

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System  
Thursday, August 16, 2012, 5:00 p.m.  
Main Library, 351 W. Sixth Street, Lorain, OH  
Regular Business Meeting

**Roll Call**

Mr. Campana called the meeting to order at 5:05 p.m.

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

**Regular Business**

**#2012-071 Approval of Minutes**

Mr. Petersen moved, Mr. Virden seconded that the minutes of the June 21, 2012 meeting be approved.

**Roll Call:** yeas, unanimous

**#2012-072 Approval of the Chief Financial Officer's (CFO's) Report**

Mr. Petersen moved, Ms. Tomas seconded that the CFO's Reports for the months ending June 30, 2012 and July 31, 2012 be approved.

Mr. Wilson greeted the Board and then noted there were two sets of financials for this evening's meeting, both June and July, 2012.

Mr. Wilson said there were two letters of communication received, and no Public Records Requests:

- City of Sheffield Lake – Fireworks Permission
- Lorain County Board of Elections – Distribution of Spanish Voter Registration Forms

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

Mr. Wilson reported to the Board that the month end cash balance for July was \$8,570,015. Of the month end cash balance, \$5,316,954 were operating funds, of which \$4,254,810 were unencumbered. Year-to-Date Revenues were \$4,815,270, 55.1% of the estimated \$8,740,870 Annual Revenues without transfers or advances. Expenses year-to-date were \$4,549,798, 45.1% of the budgeted \$10,086,559. Expenses plus encumbrances totaled \$5,677,573, or about 56.3% of the budget.

**Roll Call:** yeas, unanimous

### Report of the Director

Ms. Eldridge said good afternoon and welcome to the Main Library. Ms. Eldridge thanked Mr. Campana, the Lorain Friends and Mr. Robert Wenz for tonight's refreshments. Ms. Eldridge also thanked the Board for allowing her to take vacation recently, to visit with family in Indiana and attend a reunion in Cincinnati.

Ms. Eldridge noted the passage of SB 321, and that it was signed into law effective immediately. She recommended the library ask legal counsel to take a look at the changes and how it impacts LPLS. Although there may be some minor effect, it won't be as large of an impact as Elyria libraries will experience.

Ms. Eldridge then told the Board about a message received from Secretary of State, Jon Husted. As of August 9<sup>th</sup>, registered voters in Ohio are now able to use an online service (MyOhioVote.com) that allows them to update their voting address online. Valerie Smith, Public Services Coordinator, has added a link to the LPLS website for easy access to this website.

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

**08.20.12** – Lorain County Fair Breakfast at 9:00 a.m. at the Lorain County Fairgrounds. There is one extra ticket still available.

**09.21.12** – LCLAC Candidates Breakfast at 8:00 a.m. at the Oberlin Public Library.

Ms. Eldridge noted the handout given at tonight's meeting of a draft document put together by Ms. Terri Frederick, Public Relations Officer. The handout outlines the key messages that had been developed for the library advocacy during the 2011 State of the Library series.

Ms. Eldridge stated she mailed correspondence on behalf of the Board to Mr. Felton Thomas, Executive Director of the Cleveland Public Library (CPL), and to Mr. Mark Riggins, library patron. The letter to Mr. Thomas was in regard to the CPL ignoring LPLS' circulation policies, and the letter to Mr. Riggins was in regard to his expulsion from the LPLS for 1 year due to theft and continual harassment of library employees and other patrons.

Regarding personnel, Ms. Eldridge thanked Ms. Elaine Betting and the Children's Staff for doing a fantastic job with the summer reading activities. Ms. Eldridge commented that the programs and activities had something fun for children, adults and teenagers alike. Ms. Eldridge again thanked Ms. Betting and also Terri Frederick, for representing the library at the New Teacher's Luncheon on August 10, 2012.

Ms. Eldridge informed the Board about an article in the Morning Journal, debating on whether or not to tear down the abandoned house across the street from the Main Library.

In regard to the facilities, Ms. Eldridge said the new delivery van will be picked up any day now, by Mr. Dale Girt!

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

Ms. Whitney said hello and that she had attended the City of North Ridgeville Parks and Recreation Stakeholder Group Discussion with Mr. Patrick Hoagland and Ms. Karen Sigsworth, North Ridgeville Branch Librarian Supervisor, on August 16<sup>th</sup>. In developing a master plan for the City Parks and Recreation, the group is curious about how the library uses their facilities and asked for the library to respond to a questionnaire. Ms. Sigsworth and Ms. Whitney created a document information packet in response. Although the library doesn't actively use the City Parks and related facilities, there is an existing relationship of mutual interest and the benefits were discussed during the meeting.

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

- Notification of Office and File Cabinet relocation.
- Notification to close the Library to the public on October 10, 2012 for Staff In-Service Training.
- Memo and response to Information Request on Sick Leave Hours for Isabelle Wimmer.
- Responded to questions from individuals concerning various topics related to the CBA.

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

- No July meeting due to holiday closing.
- Training by Federal Mediation and Conciliation Service rescheduled to October 2012, for all members.

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

**08.16.12** – City of North Ridgeville Parks and Recreation Stakeholder Group Discussion.

**08.20.12** – 2012 Lorain County Fair Breakfast

**08.23.12** – North Ridgeville Sign Committee meets with Wagner Sign Company & Watch Fire Representatives.

**08.25.12** – Lorain County Fair-Library at the Fair Day

**09.03-07.12** – Ms. Whitney on PTO

## **Committee Reports**

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

Ms. Garalynn Tomas will discuss the Library Services and Personnel Committee's July meeting in Executive Discussion.

## **Communications**

- Letter to Mr. Felton Thomas, Director of the Cleveland Public Library.
- Letter to Mr. Mark Riggins, library patron.  
(see Director's Report for details)

## **Audience Participation**

### *Supervisors*

Mr. Robert Wenz, Technology Manager, said hello to the Board. Mr. Wenz spoke regarding the fiber optics upgrading progress at the libraries, saying it was slow but has had some movement recently. He reported that Time Warner installed fiber optic networks in three buildings and would do installation at the remaining three next week. Once complete, CLEVNET will be able to switch all traffic over. This should increase capacity by six or seven times the current capacity. He predicts the work will be done by the end of August 2012.

Mr. Wenz then spoke regarding new phone systems for both the North Ridgeville and Columbia Branch Libraries. Cisco, the market leader since the 1990's, was decided upon as the vendor of choice. Cisco uses a nationally recognized standard, which supports even the oldest IP lines and is expandable. The entry level product line which would be installed at both libraries is outlined below:

<u>North Ridgeville Branch Library</u>	<u>Columbia Branch Library</u>
Cost - \$12,800	Cost - \$8,700
20 telephones	10 telephones
4 wireless phones	2 wireless phones
3 years small business support	3 years small business support
Paging support	Paging support

Both Mr. Campana and Mr. Virden commented that Cisco is used at their places of business, with very good results. The approval for the new phone systems should be on the September Agenda for the Board Meeting.

#### *Friends of the Library*

The Avon Friends next meeting is September 6, 2012. The Avon Friends last book sale netted \$725.00.

The Columbia Friends next meeting will be held August 27, 2012. The Columbia Friends book sale is going on currently, from August 13-18, 2012.

The Domonkas Friends next meeting will be held September 11, 2012. The Domonkas Friends participated in the Sheffield Lake Community Days during the month of July.

The Lorain Friends next meeting will be held October 30, 2012. The Lorain Friends are hosting a Friends Picnic at the South Branch Library on October 6, 2012. The picnic will coincide with a celebration for Hispanic Heritage Month, including entertainment (Upfront Band) and light refreshments. The Lorain Friends donated \$4,000.00 to the Library Levy Fund. The Lorain Friends discussed changing the guidelines for upcoming book sales by not allowing companies to buy up multiple DVD's during Preview Night and limiting DVD sales to ten per patron.

The North Ridgeville Friends next meeting will be held in October 2012. The North Ridgeville Friends participated in the North Ridgeville Corn Festival & Parade.

*Other - none*

## **New Business**

### **#2012-073 Approval of Personnel Appointments**

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

- Brittany Wiersma, Library Associate I, Public Services position in the Children's Department, Main Library, part-time, effective June 15, 2012, at an hourly rate of \$15.305, grade UH, step 1.
- Nathaniel Box, Library Assistant, Public Services position at the Avon Branch Library, part-time, effective June 25, 2012, at an hourly rate of \$11.610, grade UE step 1.
- Amanda Aten, Library Aide, Public Services position in the Adult Services Department at the Main Library, part-time, effective June 25, 2012, at an hourly rate of \$11.610, grade UA step 2.
- Judith Arroyo, Library Aide, Public Services position at the South Branch Library, part-time, effective June 27, 2012, at an hourly rate of \$7.70, grade UA step 2.
- Judy Bednarz, Library Aide, Public Services position at the North Ridgeville Branch Library, part-time, effective July 9, 2012, at an hourly rate of \$7.70, grade UA step 2.
- Brooke Weborg, Student Library Aide, Public Services position at the Columbia Branch Library, part-time, effective July 23, 2012, at an hourly rate of \$7.70, grade EA.
- Peter Harlan, Library Assistant, Public Services position at the North Ridgeville Branch Library, part-time, effective July 30, 2012, at an hourly rate of \$11.610, grade UE step 1.
- Denise Williams, Library Aide, Public Services position at the North Ridgeville Branch Library, part-time, effective August 8, 2012, at an hourly rate of \$7.70, grade UA step 2.

**Roll Call:** yeas, unanimous

### **#2012-074 Acceptance of Donations**

Ms. Penwell moved, Mr. Leandry seconded to accept the following donation in excess of \$500.00.

**Gerald Prucha Fund - Lorain Rotary Club    Main Library (Books for Lorain) \$1,500.00**

**Roll Call:** yeas, unanimous

**#2012-075 Approval of Agreement with Wadsworth Slawson for emergency repairs of the HVAC and to provide a spare motor for the Main Library**

Mr. Petersen moved, Mr. Leandry seconded to authorize the CFO to enter an Agreement with Wadsworth Slawson for emergency repairs of the HVAC system at the Main Library and to provide a spare motor, in an amount not to exceed Ten Thousand, Four Hundred Dollars (\$10,400.00).

**Roll Call:** yeas, unanimous

**#2012-076 Approval of Resolution of Appreciation for Phyllis Gordyan**

Mr. Petersen moved, Mr. Kovach seconded to approve a resolution of appreciation for Phyllis Gordyan upon her retirement.

WHEREAS, the Lorain Public Library System is fortunate to have many employees who are dedicated and committed to the Library; and

WHEREAS, Phyllis Gordyan in her 14 years of employment with the Lorain Public Library System has been a valuable staff member at the North Ridgeville Branch Library, loved by both children and parents who enjoyed her stories and craft activities for preschoolers; and

WHEREAS, she began sharing stories in the bank vault on Jaycox Road in 1998 and continued sharing stories in the room designed for storytelling in the new library building, starting in 2003 and continuing into 2012; and

WHEREAS, Phyllis presented well planned story sessions appropriate for the ages involved; knowledgeably shared the children's collection and also helped many students with homework assignments over the years in both library building locations; and

WHEREAS, she helped to keep the children's area attractive, making sure picture books were in good condition and that bulletin boards were appealing and timely; and

WHEREAS, Phyllis will be fondly remembered by numerous children and parents in the community who attended her story time sessions for preschoolers over her 14 years of employment at the Library;

THEREFORE, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Phyllis Gordyan and her contribution to the library system and extends its appreciation on behalf of the Board and staff.

**Roll Call:** yeas, unanimous

**#2012-077 Approval to Revise the Friends of the Library Groups Policy 1.04**

Mr. Kovach moved, Mr. Virden seconded to revise the Friends of the Library Groups Policy.

FRIENDS OF THE LIBRARY GROUPS (~~2006-08-17~~) 2012-08-16 REV

1.04

~~The Lorain Public Library System looks upon the~~ The established groups of Friends of the Library groups as **a are** worthwhile community partnerships which **will** benefit **the Lorain Public Library System and libraries individually and the library system collectively both individually and collectively.**

All ~~of the~~ Friends of Library activities should support and enhance the mission of the Library as determined by the Library Director and the Library Board of Trustees. The Trustees and the Director value and encourage input and opinions of Friends, who are recognized as representatives of the community.

The **leadership of the individual** Friends of the Library **groups** should keep the **Library** Board of Trustees and the Library Director informed about ~~Friends~~ meetings, **current** officers, plans, and purposes. ~~This e~~ Communications may be ~~done~~ **accomplished** through the designated Library staff liaison. ~~The Friends of the Library should provide copies of annual financial reports to the Library Chief Fiscal Officer, as soon as practicable after the end of the Friends' fiscal year. As soon as practicable after each Friends groups' fiscal year, copies of annual financial reports should be provided to the Library's Chief Fiscal Officer.~~

**Each** Friends of the Library **group** is **a** distinct and separate **entity** from the Library Board of Trustees, and the Friends of the Library **groups** cannot assume the duties of Trustees.

**Each** Friends of the Library **group** is also **a** distinct and separate **entity** from ~~the~~ Library personnel and the Friends of the Library **groups** cannot assume the duties of the Library staff. Personnel matters concerning the physical plant are under the province of the Branch Librarian/Manager, Lorain Public Library System administration, and staff.

Members of the Friends **groups of the Library** may act individually as volunteers to help the Library. When acting in this individual volunteer capacity, the volunteer's role and activities are under the guidance and supervision of a designated Library staff member. **Though the Friends groups are separate entities, each group will adhere to the judgment of the Library Director and Library Board of Trustees to make authoritative decisions regarding Library policy and best practices.**

Operating expenses of the Library are provided through allocation of public funds which are governed by regulations established by the State Auditor. ~~Friends~~ Funds from **individual Friends groups and library funds** cannot be intermingled **with Library funds** except through gifts to the Library for specific purposes. The Library cannot provide funds for ~~Friends~~ activities **of the Friends groups.**

Funds raised and expended by the Friends of the Library are to benefit the Lorain Public Library System, its branches, services or programs. Friends of the Library may expend funds to market and promote the Friends group in their local communities.

To the extent possible, the Library's Public Relations Officer will assist the Friends in their public relations planning and activities. Whenever a public relations activity of the Friends requires Library involvement and participation, the Public Relations Officer will direct the activity.

Because expenditures of public funds for public relations ~~is~~ **are** limited in scope by law, public relations programs adopted by the Friends will not be a part of the Lorain Public Library System's budget.

The Library Trustees and Director encourage LPLS friends groups to work jointly and cooperatively on activities or projects that will improve and strengthen each group individually and benefit the Lorain Public Library System as a whole.

**The Library will work with the Friends groups to provide space for book storage, meetings, and book sales, as space is available. Although funding may be provided by Friends groups to build or furnish such space, the dominion and control of all property and facilities will remain with the Library Board of Trustees.**

**Roll Call:** yeas, unanimous



**#2012-078 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. Kovach seconded to approve:

<b>Surplus List for Board</b>			
<b>EquipmentType</b>	<b>Make/Model</b>	<b>Mfg Serial #</b>	<b>LPLS #</b>
Circ Station	3M 955	502972	827
Fax	Panasonic KX-F1150	6LARB023074	25
Fax	Ricoh 2050L	A31486000601	2954
Monitor	Viewsonic GS773	DL00301629	973
Monitor	Viewsonic GS773	2E004701778	1417
Monitor	NEC MultiSync FE950+	1306633JA	1478
Monitor	Viewsonic GS773	20E011200639	1621
Monitor	ViewSonic Graphics Series G70F	23T023600492	1865
Monitor	ViewSonic Graphics Series G70F	23T023600552	1866
Monitor	ViewSonic Graphics Series G70F	23T024200860	1870
Monitor	ViewSonic Graphics Series G70F	23T024200891	1873
Monitor	NEC AccuSync 700M	49120524KA	3137
Monitor	Samsung SyncMaster 920N	MJ19H9NL210104K	5721
Printer	Citizen iDP3540	61052916K	311
Printer	Citizen iDP3540	80731322	1503
Printer	HP LaserJet 4100N	USBNH08328	1590
Printer	HP LaserJet 4100N	USLNG43189	1687
Printer	Epson LX-300+	CDSY019555	1690
Printer	HP OfficeJet 7110	SG34MB1-4W (C8382A)	1975
Printer	Citizen iDP3550	02Y3042	2828
Printer	HP Color LaserJet 3600N	CNTBB60216	5764
Printer	HP Color LaserJet 3600N	CNWBB18803	5883
Scanner	3M 5210A	11377	802
Scanner	HP ScanJet 4c	USC0005008	1216
Scanner	HP Scanjet 7400c	TW11ZA2794	1476
Scanner	Epson Perfection 1250 Photo	DRLW013774	1600
Scanner	Epson Perfection 1670	E7EU106135	2927

**Roll Call:** yeas, unanimous

**#2012-079 Appropriation Decreases to Annual Appropriations Budget**

Mr. Petersen moved, Mr. Kovach seconded to authorize the following decreases of One Hundred and Twenty-Four Thousand, Five Hundred Dollars (\$124,500) to utilize money in the Book Memorial Fund for future years:

<b>Decrease</b>		<b>Amount</b>
215-00-54110	Book Memorial Main Library	<b>(\$99,500.00)</b>
215-13-54110	Book Memorial South Branch	<b>(\$25,000.00)</b>

**Roll Call:** yeas, unanimous

**#2012-080 Appropriation Increases to Annual Appropriations Budget**

Mr. Kovach moved, Mr. Petersen seconded to approve the following appropriation increases of Nine Thousand, Nine Hundred Eighty Dollars (\$9,980) to cover the cost of carpet cleaning at all facilities:

101-11-53350	\$ 75
101-14-53350	\$ 225
110-10-53350	\$ 855
112-04-53350	\$1,375
120-07-53350	\$ 290
122-08-53350	\$ 930
130-09-53350	\$4,700
130-13-53350	\$1,530

**Roll Call:** yeas, unanimous

**#2012-081 Ratification of Donation of Childrens Books to the BGSU Foundation**

Mr. Petersen moved, Mr. Kovach seconded to ratify the donation of four (4) Childrens Books to the BGSU Foundation, Inc. in support of the Libraries at the Bowling Green State University.

**Roll Call:** yeas, unanimous

**#2012-082 Executive Session to Discuss Personnel Matters**

Mr. Petersen moved, Ms. Penwell seconded to enter into Executive Session at 5:40 p.m., in order to discuss executive staff evaluations.

**Roll Call:** yeas, unanimous

**Reconvened:** 7 p.m.

**#2012-083 Rejection of Proposals for Human Resources Consulting Services**

Mr. Virden moved, Mr. Petersen seconded to reject all proposals submitted in response to the Library Services and Personnel Committee's July Request for Proposals for Human Resources consultation services.

**Roll Call:** yeas, unanimous

Board of Trustees  
August 16, 2012

0072-2012

### Other Agenda Items

Mr. Campana said to Ms. Terri Frederick, Public Relations Officer, that he understood (according to Ms. Eldridge) that Terri plans on retiring at the end of 2012. Ms. Frederick confirmed that she will retire at the end of this year. She said that it has been a privilege to work with the Board and that she appreciates the opportunities she has been given with the library system. Ms. Frederick said, 'Maybe retirement will finally provide me with the time to actually use many of the services at the library that I been writing about and promoting all these years!' Ms. Frederick then reviewed her handouts of the five main messages that had been developed for Library advocacy during the 2011 State of the Library series. The key messages will be updated with current fiscal information and provided to the Board at an upcoming meeting.

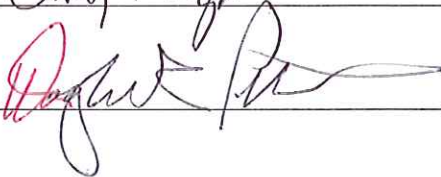
### Next Meeting

Board of Trustees Meeting  
September 20, 2012 at 5 p.m.  
Avon Branch Library

**Adjournment Time:** 7:15 p.m.

**Attest:**

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

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