued)**

Finance, Audit & Properties:	Mr. Petersen, Chair Mr. Leandry Ms. Penwell
Trustee Development & Nominating:	Mr. Kovach, Chair Ms. Tomas Mr. Virden
Lorain Co. Trustees Council:	Mr. Petersen Mr. Kovach Mr. Leandry, Alternate

**2012 Meeting Dates**

President Campana set the following 2012 Board meeting dates, times and locations:

<u>Month</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
February	2/16/2012	5 p.m.	Main Library
March	3/22/2012	5 p.m.	Main Library
April	4/19/2012	5 p.m.	Domonkas Branch
May	5/17/2012	5 p.m.	Avon Branch
June	6/21/2012	5 p.m.	Columbia Branch
July	7/19/2012	5 p.m.	South Branch
August	8/16/2012	5 p.m.	Main Library
September	9/20/2012	5 p.m.	Avon Branch
October	10/18/2012	5 p.m.	South Branch
November	11/15/2012	5 p.m.	North Ridgeville Branch
December	12/20/2012	5 p.m.	Main Library

**Appointments**

**#2012-002 Appointment of Chief Fiscal Officer and Assistant Fiscal Officer**

Mr. Petersen moved, Mr. Kovach seconded to appoint James M. Wilson, Chief Fiscal Officer and Clerk of the Board and Donald Norman, Assistant Fiscal Officer through the 2013 Organizational Meeting, upon execution of a surety bond in the amount of \$100,000.

**Roll Call:** yeas, unanimous

## **Regular Business**

### **#2012-003 Approval of Minutes**

Mr. Petersen moved, Ms. Penwell seconded that the minutes of the December 15, 2011 meeting be approved.

**Roll Call:** yeas, unanimous

### **#2012-004 Approval of Chief Financial Officer's (CFO's) Report**

Mr. Kovach moved, Ms. Tomas seconded that the CFO's Report for the year ending December 31, 2011 be approved.

Mr. Wilson greeted the Board and asked them to refer to the second page (Financial Summary) of the CFO's Report. Mr. Wilson pointed out the Net Gain YTD at the bottom of the page, saying that he was happy to report an increase to the library fund balance for the year 2011. Mr. Wilson also noted the inclusion of a listing of all donations for 2011 that was provided in the Board packet.

Mr. Wilson reported to the Board that the month end cash balance for December 2011 was \$8,304,543. Of the year end cash balance, \$4,974,477 were operating funds, of which \$4,747,857 were unencumbered. Revenues for the year were \$9,048,371, 100% of the estimated \$9,054,147 Annual Revenues without transfers or advances. Expenses for the year were \$8,439,033, 83% of the budgeted \$10,205,178. Expenses plus encumbrances totaled \$8,717,241, or about 85% of the appropriations budget.

**Roll Call:** yeas, unanimous

## **Report of the Director**

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

Ms. Eldridge thanked Ms. Tomas and the Friends of the North Ridgeville Branch Library for the wonderful refreshments from Nino's.

Ms. Eldridge said she emailed Mr. Bill Morris, Governmental Affairs Coordinator-State Library of Ohio, regarding public library boundaries.

In regards to the Ohio Library Council (OLC) Ms. Eldridge said that the OLC's Omnibus Bill has been readied for the Legislative Process. Senator Bill Beagle will introduce the legislation in the Ohio Senate on behalf of the OLC. Ms. Eldridge commented that she, Ms. Whitney and Mr. Wilson are discussing whether or not legal counsel needs to be involved in the matter. Ms. Eldridge also noted two upcoming OLC events (OLC Legislative Day on April 4<sup>th</sup> and the Trustees Dinner on April 25<sup>th</sup>), for which she will send an email of interest to all Board Members.

Ms. Eldridge told the Board that it is reassuring that they care about the libraries and their communities. She also thanked the Board for their commitment to libraries. She said she is thankful to staff for a good year and for donating to Books for Babes.

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

**01.15.12** – N.A.A.C.P. Martin Luther King, Jr. program.

**01.19.12** – Mayor David Gillock's North Ridgeville State of the city address. As always, there was a standing ovation, and Ms. Eldridge noted that the City of North Ridgeville is a strong supporter of libraries.

**01.29.12** – Willie Nelson concert at The Lorain Palace. The LPLS is involved and supporting this event. Ms. Eldridge, Ms. Smith and Ms. Jackson will volunteer to work at this event.

**02.03.12** – Meeting with State Representatives Matt Lundy and Dan Ramos.

**02.17.12** – Meeting with Senator Gayle Manning in North Ridgeville.

Ms. Eldridge said the lighting replacement projects for Avon and Domonkas have both received approval for rebates from First Energy. The work is scheduled to begin in late January.

Ms. Eldridge asked that Ms. Tomas schedule a meeting of the Library Services and Personnel Committee for February. She would like to discuss Exempt Salary raises and a Fine Free Program for April.

Statistically speaking, Ms. Eldridge stated that they were holding steady. She said that even with the libraries being open less hours during 2011, the Year-to-Date circulation was only 3% less, which is pretty standard. Visits were up 1%, while computer bookings were up 13%. She noted that the final numbers for 2011 reported by CLEVNET will increase due to e-books, drive-ups and other counts. Ms. Eldridge also said, "It's about the degree and level of service when patrons come in. That's what I'm striving for!"

Donations received in the month of December included \$1000 from Ben and Jane Norton for the Library Foundation's endowment fund, \$2,000 from matching funds for the Library Foundation's endowment fund and \$1,000 from Barb Sutton to the North Ridgeville Friends for the Foundation. Yes!

## **Report of the Assistant Director**

Ms. Whitney said hello to the Board and then told them that she had heard Mayor Gillock speak today, at the North Ridgeville State of the City address.

Ms. Whitney attended the Lorain Rotary Club meeting on December 29<sup>th</sup> with Mr. Wilson, to hear Lorain Mayor Chase Ritenauer.

Regarding SEIU #1199, Ms. Whitney said there was receipt of a signed MOU regarding the December 23<sup>rd</sup> library closing. A grievance withdrawal followed on January 10, 2012. Ms. Whitney noted that Ms. Eldridge attended a discharge hearing this past Friday, January 13, 2012. Ms. Whitney provided a membership listing to Belinda Hill on December 15<sup>th</sup>.

Recent meeting attendance for Ms. Whitney included a LCLAC meeting on December 1<sup>st</sup>, and a meeting with reporters from the Sun and North Ridgeville Press regarding the stained glass project in mid December. Upcoming meetings Ms. Whitney will attend include:

- 01.10.12* – Domonkas Friends of the Library at 7:30 p.m.
- 01.23.12* – North Ridgeville Friends of the Library at 7:00 p.m.
- 01.26.12* – Avon Friends of the Library at 7:00 p.m.

## **Committee Reports**

Mr. Douglas Petersen reported that there were no messages left on the Fraud Hotline.

## **Communications**

Communications were received regarding the following:

- Mr. Virden was unanimously approved for reappointment for another 7 year term to the Lorain Public Library System's Board of Trustees, by the Lorain City School Board.
- The Ohio Historical Society approved the library's Record's Destruction List.
- Browser Trademark examined and passed for publication by USPTO.

## **Audience Participation**

### *Supervisors*

Mrs. Karen Sigsworth, Librarian Supervisor North Ridgeville Branch Library, welcomed the Board to North Ridgeville. Mrs. Sigsworth said it had been a busy day and that she went to the State of the City Luncheon, which she found to be a good experience. Mrs. Sigsworth then commented on the stained glass window, saying that it looks different at different times of the day, and that there were nice articles about the window recently published. Mrs. Sigsworth said the Friends served hot chocolate and cookies at Holiday on the Ridge, and that there were more people than ever in attendance. Regarding the Noon Year's Eve Party, Mrs. Sigsworth said it was giant, and an exciting day! Mrs. Sigsworth told the Board that the Sunday Programs have started up again, and she distributed copies of the programming. In reference to the changing face of reference services, Mrs. Sigsworth said many reference questions now deal with e-media. She said that everyone wants to learn about e-media now, and that it is a lot of fun to see what people are interested in. Her staff is teaching patrons how to use Kindles and Nooks, and forty people attended their recent e-media program. Mrs. Sigsworth closed by saying thank you to the Board for attending this evening.

### *Friends of the Library*

The Avon Friends next meeting is January 26, 2012. The Avon Friends will be hosting a 'Valentines' Day Tea Party' on February 11, 2012.

The Columbia Friends next meeting will be held February 27, 2012. The Columbia Friends hosted a 'Holiday Celebration' on December 19, 2011.

The Domonkas Friends met on January 10, 2012.

The Lorain Friends next meeting will be held April 24, 2012. The Lorain Friends last book sale held January 12-16<sup>th</sup> netted \$2000, which included membership renewals. The Lorain Friends are having their Annual Membership Meeting on February 26, 2012 at 1:30 p.m., at the Main Library.

The North Ridgeville Friends next meeting will be held January 23, 2012. The North Ridgeville Friends will elect officers this year. The North Ridgeville Friends next book sale will be held January 26-29, 2012.

The Lorain Public Library System Foundation, Inc.'s next meeting will be held January 31, 2012. The LPLSF is working with Pat Zajack on redoing brochures and materials that will go out this year. The LPLSF officers for 2012 are: Mr. Dennis Boose, President, Mr. Tom Dake, Vice President, Ms. Garalynn Tomas, Treasurer, and Mr. Tom Boyer, Secretary.

*Other*

Ms. Tomas extended her sympathies on behalf of the Board and Library to Mrs. Karen Sigsworth on the recent passing of her mother.

Mr. Campana congratulated the new officers of the Board, and thanked Ms. Tomas for her two years as President of the Board, commenting that she did a great job! He also said, "Three levies passed, you were a good president, and I appreciate everything you've done for the library and the Friends of the Libraries." Mr. Campana then asked that everyone review the Statement of Expectations for the Board of Trustees, specifically looking at item number two, and the minimum attendance policy of 75% for each individual Board Member. He feels that better enforcement of this policy may be in order.

**New Business**

**#2012-005 Approval of Personnel Appointments**

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

- Erin Burton, Library Aide position in the Circulation/Operations Department at the Main Library, part-time, effective August 29, 2011, at an hourly rate of \$7.600 which is grade UA, step 2.
- Nathaniel Box, Library Aide position in the Adult Services Department at the Main Library, part-time, effective September 7, 2011, at an hourly rate of \$7.600 which is grade UA, step 2.
- Kimberly Maher, Library Assistant position, at the North Ridgeville Branch Library, part-time, effective September 19, 2011, at an hourly rate of \$11.495 which is grade UE, step 1.
- Anthony Feliciano, Library Aide position in the Technical Services Department, part-time, effective October 3, 2011, at an hourly rate of \$7.600 which is grade UA, step 2.
- James Fudale, Student Library Aide position at the Columbia Branch Library, temporary, part-time, effective November 21, 2011, at an hourly rate of \$7.40.
- Jeanne Stevens, Library Assistant-Floater position, at the Avon and Domonkas Branches, part-time, effective November 14, 2011, at an hourly rate of \$11.840 which is grade UE, step 2.
- Mary Ptacek, Library Assistant position, at the North Ridgeville Branch, part-time, effective January 9, 2012, at an hourly rate of \$11.495 which is grade UE, step 1.
- Kayla Mihalik, Student Library Aide position in the Adult Services Department at the Main Library, temporary, part-time, effective January 17, 2012, at an hourly rate of \$7.70.
- Nathan Reyes, Student Library Aide position in the Circulation/Operations Department, temporary, part-time, effective January 17, 2012, at an hourly rate of \$7.70.
- Belinda Smith, Adult Library Aide position in the Circulation/Operations Department, part-time, effective January 18, 2012, at an hourly rate of \$7.70 which is grade UA, step 2.

**Roll Call:** yeas, unanimous

**#2012-006 Approval of Surplus Property**

Ms. Tomas moved, Mr. Petersen seconded to approve the disposal of the following materials pursuant to Board Policy 2.02 which were withdrawn from January 1 through December 31, 2011 due to being outdated, in poor condition, or duplicate copies no longer in demand:

Books CD's, DVD's  
59,189 17,517 for a total of 76,706 items that have been withdrawn from circulation

**Roll Call:** yeas, unanimous

**#2012-007 Acceptance of Donations/Grants**

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

The Friends of the Domonkas Public Library	\$ 2,000.00
Katherine Hageman Trust – Foundation Distribution	\$ 26,465.10
The Lorain Rotary Club	\$ 600.00

**Roll Call:** yeas, unanimous

**#2012-008 Approval of 2012 Permanent Budget**

Mr. Virden moved, Ms. Penwell seconded to approve the 2012 Permanent Budget as follows:

Fund	Name	Amount	
101	General Fund	\$ 4,084,130	
110	N Ridgeville	1,420,370	
112	Avon	593,090	
120	Columbia	455,133	
122	Domonkas	470,391	
130	Lorain	3,441,732	\$ 10,464,846
203	Summer Reading	40,000	
204	Family Read Aloud	6,500	
205	Project Lite	0	
215	Book Memorial	250,000	
401	Building & Repair	300,000	
451	Capital Improvement	40,000	
701	Hageman	30,660	
702	Stocker Trust	5,000	

**Total** \$ 11,137,006

**Roll Call:** yeas, unanimous



**#2012-009 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Mr. Petersen moved, Mr. Virden seconded at 5:45 p.m. to approve adjourning to Executive Session to discuss administrative salaries.

**Roll Call:** yeas, unanimous

**Reconvened:** 6:35 p.m.

**#2012-010 Approval of Administrative Salary**

Mr. Kovach moved, Mr. Petersen seconded to increase salaries for Joanne Eldridge, Director; Toni Whitney, Assistant Director; and James Wilson, CFO, by one percent (1%), effective as of the first pay of 2012.

**Roll Call:** yeas, unanimous

**Other Agenda Items**

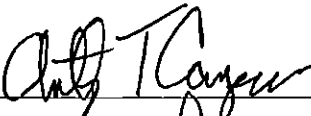
Mr. Campana expressed gratitude to Ms. Eldridge, Ms. Whitney and Mr. Wilson for working without increases the past several years through the budget reduction process.

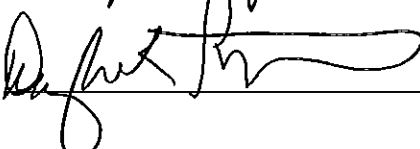
**Next Meeting**

February 16, 2012 at 5 p.m.  
Main Library

**Adjournment Time:** 6:42 p.m.

**Attest:**

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

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