

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, February 21, 2013, 5:00 p.m.
Main Library, 351 Sixth Street, Lorain, OH
Regular Business Meeting

Roll Call

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

Present: Mr. Kovach, Ms. Novak, Mr. Campana, Mr. Virden, Ms. Hatch

Regular Business

#2013-013 Approval of Minutes

Mr. Kovach moved, Mr. Virden seconded that the minutes of the January 17, 2013 meeting be approved.

Roll Call: yeas, unanimous

#2013-014 Approval of Chief Fiscal Officer's (CFO's) Report

Mr. Kovach moved, Ms. Hatch seconded that the CFO's Report for the month ending January 31, 2013 be approved.

Mr. Wilson reported to the Board that the month end cash balance for January was \$8,622,325. Of the month end cash balance, \$5,422,378 were operating funds, of which \$3,891,348 were unencumbered. Year-to-Date Revenues were \$322,541, 3.6% of the estimated \$8,840,616 Annual Revenues without transfers or advances. Expenses year-to-date were \$571,333, 5.6% of the budgeted \$10,163,232. Expenses plus encumbrances totaled \$3,418,908 or about 33.6% of the budget.

Mr. Wilson thanked everyone for coming and introduced Clerk Carol Russo and Administrative Clerk Debbie Leyva who are taking minutes of tonight's meeting, as a part of their training. He stated that Debbie Leyva has replaced Maureen Turner in the position of Administrative Clerk, Central Supply, and that Debbie will be helping in Administration until a new Administrative Aide is hired.

Mr. Wilson received one letter of correspondence from Ms. Chris Pyanowski, Assistant County Prosecutor, regarding Lorain Public Library System's Social Media Policy Review. One letter of correspondence was also received from the Ohio EPA about the

waste water not being in compliance at the Columbia Branch Library. The Library has forwarded the information to the Columbia Township Trustees. Mr. Kovach suggested to Ms. Eldridge that she might want to get together with the Trustees or go to one of their meetings. Ms. Eldridge will schedule a meeting with the Trustees. A third piece of correspondence also received from a Girl Scout who wanted to sell Girl Scout Cookies at the Main Library. Ms. Eldridge will contact the Girl Scout and inform her that we will not be able to honor her request.

Mr. Wilson received a thank-you letter from the Government Accounting Standards Board (GASB), thanking him for his input on a new change that will require the Library to report unfunded pension/liabilities from OPERS, on the Library's financial statements. Under the new standards, the Library and other public entities will be required to report their share of unfunded pension liabilities that are attributed to OPERS members who have service time attributed to that particular public employer. Mr. Wilson had written to the GASB with his concerns that the State of Ohio mandated the retirement system, established the mandatory contributions, and retained sole control over the investment and actuarial functions of the pension fund. As such, it should be the full faith and credit of the State, and not the political subdivisions, that should reflect any liability for unfunded pension liabilities. This requirement for public employers to recognize and report the unfunded liabilities of OPERS could lead to higher borrowing costs for the Library and other political subdivisions.

Mr. Wilson announced that Don Norman, Deputy Fiscal Officer, will be retiring in April and that he is already in the works of trying to find a replacement. Mr. Wilson also commented that Debbie Leyva replaced Maureen Turner as Administrative Clerk and that the hours for the position had been reduced from 30 to 29 hours.

Mr. Wilson welcomed two new Board Members, Ms. Hatch and Ms. Novak.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said good afternoon and welcome to Lorain!

Ms. Eldridge welcomed the new members of the Board of Trustees and stated that Ms. Hatch had gone through her orientation and Ms. Novak had completed one session, and will complete her orientation at a later date.

Ms. Eldridge mentioned that Governor Kasich is planning to unveil his 2013-2014 Budget. It is supposed to include sweeping tax reform legislation. Ms. Eldridge will send the link that is available to all Board Members.

OLC's Annual Legislative Day is scheduled for Wednesday, March 6 with registration and opening session at the Westin Hotel in Columbus. There will be a 29 passenger coach leaving from Lorain County.

OLC's New Trustees Workshop had been scheduled for Saturday, March 23 at the Westerville Public Library. Focus on the basics including boardmanship, legal issues, library funding and library finances. Ms. Eldridge mentioned that this would give Ms. Hatch and Ms. Novak information they need, and will register them.

The 2013 OLC Trustees Dinner, Northern Ohio, will be held April 17th at the Holiday Inn in Independence. Ms. Eldridge can register all interested Board Members.

Ms. Eldridge announced tentative Board Retreats for March or April, 2013. Likely hours of the meetings are 9:00 a.m. to 2:00 p.m. on Saturday. Saturdays currently open on Agon Leadership's calendar: March 2, 23; April 13, 27.

Ms. Eldridge asked Meagan Hayes, Marketing Communications Manager, to comment on how the programming at the libraries is going. Ms. Hayes commented there were 16 featured stories in January, and 9 in February. The South Branch Library's MLK program was featured on Channel 5 News. The Morning Journal also had write ups on story times and a video clip. Channel 19 News featured a quick story in February on tax preparation at the Main Library.

Regarding personnel, Ms. Eldridge noted the passing of Veronica Parker, the new Outreach Services Librarian Supervisor. Ms. Eldridge said there is a memorial fund for donations through the LPLS Foundation, Inc.

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

2.07.13 & 2.24.13 – Black History Month presenter. Ms. Eldridge presented her play, "Three Bodacious Women".

2.09.13 & 2.15.13 & 2.22.13 – Meetings with State Senator Gayle Manning, Representatives Matt Lundy, & Terry Boose. Terry Boose will be at Herrick Memorial Library in Wellington tomorrow.

2.23.13 - NAACP Living Black History Banquet.

Regarding facilities Ms. Eldridge mentioned new security cameras will be installed at the Main Library. Ms. Novak questioned Ms. Eldridge about the security cameras, as to whether they were going to be intrusive or not. Ms. Novak said she didn't want patrons to feel like they were being spied on. Ms. Eldridge assured Ms. Novak that the cameras would not be intrusive, that they would be placed strategically and that she would do a walk through with the LPD to make certain. Mr. Campana added that maybe we should have a policy or procedure put in place. Ms. Eldridge also added that the Lorain Police will be making a bigger presence at the Main Library by parking in front of the library, instead of in the side lot. Ms. Eldridge is also planning to make it a non-smoking area around the library, to hopefully discourage some of the homeless and people who loiter at the front of the library.

Ms. Eldridge mentioned a statistical correction for the Domonkas Branch Library. The people counter was off a bit at the Domonkas Branch Library and will be corrected for the months of November and December, 2012.

Ms. Eldridge said the Stocker Foundation donated \$1,000 because of a 2:1 match from Jane Norton. A donation of \$700 was also received from the Community Foundation from the Craig Winterton Fund.

Lastly, Ms. Eldridge thanked the Board saying, "You make my job a lot easier and I appreciate everything you all do for us and the library!"

Report of the Assistant Director

Ms. Whitney said hello to all. Ms. Whitney mentioned that she was a table hostess at the Avon Tea Party held on February 9, 2013 and that it was a great success! She mentioned assisting Mr. Wilson with the Administrative Clerk interviews. She said Board Orientation was coming along well, and that all managers attended the recently held Excel Workshop.

Regarding SEIU #1199, Ms. Whitney listed the following unresolved highlights:

- 2013 Wage Re-opener
- Grievance: December 26, 2012, early closing due to inclement weather

Ms. Whitney said the Library and the Union agreed to mediation to address the grievance of the early closing on December 26, 2012.

Ms. Whitney also mentioned the Labor Management phone conference, and that having it on the telephone versus in person saved a lot of time and travel.

Ms. Whitney mentioned these past and upcoming meetings:

- **2.7.13** – LCLAC Meeting at Herrick Memorial in Wellington
- **2.8.13** – Senator Gayle Manning Fireside Chat at North Ridgeville
- **2.8, 11.13** – Interviews for Administrative Clerk
- **2.9.13** – Avon Friends Tea Party (Table and Hostess)
- **2.11, 12, 18.13** – Board Orientation (Susan Hatch)
- **2.13.13** – Excel Workshop
- **2.28.13** – State of the City of Lorain, Mayor Ritenauer

Committee Reports

Mr. Virden reported on the Finance, Audit and Properties Committee and the Library Services and Personnel Committee meetings.

Building projects and funding, salaries and non-payment of OLC dues were discussed at the Finance, Audit and Properties Committee. Also mentioned was the capital campaign to raise funds to replace the LPLS Bookmobile. Policy revisions, compensation, library services, OLC dues, library advocacy and the wage reopener were discussed at the Library Services and Personnel meeting.

Mr. Virden said he heard nothing about the Fraud Hotline so everything must be okay!

Communications

Three letters of communication were received, please see CFO's report.

Audience Participation

Supervisors

Ms. Valerie Smith, Public Service Coordinator, welcomed everyone to the Main Library. Ms. Smith demonstrated the new Zinio magazines subscription software that she downloaded from the Akron/Summit County Public Library. This is a new electronic resource to offer to the public and the benefits of the services are more than one person can check out any one title at the same time, and the subscription doesn't reside in the computer itself but rather in an information cloud waiting to be opened at any time. The cost for this subscription is \$6,000 per year for the platform, plus the cost of subscription titles. You must also have the Zinio Reader on your computer to download the magazines, and this is at no cost to the user.

Friends of the Library

The Avon Friends next meeting will be held April 4, 2013. The Avon Friends held a Tea Party that was a success (50 people attended).

The Columbia Friends next meeting will be held February 25, 2013.

The Domonkas Friends next meeting will be held May 7, 2013.

The Lorain Friends next book sale will be held April 23, 2013. At the Friends of the Lorain Public Library's Annual Meeting on February 24th, there will be Chinese Folk Music on the second floor Mezzanine.

The North Ridgeville Friends next meeting will be held March 25, 2013. North Ridgeville Branch Library will be celebrating their 10 year anniversary Saturday, May 4, 2013. It was stated that this celebration will be shorter than the 5 year celebration. Ms. Whitney said she's been working with an Ad Hoc Anniversary Committee, which has met once.

At The Foundation of Lorain Public Library System, Inc.'s (the Foundation), Organizational Meeting on Monday, February 18, 2013, the Annual Appeal mailing list and the Foundation's letterhead were discussed. There was talk of a joint meeting between the Library Board of Trustees and the Foundation, possibly sometime in April, to discuss a capital campaign for the purchase of a new bookmobile. Former Library Board Member Mr. Victor Leandry has offered to assist with the campaign. Members of the Foundation, are Mr. Tom Boyer, Mr. Tom Dake (President), Ms. Garalynn Tomas (Treasurer), Ms. Virginia Warantinsky and Ms. Becky Whittington (Secretary).

New Business

#2013-015 Approval of Personnel Appointments

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

- Lillian Traxler, Library Assistant, at the North Ridgeville Branch Library, part-time, effective January 21, 2013, at an hourly rate of \$11.610, grade UE, step 1.
- Jennifer Dispenza, Library Assistant, at the North Ridgeville Branch Library, part-time, effective January 21, 2013, at an hourly rate of \$11.610, grade UE, step 1.
- Mark Peters, Library Associate II/Assistant to the Branch Librarian Supervisor, Public Services position, at the South Branch Library, full-time, effective February 18, 2013, at an hourly rate of \$18.039, grade UI, step 3.

- Ana Trejos, Library Associate I, Public Services position, in the Adult Services Department at the Main Library, full-time, effective February 18, 2013, at an hourly rate of \$18.274, grade UH step 7.
- Debbie Leyva, Administrative Clerk – Central Supply, in the Administration Office at the Main Library, part-time, effective February 12, 2013, at an hourly rate of \$13.082, which is grade EF on the Exempt Salary Scale.
- Donald Morrison, Library Associate I-Floater, Public Services position, in the Adult Services Department and South Branch, full-time, effective February 18, 2013, continuing at an hourly rate of \$17.226, grade UH step 5.

Roll Call: yeas, unanimous

#2013-016 Revenue Budget Changes

Mr. Virden moved, Mr. Kovach seconded to approve the following Revenue Budget changes in the amount of negative Three Hundred and Seventy-Five Thousand, Five Hundred and Eighteen Dollars and Zero Cents (\$375,518.00 net decrease), in accordance with the *Amended Official Certificate of Estimated Resources* from the Lorain County Budget Commission, dated January 22, 2013:

101 Fund	Public Library Funds	\$ -0-
110 Fund	North Ridgeville Levy	\$ 22,436.00
112 Fund	Avon Levy Fund	\$ 1,006.00
120 Fund	Columbia Levy Fund	(\$ 15,007.00)
122 Fund	Domonkas Levy Fund	(\$ 5,221.00)
130 Fund	Lorain Levy Fund	(\$ 378,732.00)

Roll Call: yeas, unanimous

#2013-017 Approval to Apply for a 2013 Grant from the Lorain Rotary Club, Gerald Prucha Fund, to Purchase Books for the Lorain Library

Mr. Kovach moved, Ms. Hatch seconded to authorize the Library Administration to submit a grant application to the Lorain Rotary Club, Gerald Prucha Fund, for the purchase of books for the Lorain Library.

Roll Call: yeas, unanimous

#2013-018 Acceptance of Donations/Grants

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

The Foundation of the LPLS, Inc. – Stocker Literacy Donation \$1,500.00

Roll Call: yeas, unanimous

#2013-019 Approval to Work with The Foundation of the Lorain Public Library System, Inc. to Develop a Joint Capital Campaign to Raise the Funds Needed to Replace the Library's Bookmobile

Mr. Kovach moved, Ms. Hatch seconded to authorize the Library Administration to submit a grant application to the Lorain Rotary Club, Gerald Prucha Fund, for the purchase of books for the Lorain Library.

Roll Call: yeas, unanimous

~~#2013-020~~ Approval to Become Ohio Library Council Institutional Member and Pay Annual Institutional Dues.

No Motion Made for Passage

#2013-020 Approval to Provide Release Time and Registration Fees for the Library Director to Attend the American Library Association (ALA) Annual Conference in Chicago, IL.

Mr. Kovach moved, Mr. Virden seconded to approve up to five (5) days release time, and Two Hundred and Twenty-Five Dollars (\$225.00) for early registration fees, for the Library Director to attend the ALA Annual Conference in Chicago, IL, June 27 – July 2, 2013.

Roll Call: yeas, unanimous

#2013-021 Approval to Enter into Executive Session to Discuss Administrative Salaries

Ms. Novak moved, Mr. Virden seconded at 6:15 p.m. to approve adjourning to Executive Session to discuss administrative salaries.

Roll Call: yeas, unanimous

Reconvened: 6:35 p.m.

Board of Trustees
February 21, 2013

0018-2013

#2013-022 Approval of Administrative Salary Adjustments

Mr. Kovach moved, Ms. Hatch seconded to increase salaries for Joanne Eldridge, Director; Toni Whitney, Assistant Director; and James Wilson, CFO by two Percent (2 %), effective as of the first pay of 2013.

Joanne Eldridge, Director,	\$46.987/hr
Toni Whitney, Assistant Director,	\$34.992/hr
Jim Wilson, CFO,	\$34.279/hr

Roll Call: yeas, unanimous

Next Meeting

Library Services and Personnel Committee
March 11, 2013 at 6:30 p.m.
Avon Branch Library

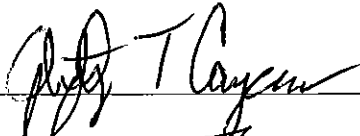
Board of Trustees Regular Business Meeting
March 21, 2013 at 5 p.m.
South Branch Library

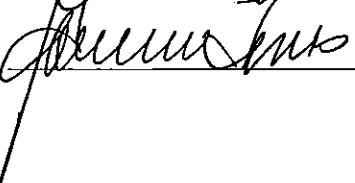
Tour of Administrative Office Space

The Board of Trustees were given a tour of the Administrative Office space to view the need for reconfiguration and to look at the leaking in Mr. Wilson's office.

Adjournment Time: 6:40 p.m.

Attest:


_____, President


_____, Secretary