

Board of Trustees  
April 18, 2013

0032-2013

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System  
Thursday, April 18, 2013, 5:00 p.m.  
Main Library, 351 W. 6th Street, Lorain, OH  
Work Session/Regular Business Meeting

**Roll Call**

Mr. Campana called the meeting to order at 6:15 p.m.

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

**Oath of Office**

Sheila Lanning, Assistant Fiscal Officer was issued the Oath of Office.

**Regular Business**

**#2013-038 Approval of Minutes**

Ms. Tomas moved, Ms. Novak seconded that the minutes of the March 21, 2013 meeting be approved.

**Roll Call:** yeas, unanimous

**#2013-039 Approval of Chief Fiscal Officer's (CFO's) Report**

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

Mr. Wilson reported to the Board that the month end cash balance for March was \$9,167,860. Of the month end cash balance, \$5,979,408 were operating funds, of which \$3,488,295 were unencumbered. Year-to-Date Revenues\* were \$2,034,012, 24% of the estimated \$8,465,098 Annual Revenues without transfers or advances. Year-to-Date Expenses\*\* were \$1,737,269, 20.4% of the *estimated* \$8,530,250 Annual Expenses without transfers or advances. Year-to-Date Expenses plus encumbrances totaled \$3,556,740 or about 41.7% of the *estimated* Expenses without transfers or advances.

\*Note: on page 2 of the Financial Summary of the CFO's Report, we have received property taxes for Lorain and Sheffield Lake, both are down from 2012 as per the Budget Commission's Reduction Letter earlier this year.

\*\*Note: although 25% of the way through the year, we will not have a 3 payday month until July. Year-to-Date Expenses will more closely match Estimated Expenses at that point.

There were no letters of correspondence or public records requests received.

Mr. Wilson noted the addition of audience participation (James Leonard, SEIU #1199), personnel appointments and three resolutions to this evening's agenda.

Mr. Wilson said the transition from Don Norman, retired Assistant Fiscal Officer, to Ms. Sheila Lanning has been made. Don and Sheila worked together for one week, and Sheila has just completed her first payroll processing.

SSI has provided the LPLS with software access through the accounting software that will allow the LPLS to define Fund Balances for 2011 that will be in compliance with GASB 54. Their software made the changes for 2012, but we will need to re-state 2011 for the audit report later this year.

Mr. Wilson attended/will be attending these seminars and learning opportunities:

04.05.13 – OLC Fiscal Officer's Conference; subjects covered were alternative investments to Requests for Proposals on new banking services and an update on the Ohio Ethics Laws.

04.17.13 – STAR Ohio Update webinar from the Ohio Treasurer's Office.

04.26.13 – 2013 Annual Ohio Public Employment Law Conference.

05.10.13 – OLFOA Spring Meeting; as President, Mr. Wilson has been putting together the meeting's agenda.

05.15.13 – Benesch Annual Labor & Employment Conference (federal law, versus state).

05.16.13 – Benesch Cyber Security: Past, Present and Future.

Mr. Wilson said Ms. Lanning will also be attending the OLFOA Spring Meeting and she is attending classes at Paycor (LPLS payroll processor) on May 8, 2013, in Independence, to learn the capabilities of the software.

Regarding the upcoming closure of the Main Library for new electrical service installation on Friday, April 26th, Ms. Lanning will spend the day touring the branch libraries with Ms. Whitney, while both Leah Simms, Accounts Payable Administrative Clerk, and Debbie Leyva, Central Supply Administrative Clerk are working additional hours beforehand, so that they may enjoy a long weekend.

Mr. Wilson noted the next meeting of the Finance, Audit and Properties Committee will be held on May 14, 2013 at 5 p.m., at the North Ridgeville Branch Library.

In closing, Mr. Wilson asked if the September Board Meeting date of September 19<sup>th</sup> could be changed to September 26<sup>th</sup>, so that he would be able to attend The SSI Annual User's Group Conference.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge said welcome to Lorain and Happy National Library Week! Ms. Eldridge said the LPLS libraries have been celebrating National Library Week with various events.

Ms. Eldridge noted the Ohio House of Representative's newly released version of the state's Biennial Budget, Sub. House Bill 59, on Tuesday, April, 2013. The projected amount of the Public Library Fund remains the same as in the Governor's original budget.

Ms. Eldridge also said that Lynda Murray of the Ohio Library Council has officially announced that she plans to retire on June 30, 2014. Ms. Murray will continue to fulfill all of her primary responsibilities.

Regarding personnel, Ms. Eldridge said both Doris Garber, Public Services Coordinator, and Elaine Betting, Youth Services Librarian Supervisor, have returned from medical leave. Ms. Eldridge then thanked Brian Bartlebaugh, Maintenance, for affixing the name of the library on the window at the South Branch Library, after vandalism had occurred.

Ms. Eldridge thanked Megan Hayes, Marketing Communications Manager, for securing Neil Zurcher as the featured speaker during Lorain County Reads Week, and for being the point person for the event scheduled for October 24, 2013. She also thanked Ms. Hayes for completing and distributing the LPLS Annual Report to the media and on the website.

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

**4.08.13** – Lorain County Council Special Meeting – Discussion of the old Carnegie Library

**4.09.13** – Lorain African American Leadership Caucus – community engagement to improve the neighborhood.

**4.11.13** – New Staff Orientation.

Mr. Kovach asked Ms. Eldridge how the recently held 'Breakfast with Browser' event at the Rose Cafe at Lakeview Park in Lorain went. Ms. Eldridge responded that there were about seventy people in attendance, and that it went very well! She thanked Lorain County Metroparks for their shared sponsorship.

Concerning statistics, Ms. Eldridge talked about the recent 'STAR Libraries' article appearing in the November 2012 issue of *Library Journal*. She said that the LPLS population served is 135,000 people, spread across a very large area (entire Lorain County), causing the total service area figures to appear lower. The survey doesn't measure quality, only quantity of patrons served. Due to the expansive square footage of the county to patrons served ratio, it would be difficult for LPLS to ever get indicators high enough to achieve a 'STAR Library' rating. Ms. Eldridge also said that the 2012 Cumulative Statistics were presented to the Library, Services and Personnel Committee Members on April 10, 2013.

In closing, Ms. Eldridge thanked the Stocker Foundation for the donation of \$28,750 for the 2013 Summer Reading Program.

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

Ms. Whitney said hello and good evening.

Regarding the SEIU #1199:

- Wage reopener was held on March 22<sup>nd</sup>. Ms. Whitney noted the Board would be asked to vote on the changes under Resolution 2013-048, on this evening's agenda.
- Settlement agreement reached concerning Chuck Sutz.

Ms. Whitney said the Labor Management Committee met in person on April 3, 2013. There was one suggestion from the meeting; that changes in personnel at the libraries be published in the Weekly Memo.

Ms. Whitney distributed the updated SEIU Executive Leadership Board Roster.

Ms. Whitney said the electronic outdoor message board was going in at the North Ridgeville Branch Library and that the building lettering was being replaced on the South Branch Library.

The Bookmobile is currently and has been off the road for a month, due to electrical and generator issues. Ms. Whitney expressed that it is expected to return to service on Saturday.

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

- **4.04,05,08.13** – Interviews conducted for Outreach Librarian Supervisor
- **4.23.13** – Lorain Friends of the Library at South Branch at 6:30 p.m.
- **4.29.13** – Branch Tour
- **4.29.13** – Friends of the Columbia Branch Library Meeting at 6:00 p.m.

Ms. Whitney invited the Board and all present to the North Ridgeville Branch Library's 10<sup>th</sup> Year Celebration on May 4, 2013.

Mr. Kovach, Board Member, informed Ms. Whitney that the sign for the Avon Branch Library had been damaged, to which Ms. Whitney replied that she would look into it immediately.

Ms. Elaine Novak, Board Member, thanked Ms. Whitney and said, "Job well done on union grievances and the wage reopener"!

## **Committee Reports**

Ms. Tomas reported on the Library Services and Personnel Committee Meeting held April 10, 2013. Draft Security Camera Policy and benchmarking data were discussed. Ms. Tomas thanked Ms. Whitney, Assistant Director, for working with the North Ridgeville Friends on signage, and for all of her work on the 10<sup>th</sup> Year Celebration. She also thanked Ms. Hayes, Marketing Communications Manager, for her 10<sup>th</sup> Year Celebration work.

No calls were received on the Fraud Hotline.

## **Communications**

No communications were received.

## **Audience Participation**

### *Supervisors*

Ms. Megan Hayes, Marketing Communications Manager, said hello and noted 'Dimensions', the 'Value Added of Lorain Libraries' handout, and the 'Annual Report', had all been given to the Board Members in their packets for this evening's meeting. She commented that the Annual Report looked at the key messages and reported on progress made on them.

Ms. Hayes also handed out the 'Value Added' flyer at the Lorain Rotary Club Meeting which she had attended earlier in the day.

Regarding Public Relations, Ms. Hayes said that Tom Batiuk, Author of comic strip 'Funky Winkerbean', called to thank her and her department for all of their work on his recent program at the Library. She also said the LPLS was a guest on radio station WEOL.

Both Ms. Hayes and Ingrid Rivera, Public Relations Associate, have been busy at the Library and with continuing education. Ms. Rivera attended the Ohio Library Council Northeast Chapter Conference, and Ms. Hayes is enrolled in the ongoing 'New Supervisor's Academy'.

Lastly, Ms. Hayes gave recognition to the Friends Groups, and said thank you to the Board.

Mr. Wilson thanked Ms. Hayes for coming to the Lorain Rotary Club Meeting and said she did a terrific job at Rotary! He also commented that Ms. Hayes is the first member of the LPLS that has gotten to sign nameplates on books given by Rotary.

#### *Friends of the Library*

The Avon Friends last met April 4, 2013. Their next meeting will be held June 6, 2013. Their book sale is currently going on. The Avon Friends have been sponsoring Art Shows; both adult and children's exhibits.

The Columbia Friends next meeting will be held April 29, 2013. The Columbia Friends next book sale will be held April 23-27, 2013.

The Domonkas Friends next meeting will be held May 7, 2013. The Domonkas Friends next book sale will be held May 22-25 and 28, 2013.

The Lorain Friends next meeting will be held April 23, 2013. The Lorain Friends next book sale will be held May 9-14, 2013. A 'Shred Day' date will be coming in May!

The North Ridgeville Friends last met March 25, 2013. The North Ridgeville Friends next book sale will be held April 25-28, 2013.

#### *Other*

Mr. James Leonard, Executive Board Member SEIU District 1199 and Library Associate I, said hello and that a tentative agreement on the wage reopener had been reached on March 22, 2013. He then said the SEIU 1199 ratified the agreement by a large majority on March 28, 2013. Mr. Leonard congratulated the Main Library for its 55<sup>th</sup> year anniversary and said the new sign at the North Ridgeville Branch Library was looking great! He also added that several positive comments had already been received from patrons regarding the sign.

**New Business**

**#2013-040 Approval of Personnel Appointments**

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

- Barbara Varga, Library Aide, at the North Ridgeville Branch Library, part-time, effective April 1, 2013, at an hourly rate of \$7.85, grade UE, step 2.
- Sheila Lanning, Assistant Fiscal Officer, in the Administrative Office of the Lorain Public Library System, full-time, effective April 1, 2013, at an hourly rate of \$19.484, grade EI.
- Denise Delich, Library Assistant, in the Technical Services Department at the TSD Facility, part-time, effective April 1, 2013, at an hourly rate of \$14.708, grade UE, step 9.
- Sherri Buck, Library Assistant-Floater, in the Technical Services and Operations Departments, part-time, effective April 15, 2013, at an hourly rate of \$11.784, grade UE, step 1.
- Stephanie Werley, Library Assistant, Public Services position in the Operations Department at the Main Library, part-time, effective April 15, 2013, at an hourly rate of \$11.784, grade UE, step 1.
- Antwayne Smith, Delivery Aide, position in the Maintenance Department, full-time, effective April 22, 2013, at an hourly rate of \$11.918, grade UC, step 7.

**Roll Call:** yeas, unanimous

**#2013-041 Approve Appropriation Reduction for Summer Reading Program.**

Mr. Kovach moved, Ms. Hatch seconded to approve the reduction of the 2013 Summer Reading Program Appropriation to reflect available resources.

<b>203-01-58999</b>	<b>Summer Reading Contingency</b>	<b>(\$6,136.76)</b>
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**Roll Call:** yeas, unanimous

**#2013-042 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, or to the OneCommunity Green Computing Program.**

Ms. Tomas moved, Mr. Kovach 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 – April 18, 2013</b>			
<b>EquipmentType</b>	<b>Make/Model</b>	<b>Mfg Serial #</b>	<b>LPLS #</b>
Computer	Dell OptiPlex GX260T	7N8GM21	1809
Computer	A&J Socket T	D72500513200085	3082
Computer	A&J Socket T	D72500513300358	3083
Computer	A&J Socket T	D72500513200062	3084
Computer	A&J Socket T	D72500513300386	3104
Computer	A&J Socket T	D72500513300383	5047
Computer	A&J Socket T	D72500513300156	5089
Computer	A&J	D72500512403206	5727
Computer	A&J	D72500512300986	5728
Computer	A&J	D72500512300892	5731
Computer	A&J	D72500512403909	5736
Computer	A&J	D72500512300949	5738
Computer	A&J Server		5927
Computer	A & J server	x7dc11	6099
Data Projector	InFocus IN36	AVCV73900166	6077
Hub/Switch	Cisco 521g	ftx1230t1rz	6218
Monitor	ViewSonic GS773	20E003300065	1336
Monitor	ViewSonic GS773	20E003300057	1369
Monitor	Gateway VX720	P105302067	1452
Monitor	Gateway VX720	P105304301	1501
Monitor	ViewSonic Graphics Series G70F	23t023600551	1863
Monitor	ViewSonic Graphics Series G70F	23T023600484	1868
Monitor	Sony SDM-S73	3589320	3001
Monitor	Samsung SyncMaster 940BX	HA19HVCP116527E	5835
Monitor	Samsung SyncMaster 940BX	HA19H9NP901331B	5994
Monitor	Samsung SyncMaster 943BX	my19h9nq317845z	6153
Monitor	Samsung SyncMaster 943BX	my19h9nq318131b	6154
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTMDF01LPDL	6493
Printer	HP LaserJet 1100	USLF071215	471
Printer	HP LaserJet 1100	USJC195753	806
Printer	Okidata Microline 490	AE7011033C0	6276
Printer	Okidata Microline 490	AE84030559C0	6279
Printer	Brother MFC 5490cn	ug2052l8f471334	6462
Printer	HP OfficeJet Pro 8600	CN19E1SONC	7225
UPS	APC Smart-UPS SC420	QS0510122480	3068

**Roll Call:** yeas, unanimous



**#2013-043      Approve Contract With Williams Brothers Construction to Replace the External Windows at the Avon Branch Library.**

Ms. Tomas moved, Mr. Kovach seconded to authorize the Chief Fiscal Officer to enter into a contract with Williams Brothers Construction to replace the external windows at the Avon Branch Library for the amount of Twenty-Two Thousand, Five Hundred Dollars, \$22,500.

**Roll Call:** yeas, unanimous

**#2013-044      Resolution to Close Main Library on Friday, April 26, 2013**

Mr. Kovach moved, Ms. Tomas seconded to approve the closing of the Main Library on Friday, April 26, 2013 since all electricity to the building will be disconnected in order to upgrade the electrical service for the Computer Resources Room's new air conditioning system.

**Roll Call:** yeas, unanimous

**#2013-045      Adopt Security Camera Policy**

Ms. Tomas moved, Mr. Kovach seconded to approve the adoption of a security camera policy.

**SECURITY CAMERA POLICY (ADOPTED 2013-04-18)  
1.021**

**Purpose**

Selected areas of the Library are equipped with video cameras for the protection and safety of library patrons, employees, assets, property, and to identify persons breaking the law or violating the Library's Code of Conduct. A sign is posted at the library entrance informing the public that security cameras are in use.

The purpose of this policy is to establish guidelines for the placement and use of digital video cameras and still photographs, as well as the access and retrieval of recorded digital video images and still photographs at the Lorain Public Library System. Video monitoring and recording will be conducted in a manner consistent with all existing local, state and other applicable laws and ordinances.

**Security Camera Locations**

Reasonable efforts are made to safeguard the privacy of library patrons and employees. The video security cameras are positioned to record only those areas specified by the Director/designee, and will complement other measures to maintain a safe and secure environment in compliance with library policies. Camera locations shall not be changed or added without permission of the Director.

### **New Business Continued (Resolution 2013-045):**

Cameras may be installed in locations where staff and library patrons would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, delivery areas and parking lots. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms; nor are they positioned to identify a person's reading, viewing or listening activities in the Library.

#### **Access to Digital Images**

Managers in the course of their normal duties, monitor and operate the live video security system.

Only the Director, Assistant Director, and Managers are authorized to access the recorded archival data in pursuit of incidents of criminal activity, litigation, or violation of the Library Code of Conduct. Authorized individuals, with notice to the Director, may ask other staff to review recorded data to ascertain security concerns related to a specific incident.

Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the video security system.

Library employees are to review and comply with this policy.

#### **Use/Disclosure of Video Records**

- Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity on library property, or actions considered disruptive to normal library operations.
- Video records may be shared with authorized library employees when appropriate or, upon approval by the Director, other library staff to identify those suspended from library property and to maintain a safe, secure and policy-compliant environment.
- Under certain circumstances, individuals authorized under this policy may use a still photograph or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on library property.

#### **Use/Disclosure of Video Records Continued:**

- Video records shall not be used or disclosed other than as specifically authorized by this policy.

Video records may contain personally identifiable information about an individual who has used library services or borrowed library materials ("patron information"), and will be accorded the same level of confidentiality and protection provided to library users by Ohio state law (including, but not limited to ORC §149.432, "Releasing Library Record or Patron Information"), Lorain Public Library System policies, and the American Library Association policies on confidentiality and privacy.

**New Business Continued (Resolution 2013-045):**

All requests for security camera footage or still photographs by law enforcement will be referred to the Library Director. In his or her absence, requests to the Assistant Director or a Public Services Coordinator.

In the event of a search warrant, which is executable immediately, the Director will comply with the search warrant and consult with legal counsel. Upon receipt of a subpoena or other court order, the Director shall consult with legal counsel to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, the Director shall insist any defect be remedied before releasing records which contain patron information.

**General Public Requesting Access to Security Camera Footage**

Confidentiality/privacy issues prohibit the general public from viewing security camera footage that contains patron information. If the Library receives a request from the general public to inspect security camera footage which contains patron information, the general public will be advised to file a police complaint.

**Retention of Digital Images**

Images from the library video security system are stored digitally on hardware in the Library. Security camera footage is kept confidential and security recording equipment is housed in a locked area. Recordings are kept as long as technically feasible, unless required as part of an ongoing investigation or litigation.

**Unauthorized Access and/or Disclosure**

A breach of this Policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video record and/or a potential privacy breach has a responsibility to immediately inform the Director of the breach.

**Roll Call:** yeas, unanimous

**#2013-046 Approval to Enter into Executive Session to Discuss Exempt Salaries, Tentative Contract Changes and the Possible Purchase of Real Estate.**

Mr. Kovach moved, Ms. Tomas seconded at 6:55 p.m. to adjourn to Executive Session in order to discuss payroll issues, the changes to the collective bargaining agreement and the possible purchase of real estate.

**Mr. Kovach left the meeting at 7:15 p.m.**

**Reconvened:** 7:35 p.m.

**#2013-047 Approval of Exempt Salary Scale for Unclassified Exempt Staff**

Ms. Tomas moved, Ms. Novak seconded to approve the salary adjustments and one-time merit payments for collective bargaining unit exempt staff, effective the first full pay period of April, 2013.

Lorain Public Library System Lorain, Ohio EXEMPT SALARY SCALE--April 14, 2013					
Grade	Position	Beginning		Midpoint	Top
EA	Student Library Aide	A	15,512	17,280	19,049
		H	\$ 7,850	\$ 8,745	\$ 9,640
ED	Clerk	A	21,187	25,984	30,781
		H	\$ 10,722	\$ 13,150	\$ 15,577
EF	Administrative-Clerk	A	25,850	31,702	37,553
		H	\$ 13,082	\$ 16,043	\$ 19,005
=====					
EG	Graphic Specialist	A	28,212	35,507	42,802
		H	\$ 14,277	\$ 17,969	\$ 21,661
EH	Administration Secretary	A	30,087	37,867	45,646
		H	\$ 15,226	\$ 19,163	\$ 23,100
EI	Assistant Fiscal Officer Administrative Svcs. Office Mgr. Public Relations Associate	A	33,426	42,252	51,078
		H	\$ 16,916	\$ 21,383	\$ 25,849
EJ	Personnel Coordinator	A	37,740	47,704	57,668
		H	\$ 19,099	\$ 24,142	\$ 29,184
EK	Facilities Manager Librarian Supervisor Marketing/Communications Mgr.	A	42,067	54,092	66,117
		H	\$ 21,289	\$ 27,374	\$ 33,460
EL	Public Svcs Coordinator Technology Manager	A	46,967	60,393	73,818
		H	\$ 23,769	\$ 30,563	\$ 37,357

*NOTE: Beginning based on Ohio and Federal Minimum Wages, Top increased 9.147% based on BLS/CPI for All Urban Consumers 4/2009-3/2013*

**Roll Call:** yeas, unanimous

**#2013-048 Approval of Tentative Changes to the Collective Bargaining Agreement**

Ms. Tomas moved, Ms. Novak seconded to approve the tentative changes to the Collective Bargaining Agreement between Lorain Public Library and District 1199 Service Employees International Union dated April 1, 2011 through March 31, 2014, with a new 1.5% increased salary scale effective the first full pay period of April, 2013.

Board of Trustees  
 April 18, 2013  
 New Business Continued (Resolution 2013-048):

0044-2013

1.5% grade shift

Lorain Public Library System  
 Lorain, Ohio  
 UNION SALARY SCALE: April 14, 2013 YEAR 3

Position	Grade No.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
			<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>2 Years</u>	<u>2 Years</u>	<u>2 Years</u>	
Library Aide	UA		15,745	15,745	16,142	16,615	17,098	17,601	18,115	18,649	19,196	19,760		
Housekeeper		\$ 7,968	\$ 7,968	\$ 8,169	\$ 8,408	\$ 8,653	\$ 8,907	\$ 9,168	\$ 9,438	\$ 9,715	\$ 10,000			
Custodian	UB												24,098	
													\$ 12,195	
Delivery Aide	UC	19,721	20,313	20,923	21,550	22,198	22,864	23,550	24,256	24,984	25,732	26,507		
		\$ 9,980	\$ 10,280	\$ 10,589	\$ 10,906	\$ 11,234	\$ 11,571	\$ 11,918	\$ 12,275	\$ 12,644	\$ 13,022	\$ 13,414		
			<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>2 Years</u>	<u>2 Years</u>	<u>2 Years</u>	
Library Assistant	UE	23,285	23,983	24,703	25,446	26,207	26,994	27,804	28,638	29,499	30,383	31,294	32,232	
		\$ 11,784	\$ 12,137	\$ 12,502	\$ 12,878	\$ 13,263	\$ 13,661	\$ 14,071	\$ 14,493	\$ 14,929	\$ 15,376	\$ 15,837	\$ 16,312	
Library Specialist/ Maintenance Worker	UG1	27,676	28,506	29,361	30,241	31,149	32,082	33,045	34,038	35,058	36,110	37,195	38,308	
		\$ 14,006	\$ 14,426	\$ 14,859	\$ 15,304	\$ 15,764	\$ 16,236	\$ 16,723	\$ 17,226	\$ 17,742	\$ 18,274	\$ 18,823	\$ 19,387	
Computer Technician	UG2	28,783	29,645	30,536	31,453	32,395	33,368	34,369	35,399	36,461	37,554	38,683	39,844	
		\$ 14,566	\$ 15,003	\$ 15,453	\$ 15,918	\$ 16,394	\$ 16,887	\$ 17,393	\$ 17,914	\$ 18,452	\$ 19,005	\$ 19,576	\$ 20,164	
Computer Network Specialist	UG3	29,934	30,833	31,757	32,708	33,691	34,702	35,742	36,815	37,918	39,058	40,230	41,436	
		\$ 15,149	\$ 15,604	\$ 16,071	\$ 16,553	\$ 17,050	\$ 17,562	\$ 18,088	\$ 18,631	\$ 19,189	\$ 19,766	\$ 20,359	\$ 20,970	
			<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>1 Year</u>	<u>2 Years</u>	<u>2 Years</u>	<u>2 Years</u>
Library Associate I	UH	30,697	31,615	32,563	33,543	34,550	35,584	36,651	37,750	38,884	40,051	41,252	42,490	43,763
		\$ 15,535	\$ 15,999	\$ 16,479	\$ 16,975	\$ 17,485	\$ 18,008	\$ 18,548	\$ 19,104	\$ 19,678	\$ 20,269	\$ 20,877	\$ 21,503	\$ 22,147
Library Associate II	UI	34,102	35,125	36,180	37,265	38,382	39,535	40,721	41,942	43,199	44,498	45,831	47,207	48,623
		\$ 17,258	\$ 17,776	\$ 18,310	\$ 18,859	\$ 19,424	\$ 20,008	\$ 20,608	\$ 21,226	\$ 21,862	\$ 22,519	\$ 23,194	\$ 23,890	\$ 24,607
Librarian	UJ	37,947	39,088	40,259	41,469	42,712	43,994	45,314	46,672	48,071	49,514	51,002	52,529	54,107
		\$ 19,204	\$ 19,781	\$ 20,374	\$ 20,986	\$ 21,615	\$ 22,264	\$ 22,932	\$ 23,619	\$ 24,327	\$ 25,058	\$ 25,811	\$ 26,584	\$ 27,382

Roll Call: yeas, unanimous

#2013-049 Approval of 2013 Salaries for Unclassified Exempt Staff

Ms. Hatch moved, Ms. Novak seconded to approve the salary adjustments and one-time merit payments for collective bargaining unit exempt staff, effective the first full pay period of April, 2013.

Staff Member	New Salary	New Hourly Rate
Elaine Betting	\$45,183	\$22.866
Pamela Coghlan	\$46,019	\$23.289
Julie Cowan	\$23,536	\$15.087
Karen Dezelan	\$12,773	\$12.928
Doris Garber	\$66,032	\$33.417
Dale Girt	\$57,199	\$28.947
Donna Kelly	\$45,389	\$22.970
Kayla Mihalik	\$8,287	\$7.968

**New Business Continued (Resolution 2013-049:**

<i>Staff Member</i>	<i>New Salary</i>	<i>New Hourly Rate</i>
Sandra Mitchell	\$60,039	\$30.384
Jennie Patterson	\$39,129	\$19.802
Norma Preston	\$60,746	\$30.742
Ingrid Rivera	\$29,936	\$19.190
Carol Russo	\$21,400	\$13.718
Karen Sigsworth	\$61,201	\$30.972
Leah Simms	\$29,089	\$14.721
Valerie Smith	\$68,328	\$34.579
Robert Wenz	\$65,502	\$33.149
Kathleen Whitmore	\$38,441	\$19.454

**Roll Call:** yeas, unanimous

**#2013-050 Approval to Donate Obsolete Audiovisual Equipment to the Friends of the Lorain Public Library.**

Ms. Novak moved, Ms. Hatch seconded to approve the donation of obsolete A-V equipment to the Friends of the Lorain Public Library.

<b>Surplus List for Board – April 18, 2013</b>			
<b>EquipmentType</b>	<b>Make/Model</b>	<b>Mfg Serial #</b>	<b>LPLS #</b>
Opaque Projector	Da-Lite 12400	D113134	590
Overhead Projector	3M	None	595
Slide Projector	Kodak	A-533708	587
Slide Project	Kodak	A-375998	593
Radio/Cassette	Panasonic RX-FS430	None	91641
Speaker/Amplifier	Audiotronics	1098147-8328	78488
TV-VHS Combo	Quasar VV2020	SB40610221	996
Oak Desk	Unknown	None	5116

**Roll Call:** yeas, unanimous

**#2013-051 Approval of Contracts to Repair Parking Lots**

Ms. Tomas moved, Ms. Novak seconded to approve contracts with Maintenance Systems of Northern Ohio, to repair Library parking lots in amounts not to exceed Thirteen Thousand, Four Hundred and Seventy-Seven Dollars (\$13,477):

North Ridgeville	\$ 6,490.00
Avon	3,812.00
South Branch	750.00
Main Library	2,425.00

**Roll Call:** yeas, unanimous

**#2013-052 Approval of Resolution of Appreciation for Marianne Galindo**

Ms. Tomas moved, Ms. Novak seconded to approve a resolution of appreciation for Marianne Galindo:

**RESOLUTION OF APPRECIATION**

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

**WHEREAS**, Marianne Galindo in her 9 years of employment with the Lorain Public Library System has worked at the Main Library, North Ridgeville Branch Library and in the Outreach Services Department; and

**WHEREAS**, her commitment to detail has ensured an efficient work flow in shelving library materials and providing good customer service at the Circulation Desk; and

**WHEREAS**, Marianne Galindo has contributed to a well-run and well-organized Outreach Services Department; and

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

**Roll Call:** yeas, unanimous

Board of Trustees  
April 18, 2013

0047-2013

**#2013-053 Scheduling of the September, 2013 Regular Business Meeting**

Ms. Novak moved, Ms. Hatch seconded to change the scheduled September, 2013 Regular Business Meeting from the third Thursday in September (as called for by Board By-Laws Article III, section 1) to the fourth Thursday, September 26, 2013 at 5 p.m., at the Columbia Branch Library.

**Roll Call:** yeas, unanimous

**Other Agenda Items**

**Next Meeting**

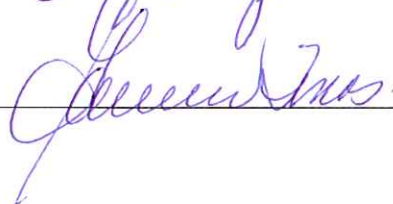
Finance, Audit and Properties Committee Meeting  
May 14, 2013 at 5:00 p.m.  
North Ridgeville Branch Library

Board of Trustees Regular Business Meeting  
May 16, 2013 at 5 p.m.  
Domonkas Branch Library

**Adjournment Time:** 7:43 p.m.

**Attest:**

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

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