

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System

Thursday, June 21, 2012, 5:00 p.m.

Columbia Branch Library, 13824 W. River Rd., Columbia Twp., OH

Regular Business Meeting

Roll Call

Mr. Campana called the meeting to order at 5:02 p.m.

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

Regular Business

#2012-059 Approval of Minutes

Mr. Petersen moved, Mr. Kovach seconded that the minutes of the May 17, 2012 meeting be approved.

Roll Call: yeas, unanimous

#2012-060 Approval of the Chief Financial Officer's (CFO's) Report

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

Mr. Wilson said there was one letter of correspondence from the Lorain County Board of Elections, requesting the use of the Main Library as an emergency polling center. There were no Public Records requests.

Mr. Wilson thanked Mr. Donald Norman for filling in for him at the Board Meeting last month, while he attended the Library Fiscal Officer's Association (LFOA) Meeting. Mr. Wilson also said that he was appointed President of the LFOA at that meeting.

Mr. Wilson reported to the Board that the month end cash balance was \$9,265,239. Of the month end cash balance, \$5,988,974 were operating funds, of which \$4,586,480 were unencumbered. Year-to-Date Revenues were \$4,148,644, 45% of the estimated \$8,740,870 Annual Revenues without transfers or advances. Expenses year-to-date were \$3,192,947, 32% of the budgeted \$10,086,659. Expenses plus encumbrances totaled \$4,664,423, or about 46% of the budget.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said welcome to the Columbia Branch Library. Ms. Eldridge then said the Board can thank her for 'begging up' for the potato salad and chicken salad, which are always wonderful. She also noted that Mr. Kovach required the blueberry pound cake! Ms. Eldridge thanked the Columbia Friends of the Library, Inc. for the refreshments, and also commented that they 'do a lot for the library!'

Ms. Eldridge reported the SB 321 omnibus legislation has passed both the house and senate and is waiting on the governor's signature.

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

05.19.12 – N.A.A.C.P. Membership Luncheon

05.26.12 – North Ridgeville Friends of the Library membership social

06.06.12 – Meeting with Columbia Township Trustees

06.16.12 – Juneteenth Parade, Ms. Eldridge marched in the parade.

06.22-27.12 – Attending the ALA Annual Conference in Anaheim, CA. Ms. Eldridge noted this is part of her continuing education, and she will be using her vacation time, and her financial resources to attend.

07.10.12 – LPLS Library Services & Personnel Committee Meeting at 5 p.m

07.11.12 – Library Foundation Meeting at 6:30 p.m. at the South Branch Library

08.20.12 – Lorain County Fair Breakfast at 8 a.m. at the Lor. Cnty. Fairgrounds

09.21.12 – LCLAC Candidates Breakfast at 8 a.m. at the Oberlin Public Library

Regarding personnel, Ms. Eldridge thanked Mrs. Elaine Betting and the Children's staff for doing a fantastic job with the summer reading activities thus far. The program kicked off at Lakeview Park, with twelve hundred people in attendance. Ms. Eldridge then said Mrs. Valerie Smith crocheted a square for the 'Our Common Thread' scarf that will be used in the CLEVNET 30 Year Anniversary Celebration. She also said that Mr. Bob Carterette of CLEVNET is retiring.

Ms. Eldridge informed the Board that Mrs. Terri Frederick, Public Relations Officer, was a new grandmother and currently in South Carolina. She wished Terri congratulations.

In regard to the facilities, Ms. Eldridge said the air conditioner motor at the Main Library is out, and it is a temporary inconvenience. Mr. Dale Girt, Facilities Manager, is working to fix the problem, and it is very lucky that he had a spare back up motor on hand!

Statistically speaking, Ms. Eldridge said library visits were up at the Main Library, the circulation is almost at one million which is not too bad, and that she is working with the circulation staff at the Main Library on the security gate counters.

Ms. Eldridge told the Board that she saw a letter from the Board of Directors of the Plain City Library, directed to the Ohio Library Council. The letter confirmed that LPLS is not the only library to not pay their OLC dues.

Ms. Eldridge said she emailed an article from the 'Morning Journal' regarding the house fire across the street from the Main Library, to the Mayor of Lorain, Mr. Chase Ritenauer. Mr. Ritenauer assured Ms. Eldridge that he will take care of it (clean up/demolition) soon.

Lastly, Ms. Eldridge thanked Mr. Jim Wilson for attaining a \$1500 grant from the Lorain Rotary Club.

Report of the Assistant Director

Ms. Whitney said hello, then thanked and congratulated Ms. Sandra Mitchell, Columbia Branch Librarian Supervisor, for the increase in circulation statistics compared to May of last year. The circulation was up 34.68%. Also regarding statistics, Ms. Whitney noted that all branches had more visitors this May, which was great! Avon Branch Library had a 10.28% increase compared to last year. Ms. Whitney commended all branch managers for a job well done!

The Columbia Township Trustees met at the Columbia Branch Library with Ms. Whitney, Mr. Ed Kovach, Mrs. Pam Coleman, Ms. Eldridge and Ms. Sandra Mitchell, regarding building a storage space for the Columbia Friends of the Library. Columbia Branch Library is the only library branch that does not have storage space for their Friends group. The property for the area where the storage barn can be located was looked at. The storage barn size has changed from 20' x 20' to 10' x 20'. Mr. Wilson suggested adding verb age to the Friends policy regarding ownership of the storage barn, and also an addendum to the building's lease agreement stating there will be an addition to the property.

Ms. Whitney spoke regarding SEIU #1199 highlights for the month of May:

- Thanked Healthcare Committee members, both Union and Exempt, for meeting and reviewing health care products; it was a tremendous amount of work. Gave special thanks to Ms. Jennie Patterson, Administrative Services Office Manager, for coordinating meetings and handling details of Open Enrollment.
- Notification given of intent to hire Temporary Library Associate I/Floater, PT for Avon, Domonkas and Main.

- Met with Jim Leonard, Executive Board Member SEIU #1199 to discuss hiring of a temp, Union dues, and posting of positions.
- Notification sent yesterday regarding moving of offices within the Main Library. Union file cabinets are housed within the office to be moved.
- Notification sent to Mr. Leonard regarding the Board Resolution asking the Board to close the libraries on October 10th, 2012, for staff training.
- Call from Mr. Leonard regarding lack of _____ at the Main Library.

In reference to the Labor Management Committee (LMC), Ms. Whitney noted:

- Training by Federal Mediation and Conciliation Services rescheduled to August 1, 2012, for all members.
- Postponed June meeting.

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

05.17.12 – Avon Friends Art Reception

05.18.12 – Branch Tour

05.31.12 – PLA Webinar: Managing Traditional & Social Media for Libraries

06.02.12 – 2012 Summer Reading Kickoff at Lakeview Park, participated.

06.04.12 – Meeting with Jim Leonard, Executive Board Member, SEIU #1199

06.06.12 – Met with Columbia Township Trustees (see note above).

Committee Reports

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

Communications

- Letter from the Lorain County Board of Elections (see CFO's report).
- Letter from the United Way (certificate of appreciation for LPLS participation in the 2011 campaign).

Audience Participation

Supervisors

Ms. Sandra Mitchell, Columbia Branch Librarian Supervisor, said “Hi and welcome to all of you to the library. I hope you had a pleasant drive out.” Ms. Mitchell said both Mrs. Karlyn Chilenski, Library Associate II, and herself visited schools to promote the Summer Reading Program. She said the program is doing very well and the book selection is very nice. Over ninety parents and children attended the Sky Lab presentation, which was the kickoff for the program. Ms. Mitchell also noted there were two hundred and twenty-six entries into prize drawings for the Adult Summer Reading Program. ‘Zoo to You’, presented by Terri Wise, came to the Columbia Branch Library on June 11th. Over one hundred and twenty parents and kids attended, and were able to pet animals and ask questions about them. Ms. Wise brought a llama! Ms. Mitchell then thanked the Columbia Garden Club for planting mini lilies, geraniums and sprucing up the flower beds. Lastly, Ms. Mitchell said the Junior Friends of the Library will be in the Homecoming Parade on July 1st, riding on a float they are making. The theme of the float, that Mr. Ken Roth will be hauling, is ‘Magical Moments’. The float is named, ‘Dream Big, Catch a Moment’.

Friends of the Library

The Avon Friends next meeting is September 6, 2012. The Avon Friends next book sale is July 19-21, 2012. The Avon Friends participated in the recent Duct Tape Festival Parade.

The Columbia Friends next meeting will be held June 25, 2012. The Columbia Friends donated \$74 dollars of the proceeds from their last book sale to the Columbia Branch Library Levy Committee.

The Domonkas Friends next meeting will be held September 11, 2012. The Domonkas Friends May book sale netted \$799.25. The Domonkas Friends will participate in the Sheffield Lake Community Days in July.

The Lorain Friends next meeting will be held July 31, 2012. The Lorain Friends held ‘Shred Day’ on May 19, 2012, at the Main Library. The Shred Day was a very popular event!

The North Ridgeville Friends next meeting will be held July 9, 2012. The North Ridgeville Friends are busy planning for the upcoming Corn Festival & Parade from

August 10 -12, 2012. The North Ridgeville Friends received a letter from attorneys, saying that Mr. Eugene Braig III, is donating \$1,000 to the Friends group.

The Lorain Public Library System Foundation, Inc.’s next meeting will be held July 11th.

Other - none

New Business

#2012-061 Approval of Personnel Appointments

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

- Anna Vanche, Temporary Library Associate I Floater, Public Services position at the Avon, Domonkas and Main Libraries, part-time, effective June 4, 2012, at an hourly rate of \$15.305, for a period of up to six months, subject to termination at any time.
- Kimberly Michelle Maher, Library Assistant, Public Services position at the Columbia Branch Library, part-time, effective June 18, 2012, at an hourly rate of \$11.610, which is grade UE, step 1.

Roll Call: yeas, unanimous

#2012-062 Acceptance of Donations

Mr. Kovach moved, Mr. Virden seconded to accept the following donations in excess of \$500.00.

The Stocker Family Foundation	\$ 28,850.00	Summer Reading Program
Friends of the Domonkas Library	\$ 1,148.00	Support of Domonkas Branch

Roll Call: yeas, unanimous

#2012-063 Approval of Agreement with the State Library of Ohio, for Statewide Delivery Services 7/1/2012 – 6/30/2013

Mr. Petersen moved, Mr. Kovach seconded to authorize the CFO to renew the Agreement with the State Library of Ohio for the 2012-13 Statewide Delivery Services, in an amount not to exceed Six Thousand, Six Hundred and Eighty-five Dollars (\$6,685.00).

Roll Call: yeas, unanimous

#2012-064 Approval to Claim Unclaimed Funds

Ms. Tomas moved, Mr. Petersen seconded to approve the CFO to claim unclaimed funds with the Ohio Department of Commerce under Claim No. 7303357.

Whereas, the Ohio Department of Commerce has publicly announced that they are holding unclaimed funds in the amount of Three Hundred and Twenty-Three Dollars and Twenty-Seven Cents (\$323.27) owing and due to the Lorain Public Library System from the holder Arter & Hadden, and

Whereas, the Chief Fiscal Officer of the Lorain Public Library System has initiated Claim No. 7303357 in an effort to reclaim those funds for the Library, and

Whereas, the Ohio Department of Commerce has determined that the Library as a political subdivision must file its claim in accordance with rules established for **Business Owners**, and

Whereas, the Ohio Department of Commerce requires **Proof of Authority**, such as a resolution;

Therefore, the Library Board of Trustees of the Lorain Public Library System is resolved to authorize James M. Wilson, Chief Fiscal Officer to file Claim No. 7303357 with the Ohio Department of Commerce, Division of Unclaimed Funds, in order to reclaim those funds.

Roll Call: yeas, unanimous

#2012-065 Approval to Purchase Media Shelving from Library Design Associates, Inc.

Mr. Kovach moved, Mr. Petersen seconded to authorize the CFO to enter into a contract to purchase ten (10) linear feet of double-range, Escalook media shelving in two sections, on casters, with two (2) turtle and two (2) frog end panels installed, for an amount not to exceed Fourteen Thousand, Eight Hundred and Twenty-Nine Dollars (\$14,829) from Library Design Associates, Inc..

Roll Call: yeas, unanimous

#2012-066 Resolution to Close Library on Wednesday, October 10, 2012

Mr. Petersen moved, Mr. Kovach seconded to approve the closing of the Library on Wednesday, October 10, 2012 to allow staff to attend in-house training.

Roll Call: yeas, unanimous

#2012-067 Appropriation Increases to Annual Appropriations Budget

Mr. Petersen moved, Mr. Kovach seconded to approve the following appropriation increases for Management Consultants to cover the cost of staff training on October 10th.

Outreach	101-11-53710	\$300
Public Relations	101-12-53710	\$200
TSD	101-14-53710	\$100
Technology	101-16-53710	\$100
Domonkas	122-08-53710	\$100
Adult Services	130-02-53710	\$900
Operations	130-03-53710	\$100
Children's	130-05-53710	\$800
South	130-13-53710	\$300

Roll Call: yeas, unanimous

#2012-068 Approve the Purchase of a 2012 Ford E-350 Cargo Van from Mike Bass Ford

Mr. Petersen moved, Mr. Kovach seconded to authorize the CFO to enter into a purchase agreement with Mike Bass Ford to buy a 2012 Ford E-350 Cargo Van for Thirty Thousand, Eight Hundred and Eighty Dollars (\$30,880.00) with the trade-in of the Library's 2002 F-350 Cargo Van.

Roll Call: yeas, unanimous

#2012-069 Approve the Library Signage for the new 2012 Ford E-350 Cargo Van

Mr. Kovach moved, Mr. Virden seconded to authorize the CFO to enter into a contract with Bob Cutler Signs of North Ridgeville, in an amount not to exceed Two Thousand, Eight Hundred and Seventy-Six Dollars (\$2,876.00), for Library signage on the new 2012 Ford E-350 Cargo Van.

Roll Call: yeas, unanimous

Board of Trustees
June 21, 2012

0061-2012

#2012-070 Permission to Use the Main Library as an Emergency Vote Center

Mr. Petersen moved, Mr. Kovach seconded to grant permission to the Lorain County Board of Elections to use a Main Library meeting room as one of the Board of Elections, Emergency Vote Centers on November 6, 2012, as outlined in the Lorain County Board of Election's *Disaster and Emergency Response Plan*.

Roll Call: yeas, unanimous

Other Agenda Items

Next Meeting

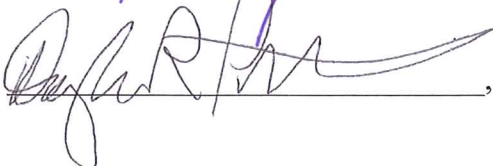
Board of Trustees Meeting
August 16, 2012 at 5 p.m.
Main Library

Library Services and Personnel Committee
July 10, 2012 at 5 p.m.
Avon Branch Library

Adjournment Time: 5:45 p.m.

Attest:


_____, President


_____, Secretary