

Board of Trustees
June 20, 2013

0059-2013

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, June 20, 2013, 5:00 p.m.
Columbia Branch Library, 13824 West River Rd., Columbia Twp., OH
Regular Business Meeting

Roll Call

Mr. Campana called the meeting to order at 5:10 p.m.

Present: Mr. Kovach, Ms. Novak, Mr. Campana, Ms. Hatch, Ms. Tomas, Mr. Viriden
(5:14 p.m.)

Regular Business

#2013-068 Approval of Minutes

Mr. Kovach moved, Ms. Novak seconded that the minutes of the May 16, 2013 meeting be approved.

Roll Call: yeas, unanimous

#2013-069 Approval of Chief Fiscal Officer's (CFO's) Report

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

Mr. Wilson reported to the Board that the month end cash balance for May was \$9,593,746. Of the month end cash balance, \$6,440,271 were operating funds, of which \$5,201,556 were unencumbered. Year-to-Date Revenues were \$3,989,405, 47.1% of the estimated \$8,465,098 Annual Revenues without transfers or advances. Year-to-Date Expenses were \$3,266,775, 38.5% of the *estimated* \$8,477,983 Annual Expenses without transfers or advances. Year-to-Date Expenses plus encumbrances totaled \$4,593,960 or about 54.2% of the *estimated* Expenses without transfers or advances.

Two letters of correspondence were received; one letter from the Lorain County Auditor regarding tax levy expiration for North Ridgeville, and a letter from the Lorain City Schools notifying the library of the unanimously approved Lorain Public Library's 2014 Proposed Tax Budget. There were no public records requests.

Mr. Wilson noted the additions of a resolution for Statewide Delivery and a Board Work Session Meeting scheduled for July 18, 2013, to this evening's agenda. Mr. Wilson reported that a risk audit was performed by our insurance company, the Ohio Plan, and that we responded to their two recommendations.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said, "Good afternoon and welcome to the Columbia Branch Library, my little baby, I love this library!"

Ms. Eldridge noted that the Ohio Senate approved an amended version of the State Budget, and that the bill (HB 59) will now move back to the House of Representatives for a vote to concur with the Senate changes. It is predicted that the vote will take place on June 12th, with the House not concurring with all of the Senate changes.

Regarding personnel, Ms. Eldridge thanked Jennie Patterson, Administrative Office Manager, for coordinating insurance and employee benefits in-service meetings. Ms. Eldridge also said interviews for a new board member and the New Board Member Orientation with Ms. Novak were completed. A temporary employee (Heather Ridneur) was hired to assist in the Outreach Department, through the Lorain County Workforce Development and Ms. Eldridge was pleased to have her here. Ms. Eldridge then thanked the Board for letting her attend the ALA Annual Conference in Chicago and paying for her registration to the event.

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

5.23.13 – NAACP Membership Luncheon

6.08.13 – Summer Reading Kickoff at Lakeview Park. Was a lot of fun!

6.15.13 – Juneteenth Parade which celebrates the end of slavery.

Regarding facilities, Ms. Eldridge said the HVAC at the Domonkas Branch Library needs to be replaced.

Ms. Eldridge introduced Meagan Hayes, Marketing Communications Manager, to discuss progress on the LPLS website redesign. Ms. Hayes said the new website launch was set for July 1st. She noted that both better functionality and a highlighting of the LPLS e-Media collections were advantages of the new design. She said the website was coming together nicely although there was still a lot of work to be done. Ms. Hayes invited members from the five branches to come to the Main Library next Tuesday for a 'training' session and to familiarize them with the new website.

Regarding donations Ms. Eldridge said that no donations have been received this month, but that she was feeling lucky and if she were to win the lottery she would help the library system!

Report of the Assistant Director

Ms. Whitney said good evening to everyone and welcomed them to the Columbia Branch Library. She then said she has been very busy lately with the newly appointed Outreach Librarian Supervisor, Ms. Kelly Palma. Ms. Whitney said this is a transitional time for the Outreach Department and being that Ms. Palma was an external candidate there is everything for her to learn! Ms. Whitney commented that Ms. Palma is doing a good job so far and that she is happy Ms. Palma is here.

Regarding the SEIU #1199:

- 6.01.13** – Union notice of intent to pursue Level 5 grievance arbitration.
- 6.03.13** – Request from Danie Tarrow, Organizer, to meet with Management.
- 6.07.13** – Meeting with Union Organizer and E-Board Members.

The Labor Management Committee met via phone conference on May 1, 2013.

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

- 5.20.13** – Met with Mike Longo, Director of Lorain County Workforce Development Agency.
- 6.06.13** – LCLAC Meeting
- 6.17.13** – Foundation/Board Meeting
- 6.19.13** – Manager's Meeting facilitated by Ms. Eldridge. Brainstorming session regarding Outreach and the Bookmobile.
- 6.24.13** – Friends of the Columbia Branch Library Meeting at 6:00 p.m.

Committee Reports

Mr. Kovach reported on the Trustee Development and Nominating Committee meeting held on June 4, 2013, to interview potential new Board Members. Mr. Kovach said six applications were received and three of those candidates were interviewed. He felt they were three good candidates, with Mallory Holmes, Attorney, recommended for the open seat. Mr. Kovach thanked Mr. Campana, Mr. Virden and Ms. Tomas for helping with the interviews, and also thanked Ms. Eldridge for the meeting's refreshments.

No calls were received on the Fraud Hotline.

Communications

There were no communications received this month.

Audience Participation

Supervisors

Ms. Sandra Mitchell, Columbia Branch Librarian Supervisor, said hi and welcomed all to the Columbia Branch Library. Ms. Mitchell asked all Board Members to take the opportunity to walk around the library, and view the newly updated landscaping. She said Columbia Township helped with the landscaping, removed old shrubs, applied mulch, and that it looks nice. Ms. Mitchell said there have been a lot of materials being checked out, and that the 5th grade Gnome Game has been bringing patrons in. She also noted that the Junior Friends were helping with the float for the annual Columbia Township Homecoming Parade, and that their float had won in previous parades. She then talked about the Adult Summer Reading Program thanking local vendors (Gibbs Butcher Block, North Eaton Dairy Queen, Brown Hardware, Aquatic Dreams) for their donations of \$25 Gift Certificates. Aquatic Dreams donated an aquarium! She ended saying that she really appreciated the community spirit and support.

Friends of the Library

The Avon Friends next meeting will be held September 5, 2013. The Avon Friends next book sale will be held July 25-27, 2013. Thanks were given to the Avon Friends for their participation in the recent Duct Tape Parade.

The Columbia Friends next meeting will be held June 24, 2013. The Columbia Friends next book sale will be held August 13-17, 2013.

The Domonkas Friends next meeting will be held September 10, 2013. The Domonkas Friends next book sale will be held September 25-28 & 30, 2013.

The Lorain Friends next meeting will be held August 27, 2013. The Lorain Friends next book sale will be held September 13-17, 2013. Thanks were given to the Lorain Friends for having a Community Shred Day, and raising \$258 through a Silent Auction.

The North Ridgeville Friends next meeting will be held July 8, 2013. The North Ridgeville Friends next book sale will be held July 25-27, 2013. The NR Friends are gearing up for the upcoming Corn Festival Parade on August 11th. The NR Friends were thanked for participating in the Memorial Day Parade.

The Lorain Public Library System Foundation, Inc. is currently having their Annual Appeal. Ms. Garalynn Tomas thanked Ms. Julie Cowan, Administrative Clerk, for generating the thank you letters and for updating the donor database for the appeal contributions. Ms. Tomas said that Ms. Virginia Warantinsky will be presenting a Power Point presentation and speaking at the NR Friends meeting in July, regarding the Bookmobile Campaign. Ms. Tomas then requested a meeting of the Library Services & Personnel Committee before the July 19th meeting for the Bookmobile Campaign. Ms. Tomas closed by noting the upcoming North Ridgeville Levy Campaign, saying that there is roughly \$13,000 seed money available at this time.

Other

New Business

#2013-070 Approval of Personnel Appointments

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

- Jessica Ambrosi-Mickelson, Library Aide, Public Services position in the Children's Department of the Lorain Public Library System, part-time, effective May 13, 2013, at an hourly rate of \$8.169, grade UA, step 4 (*this is a correction to the May Personnel Appointments*).
- Ryki Woods, Library Aide, Public Services position at the North Ridgeville Branch Library of the Lorain Public Library System, part-time, effective May 28, 2013, at an hourly rate of \$7.968, grade UA, step 2.
- Alex Medina, Library Aide, Public Services position in the Adult Services Department of the Main Library of the Lorain Public Library System, part-time, effective June 3, 2013, at an hourly rate of \$7.968, grade UA, step 2.
- Rayetta Alvarado, Library Aide position in the Technical Services Department of the Lorain Public Library System, part-time, effective May 21, 2013, at an hourly rate of \$7.968, grade UA, step 2.

Roll Call: yeas, unanimous

#2013-071 Approve Appropriation Increase for Summer Reading Program.

Mr. Kovach moved, Mr. Virden seconded to approve the increase of the 2013 Summer Reading Program Appropriation to reflect use of Stocker Fund dollars transferred to the Summer Reading Fund for the Teen Summer Reading Program.

203-01-52110 Summer Reading Program Supplies \$5,000.00

Roll Call: yeas, unanimous

#2013-072 Approve Revision of the Exempt Salary Scale

Mr. Kovach moved, Ms. Novak seconded to revise the exempt salary scale for the Student Library Aide and Administrative Aide Classifications in Grade EA from a beginning salary of \$7.85 per hour to \$7.968 per hour.

Roll Call: yeas, unanimous

#2013-073 Approval of Increases to Student Library Aide Wages, to be Retroactive to April 14, 2013

Ms. Novak moved, Mr. Virden seconded to make Student Library Aides wage increases from \$7.850 to \$7.968 per hour for the following employees, to be retroactive to April 14, 2013:

Sara Boehm	Christopher Caldera	Marie Cesaratto
Ayla Clemente	Kelsey DeCoste	Madison Kovalik
Alexander Medina	Anthony Nieves	Nicole Palur
Lauren Raicevich	Nathan Reyes	Kelsey Sikon
Brooke Weborg		

Roll Call: yeas, unanimous

#2013-074 Approval of Resolution of Former North Ridgeville Mayor, Deanna Hill

Mr. Kovach moved, Ms. Tomas seconded to approve a resolution in memory of deceased North Ridgeville Mayor Deanna Hill:

Whereas, North Ridgeville Mayor Deanna Hill played a significant role in the North Ridgeville Branch building project at its current location,

Therefore, be it resolved that the Lorain Public Library Board of Trustees does public acknowledge Mayor Deanna Hill and her contributions to the North Ridgeville Branch Library and will dedicate a book in the North Ridgeville Branch Library's collection in Mayor Deanna Hill's memory.

Roll Call: yeas, Ms. Novak abstained

#2013-075 Approve Contract to Purchase Early Childhood Kindergarten Software Computers from Hatch “*The Early Learning Experts*”

Mr. Kovach moved, Ms. Novak seconded to authorize the Chief Fiscal Officer to enter into a contract with Hatch to purchase Ten (10), AIO-Non iSS – Kindergarten Software Computers for an amount not to exceed Twenty-Three Thousand, Six Hundred and Fifty Dollars (\$23,650.00).

Roll Call: yeas, unanimous

#2013-076 Approval of Resolution of Appreciation for Karen Dezelan

Mr. Kovach moved, Ms. Novak seconded to approve a resolution of appreciation for retired staff member Karen Dezelan:

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

WHEREAS, Karen Dezelan in her 11 years of employment with the Lorain Public Library System has been a dedicated staff member in the Public Relations Department; and

WHEREAS, her commitment to detail and excellent proofreading skills has ensured excellent quality control in the Library’s print publications and nonprint media; and

WHEREAS, Karen Dezelan has a pleasant personality, excellent attendance and contributed to a well-run and well-organized Public Relations Department; and

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

Roll Call: yeas, unanimous

#2013-077 Approve Contract with Williams Brothers Builders to Replace Soffits at the South Branch Library

Mr. Virden moved, Mr. Kovach seconded to authorize the Chief Fiscal Officer to enter into a contract with Williams Brothers Builders to replace soffits at the South Branch Library for an amount not to exceed Twenty-One Thousand, Four Hundred and Fifty Dollars (\$21,450.00).

Roll Call: yeas, unanimous

#2013-078 Approval of Recommendation for Appointment of Board Member

Mr. Kovach moved, Mr. Virden seconded to recommend to the Lorain City School District, Board of Education the appointment of Mallory Holmes to fill the unexpired term of Jodi Penwell, for the period July 1, 2013 through December 31, 2015.

Roll Call: yeas, unanimous

#2013-079 Approval of Resolution of Appreciation for Diane Miller

Ms. Novak moved, Ms. Tomas seconded to approve a resolution of appreciation for retiring staff member Diane Miller:

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

WHEREAS, Diane Miller in her 15 years of employment with the Lorain Public Library System has been a diligent staff member in the Adult Services Department at the Main Library; and

WHEREAS, her commitment to detail and willingness to go beyond the call of duty has ensured accurate and efficient shelving of library materials; and

WHEREAS, Diane Miller has a pleasant personality, excellent attendance and contributed to a well-run and well-organized Adult Services Department at the Main Library; and

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

Roll Call: yeas, unanimous

#2013-080 Approval of Resolution of Appreciation for Linda Pierce

Ms. Hatch moved, Ms. Novak seconded to approve a resolution of appreciation for retiring staff member Linda Pierce:

WHEREAS, the primary purpose of any public library is to serve all people with qualified staff; and

WHEREAS, Linda Pierce has been a loyal, dedicated and dependable employee for 18 years; and

WHEREAS, she has performed her duties in a professional and personalized manner; and

WHEREAS, Linda Pierce's excellent customer service skills assured that patrons of the Main Library, Domonkas and Avon Libraries received good library service; and

WHEREAS, she shared her love of reading with tutors and students who participated in the Library's Project LITE literacy program; and

WHEREAS, Linda Pierce used her many talents in providing creative story time and craft programs; and

THEREFORE BE IT RESOLVED, that the Lorain Public Library System Board of Trustees does publicly acknowledge Linda Pierce and her contribution to our library system, and extends its appreciation on behalf of the Board and Staff, and wishes her well in her retirement.

Roll Call: yeas, unanimous

#2013-081 Approval of Agreement with the State Library of Ohio, for Statewide Delivery Services 7/1/2013 – 6/30/2015

Mr. Kovach moved, Ms. Tomas seconded to authorize the CFO to renew the Agreement with the State Library of Ohio for the 2013-15 Statewide Delivery Services, in an amount not to exceed Seven Thousand, Twenty-One Dollars and Seventy-Seven Cents (\$7,021.77) for the period 7/1/2013 - 6/30/2014, and Seven Thousand, Three Hundred and Two Dollars and Seventy-Five Cents (\$7,302.75) for the period 7/1/2014 - 6/30/2015.

Roll Call: yeas, unanimous

#2013-082 Approval to Enter into Executive Session to Discuss a Grievance Regarding the Tentative Contract Changes.

Mr. Kovach moved, Ms. Novak seconded at 5:45 p.m. to adjourn to Executive Session in order to discuss a grievance regarding changes to the collective bargaining agreement.

Roll Call: yeas, unanimous

Board of Trustees
June 20, 2013

0068-2013

Reconvened: 6:50 p.m.

Other Agenda Items

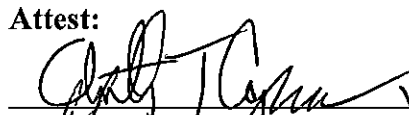
Next Meeting

Board/Foundation – Work Session on Outreach/Bookmobile Services
July 18, 2013 at 5 p.m.
Avon Branch Library

Board of Trustees – Regular Business Meeting
August 15, 2013 at 5 p.m.
North Ridgeville Branch Library

Adjournment Time: 6:50 p.m.

Attest:


_____, President


_____, Secretary