

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System

Thursday, April 19, 2012, 5:00 p.m.

Domonkas Branch Library, 4125 East Lake Rd., Sheffield Lake, OH

Regular Business Meeting

**Roll Call**

Ms. Penwell called the meeting to order at 4:58 p.m.

Present: Mr. Kovach, Mr. Petersen, Ms. Penwell, Mr. Leandry, Ms. Tomas, Mr. Viriden  
(5:05 p.m.)

**Regular Business**

**#2012-033 Approval of Minutes**

Mr. Kovach moved, Ms. Tomas seconded that the minutes of the March 22, 2012 meeting be approved.

**Roll Call:** yeas, unanimous

**#2012-034 Approval of the Chief Financial Officer's (CFO's) Report**

Mr. Petersen moved, Mr. Kovach seconded that the CFO's Report for the month ending March 31, 2012 be approved.

Mr. Wilson greeted the Board and noted correspondence received as:

- Letter from the Auditor of State regarding changes to the state's Fraud Hotline.
- 'Browser' trademark registration confirmation and certificate from attorneys Tucker, Ellis & West, LLP.
- Two patron letters of correspondence regarding exemplary library service.

Mr. Wilson said there were several additions to the evening's agenda.

Mr. Wilson attended the First Energy Summit, which is looking at alternative energy sources; he attended the Fraud Reduction seminar at the Spitzer Conference Center and attended a Risk of Data Loss seminar.

Mr. Wilson said he is working with the LPLS Health Care Committee, reviewing healthcare plans and policies.

Mr. Wilson reported to the Board that the month end cash balance was \$8,768,701. Of the month end cash balance, \$5,459,427 were operating funds, of which \$3,944,404 were unencumbered. Year-to-Date Revenues were \$2,399,328, 28% of the estimated \$8,740,870 Annual Revenues without transfers or advances. Expenses year-to-date were \$1,935,169, 19.2% of the budgeted \$10,055,692. Expenses plus encumbrances totaled \$3,523,764, or about 35% of the budget.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge said good afternoon and welcome to Sheffield Lake. She encouraged the Board to enjoy the lake, 'as it is a beauty when the weather is good'.

Ms. Eldridge reported on the first day of service under the new delivery vendor, Priority Dispatch, saying that the vehicle supplied for transporting library materials was too small. The small sized vehicle caused a backlog of materials. Doris Garber, Technical Services Public Service Coordinator, is the point person and will let administration know whether or not the service will work out for the LPLS.

Regarding personnel, Ms. Eldridge thanked Toni Whitney and Jennie Patterson for coordinating the New Staff Orientation. She also thanked Carol Russo and all managers for assistance. Nineteen staff attended. Ms. Eldridge also noted that the Staff Recognition Program is still in effect, and that there will be an event in the fall. Mrs. Karen Sigsworth, North Ridgeville Branch Librarian Supervisor, was recently honored in the North Ridgeville Press for 35 years of service. The article was distributed.

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

**03.28.12** – WEOL Radio Interview

**04.08-14.12** – National Library Week celebrated. Attended Oberlin Jazz Trio concert at Domonkas Branch Library, it was very nice.

**04.18.12** – OLC Legislative Day in Columbus, Ohio. A letter was written on Mr. Campana's behalf to elected officials to express how important state wide funding is for the library.

**04.25.12** – LPLS Main Library hosting the Lorain Growth Corporation Business After Hours from 5-7 p.m.

Statistically speaking, Ms. Eldridge said there was a slight drop in visitors to the Main Library. Public Services Coordinator, Debra Jackson, attributed the drop to the nice weather recently.

Ms. Eldridge happily announced that \$28,850.00 was received from the Stocker Foundation today, for the Summer Reading Program. Ms. Eldridge also said a \$4,150 donation from the Lorain FOL was received.

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

Ms. Whitney spoke regarding SEIU #1199 highlights for the month of April: 1) an April 16<sup>th</sup> meeting regarding the Sick Leave Bank, 2) an initial meeting of the Health Care Committee to begin work on renewals.

In reference to the Labor Management Committee (LMC), Ms. Whitney said the April meeting had been cancelled, due to lack of quorum. She also said Sarah Lewis will be joining the LMC as the newest member. Federal Mediation and Conciliation Services training with Mr. Matt Cockroft is scheduled for all members in June.

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

*04.05.12* – Attended Lorain County Library Administrator’s Council meeting.

*04.12.12* – New Staff Orientation

*04.17.12* – Attended workshop: ‘From Trend to Task: What to Do About Tomorrow, Today’, and NEO-RLS Spring Membership Meeting & Update. Training was tremendous! Joan Frye Williams presented trends in library services and profiled consumer needs.

*04.20.12* – Conducting library tours for new staff.

*04.24.12* – Lorain Friends of the Library at South Branch Library

*04.25.12* – Lorain Growth Assoc. Business After Hours at the Main Library

*04.26.12* – Avon Friends of the Library

*04.30.12* – Columbia Friends of the Library

## **Committee Reports**

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

Ms. Eldridge requested a combined meeting of the Library Services and Personnel Committee and the Finance, Audit and Properties Committee be scheduled for the second week in May.

## **Communications**

- Auditor of State Bulletin 2012-003
- Tucker, Ellis & West LLP – Browser Trademark
- Patron letter from Nicole S. Duplay
- Conversation between Donna Kelly, Avon Branch Librarian Supervisor, and the Avon Police regarding using the Avon Branch Library as an emergency evacuation point for elementary students from the Avon Village Elementary School.

## **Audience Participation**

### *Supervisors*

Mrs. Pamela Coghlan, Domonkas Branch Librarian Supervisor, welcomed the Board saying that she was glad they were there. Mrs. Coghlan mentioned several upcoming events at the Domonkas Branch Library: ‘Going Green’ on April 25<sup>th</sup> in celebration of Earth Day, ‘Reiki and Your Chakras’ on April 25<sup>th</sup>, local artist Paul Koerner demonstrating soap carving on May 2<sup>nd</sup>, ‘Pesto Program’ on May 3<sup>rd</sup> presented by Mrs. Coghlan, and a ‘Cinco de Mayo Celebration’ and activities on May 5<sup>th</sup> with the Sacred Heart Choir performing. Mrs. Coghlan said the library has been busy preparing for the Summer Reading Program. In closing she invited the Board to enjoy the rest of the meeting and the refreshments afterward.

### *Friends of the Library*

The Avon Friends next meeting is September 6, 2012. The Avon Friends are hosting a Student Art Show in May. The Avon Friends were thanked by Ms. Whitney for providing lunch for the Avon Branch Library staff during National Library Week.

The Columbia Friends next meeting will be held April 30, 2012. The Columbia Friends next book sale is currently going on, through April 21<sup>st</sup>. The Columbia Friends president,

Mrs. Pam Coleman, is at University Hospital after having surgery, please send cards and get well wishes.

The Domonkas Friends next meeting will be held May 8, 2012. The Domonkas Friends next book sale will be held May 23-26<sup>th</sup> and 28<sup>th</sup>.

The Lorain Friends next meeting will be held April 24, 2012. The Lorain Friends next book sale will be held May 10-15, 2012. The Lorain Friends will be hosting a 'Shred Day' on May 19, 2012 at the Main Library. Up to two boxes of material for shredding can be brought to the library for Shred Day.

The North Ridgeville Friends next meeting will be held May 7, 2012. The North Ridgeville Friends next book sale will be held April 26-29, 2012.

The Lorain Public Library System Foundation, Inc.'s next meeting will be held May 16, 2012.

*Other*

## **New Business**

### **#2012-035 Approval of Personnel Appointments**

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

- Michelle Cook, Library Aide, Public Services position with the Operations Department at the Main Library, part-time, effective April 2, 2012, at an hourly rate of \$7.70, grade UA, step 2.
- Nicole Katz, Library Associate I, Public Services position at the Columbia Branch Library, part-time, effective April 9, 2012, at an hourly rate of \$15.153, grade UH, step 1.
- Angelica Jayaraman, Library Associate I, Public Services position at the Columbia Branch Library, part-time, effective April 9, 2012, at an hourly rate of \$15.153, grade UH, step 1.
- Jennifer Thomas, Library Assistant, Public Services Floater – system-wide, temporary, part-time, effective April 16, 2012 through October 10, 2012 although it may be terminated at any time, at an hourly rate of \$11.610.

**Roll Call:** yeas, unanimous

**#2012-036 Approval of Revisions to the Fraud Hotline Policy 1.032**

Mr. Kovach moved, Mr. Petersen seconded to approve the following revisions to the Fraud Hotline Policy:

**FRAUD HOTLINE POLICY (~~2011-08-18 Adopted~~) ([2012-04-19 Revised](#))**

**1.032**

**1. PURPOSE**

The Board of Trustees of the Lorain Public Library System is committed to the highest standards of legal and ethical behavior. The Lorain Public Library System Fraud Hotline has been established to provide employees and the public at large, with a confidential method of reporting suspicious activity, which is a significant step in deterring and detecting fraud.

**2. RESPONSIBILITIES**

Managers and administrators at all levels are responsible for maintaining a system of internal controls which prevent, detect, or deter fraudulent or dishonest conduct. Each member of the management team is expected to recognize risks and exposures inherent within his or her area of responsibility and to be alert for any indication of irregularity.

Employees who know or suspect that other employees, business partners or vendors are engaged in a fraudulent act have a responsibility to report such activity to the Chief Fiscal Officer or the Lorain Public Library System Fraud Hotline. Employees who, in good faith, report suspected fraudulent activity will be protected from reprisal or retaliatory actions.

**3. CHIEF FISCAL OFFICER AND/OR HOTLINE ADMINISTRATOR**

The Hotline Administrator is the Chair of the Library Board's Finance Audit and Properties Committee. The Hotline Administrator is in charge of the operations of the Hotline. The Hotline Administrator is responsible for the following:

- Incident receipt
- Preliminary screening of the incident to determine whether it is actionable.
- Determination of type of investigation to conduct
- Incident assignment
- Dissemination of the incident to Investigator(s) and/or Board Members
- Monitor the investigation
- Assign tasks to investigator(s)
- Receive investigative reports
- Formulate opinion
- Present opinion to the Director, Chief Fiscal Officer, Library Board of Trustees, Ohio Ethics Commission or law enforcement agencies as required
- Publicize Hotline to employees and the Public

**4. REPORTABLE INCIDENTS**

The Fraud Hotline is designed to accept reports of fraud or theft only. This Hotline is not designed to accept reports of discrimination, harassment or any other employee/employer related incident. If anyone files a report of an incident outside the scope of the Hotline they will be notified that the incident will not be investigated, if they have left contact information at the time of their report.

**[5. Section 117.103\[B\]\[1\] of the Ohio Revised Code](#)**

[The Revised Code requires new public employees to sign forms acknowledging the employees were notified of the fraud-reporting system. Employees are to receive copies of this policy, Ohio Revised Code Section](#)

[117.103 and Ohio Revised Code Section 124.341 \(which extends the current whistle-blower protections to employees who file a complaint with the fraud-reporting system\) and acknowledge the receipt of these items on the form in Section 7. \(below\), which will then be placed in their personnel file.](#)

**~~5.~~ 6. NOTICES TO BE POSTED AT EACH LOCATION**

**LORAIN PUBLIC LIBRARY SYSTEM – FRAUD HOTLINE**

The Fraud Hotline is designed to accept reports of fraud or theft only. This Hotline is not designed to accept reports of discrimination, harassment or any other employee/employer related incident. If anyone files a report of an incident outside the scope of the Hotline they will be notified that the incident will not be investigated, provided that they have left contact information at the time of their report.

1(440)244-1192 x805

[THE OHIO AUDITOR OF STATE'S OFFICE maintains a system for the reporting of fraud, including misuse of public money by any official or office. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll free number, the Auditor of State's website, or through the United States mail.](#)

[Auditor of State's fraud contact information:](#)

[Telephone:](#)

[1-866-FRAUD OH \(1-866-372-8364\)](#)

[US Mail:](#)

[Ohio Auditor of State's office](#)

[Special Investigations Unit](#)

[88 East Broad Street](#)

[P.O. Box 1140](#)

[Columbus, OH 43215](#)

[Web: \[www.ohioauditor.gov\]\(http://www.ohioauditor.gov\)](#)

**7. ACKNOWLEDGEMENT RECEIPT OF FRAUD HOTLINE POLICY**

[Pursuant to Ohio Revised Code 117.01\[B\]\[1\], a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.](#)

[Each new employee has thirty days after beginning employment to confirm receipt of this information.](#)

[By signing below you are acknowledging Lorain Public Library System provided you information about the fraud-reporting system as described by Section 117.01\[A\] of the Revised Code, and that you read and understand the information provided. You are also acknowledging you have received and read the information regarding Section 124.341 of the Revised Code and the protections you are provided as an employee if you use the before-mentioned fraud-reporting system.](#)

[I \\_\\_\\_\\_\\_, have read the information provided by me employer regarding the fraud-reporting systems operated by the Lorain Public Library System and the Ohio Auditor of State's Office. I further state that the undersigned signature acknowledges receipt of this information.](#)

[\\_\\_\\_\\_\\_  
PRINT NAME, TITLE AND DEPARTMENT](#)

[PLEASE SIGN NAME](#)

[DATE](#)

**Roll Call:** yeas, unanimous

**#2012-037 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. Leandry 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.

<b>Surplus List for Board</b>			
<b>EquipmentType</b>	<b>Make/Model</b>	<b>Mfg Serial #</b>	<b>LPLS #</b>
Computer	A&J Socket T	D72500513200732	3089
Computer desk			5597
Monitor	ViewSonic GS773	20E003300067	1334
Monitor	ViewSonic GS773	20E003300063	1365
Monitor	Gateway VX720	P105304566	1461
Monitor	ViewSonic GS773	20E012103174	1526
Monitor	ViewSonic PS775	DM02002386	1623
Monitor	ViewSonic PS775	DM02001723	1624
Monitor	ViewSonic PS775	DM02002395	1625
Monitor	ViewSonic PS775	DM02001730	1626
Monitor	Samsung SyncMaster 151s	GH15HCFT202368V	1665
Monitor	Samsung SyncMaster 151s	GG15H9NT930064V	1706
Monitor	Samsung SyncMaster 151s	GG15H9NT930072R	1708
Monitor	ViewSonic Graphics Series G70F	23T024200886	1869
Monitor	ViewSonic Graphics Series G70F	23T023600487	1871
Monitor	ViewSonic Graphics Series G70F	23T023600548	1872
Monitor	ViewSonic Graphics Series G70F	23t023600546	1877
Monitor	ViewSonic Graphics Series G70F	237023600547	1878
Monitor	ViewSonic Graphic Series G70f	23t024200898	1885
Monitor	Samsung SyncMaster 740BX	HA17H9NP520393H	5914
Monitor	Samsung SyncMaster 740BX	HA17H9NP520399T	5915
Typewriter	IBM Selectric II		190

**Roll Call:** yeas, unanimous

**#2012-038 Approval to Enter Into Depository Agreement**

Mr. Kovach moved, Mr. Petersen seconded to approve entering into a depository agreement with Dollar Bank, FSB for active and interim deposits for the period beginning April 20, 2012, to and including February 8, 2015.

**Roll Call:** yeas, unanimous



**#2012-039 Approval to Attend SIRE Training Program in Las Vegas, NV**

Mr. Petersen moved, Mr. Kovach seconded to approve up to four (4) days of release time and expenses for the Chief Fiscal Officer to attend the SIRE Training Program on their document-management software in Las Vegas, NV, September 5 & 6, 2012 at an estimated cost of \$1,824.05.00. The cost breakdown is:

<b>Item</b>	<b>Cost</b>
Registration Fee \$450	\$450.00
Transportation:	
Airfare	\$600.00
Ground (Airport to Hotel RT & Parking, not-to-exceed allowance)	100.00
Hotel: 3 nights @\$149.00US/night (plus 15% tax)	514.05
Meals: 4 days @\$40/day (out of state allowance)	160.00
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<b>ESTIMATED EXPENSE</b>	<b>\$1,824.05</b>

**Roll Call:** yeas, unanimous

**#2012-040 Acceptance of Gift from the Lorain Friends of the Library**

Mr. Petersen moved, Mr. Kovach seconded to accept the donation in the amount of Four Thousand, One Hundred and Fifty Dollars (\$4,150) for Administrative, Main Library and South Branch uses.

**Roll Call:** yeas, unanimous

**#2012-041 Approval to Advertise/Sponsor 2012 Labatt Blue Black River Concert Series**

Mr. Kovach moved, Mr. Petersen seconded to approve a Five Hundred Dollar (\$500) level advertisement/sponsorship expenditure with the Lorain Port Authority for the 2012 Labatt Blue Black River Concert Series.

**Roll Call:** yeas, unanimous

**#2012-042 Approval to Enter into Executive Session to Discuss the Possible Purchase of Real Estate.**

Mr. Kovach moved, Mr. Petersen seconded at 5:35 p.m. to approve adjourning to Executive Session to discuss the possible purchase of real estate.

**Roll Call:** yeas, unanimous

Board of Trustees  
April 19, 2012

0040-2012

**Reconvened:** 5:59 p.m.

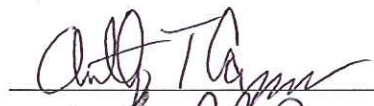
**Other Agenda Items**

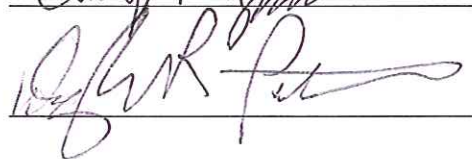
**Next Meeting**

May 17, 2012 at 5 p.m.  
Avon Branch Library

**Adjournment Time:** 6:00 p.m.

**Attest:**

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

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