

Board of Trustees  
October 17, 2013

0090-2013

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System  
Thursday, October 17, 2013  
5:00 p.m. Avon Branch Library,  
37485 Harvest Drive, Avon, OH  
Regular Business Meeting

**Roll Call**

Mr. Campana called the meeting to order at 5:09 p.m.

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

**Regular Business**

**#2013-108 Approval of Minutes**

Ms. Novak moved, Mr. Kovach seconded that the minutes of the September 26, 2013 meeting be approved.

**Roll Call:** yeas, unanimous

**#2013-109 Approval of Chief Fiscal Officer's (CFO's) Report**

Mr. Kovach moved, Ms. Novak seconded that the Treasurer's Report for the month ending September 30, 2013 be approved.

Mr. Wilson reported to the Board that the month end cash balance for September was \$10,305,623. Of the September month end cash balance, \$7,260,319 were operating funds, of which \$6,289,959 were unencumbered. Year-to-Date Revenues were \$7,458,620, 88.1%, without transfers or advances. Year-to-Date Expenses for September were \$6,024,114, 70.6% of the *estimated* without transfers. Year-to-Date Expenses plus encumbrances totaled \$7,097,231 are at 83.2% of the *estimated* Expenses for 2013.

Three letters of correspondence were received. A letter from the Ohio Plan Insurance which states, the underwriter cannot isolate the Columbia Branch for the \$100,000.00 flood deductible. The Ohio Plan sent several names of engineering firms which the Library could hire to consult on the Columbia water issue. Correspondence not directed to the Library but of interest, was received from the Storm Water Advisory Committee of the Lorain County storm water district. Through this agency grant monies are available for water detention programs such as the one needed for the Columbia Branch. An official

**Regular Business Continued**

thank you was received from the Ohio Genealogical Society in appreciation for the gift of deaccessioned professional registers.

Correspondence for a public record request was received from Columbia Township Trustees. They requested the 2012 and 2013 projected revenues and expenses for the Columbia Branch and the salaries for all library personnel at the Columbia Branch.

Mr. Wilson added that the State Auditor has completed the fieldwork and will call a post-audit conference in early November.

The finance office staff attended the OLC Conference. Mr. Wilson along with Ms. Lanning attended the Fiscal Officers' OLFOA Fall Meeting. Ms. Lanning also attended several township conferences where additional information such as the Storm Water grants was made available.

Mr. Wilson and Ms. Lanning met with Chris Garafoli and Mike Cipullo from the Minuteman HR Services to discuss their workers compensation program, third-party administration and their healthcare MCO. They would like to come to the next Library Services and Personnel Committee meeting to present a step-by-step program to help the Library reduce workplace injuries and to reduce the cost of workers compensation.

The PubTech Lost Item Procedure Committee is working to develop written procedures for patrons who would like a refund for lost items that have been paid for, but later found.

Mr. Wilson thanked Dale Girt and his crew for their work in his office and reported he would be on vacation next week. Mr. Wilson also thanked the staff and Board Members for their support of the upcoming Lorain Rotary Trivia contest on November 1, 2013.

**Roll Call:** yeas, unanimous

## **Report of the Director**

Ms. Eldridge said, "Good afternoon and welcome to the Avon Branch Library". She thanked the Avon Friends of the Library for tonight's refreshments and acknowledged that former board member Doug Petersen was in the audience. She also thanked Jennie Patterson and welcomed Claudia Matus the new Administrative Clerk. Elaine Betting and Erika Bobka were thanked for writing the Stocker Grant proposal.

Norma Preston, Pat Mathews and Marilyn Yagiello have submitted letters of retirement effective November 30, 2013. Ms. Eldridge is hosting a retirement brunch for Norma Preston at Bistro 83 in North Ridgeville on Sunday, November 10. Toni Whitney has recommended Cheryl Grizzell for the South Branch Librarian Supervisor position.

Forty-four people attended the OLC Convention. The Staff Recognition Committee will be honoring staff at 5, 10, 15, 20, 25, and 30 years of service this month. Toni Whitney is taking a much deserved vacation.

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

10-22-13 Meeting with Columbia Township Trustees and Karl Schneider scheduled.  
10-24-13 Lorain County Reads with Neil Zurcher.

Ms. Eldridge thanked Jim Wilson for responding to Columbia Township Trustee Dick Heidecker's public records request.

In regards to facilities, Elaine Betting and Valerie Smith are creating a young adult area at the Main Library. Toni Whitney, Pam Coghlan and Donna Kelly are busy making modest renovations to Domonkas and Avon Branches. A quote was received from Williams Brothers to repair the CFO's office.

Managers are in the process of analyzing statistical data to make sure that we are collecting data that captures current usage.

A donation from Lorain Friends of the Library, Inc. are in the amount of \$400.00 was received to be used in upcoming celebrations and for the Main Library coffee fund.

Meagan Hayes added that "Dimensions" and the library's new web page are coming along with the help of Ingrid Rivera, Tammy Manzo, and Kathy Whitmore. Meagan Hayes also commented that board member group photos and individual photos will be taken at the November 19, 2013 board meeting.

## **Committee Reports**

No committee meetings were held in September.  
Homer Virden stated there were no communications for the Fraud Hotline.

## **Communications**

Letter received from the Grafton-Midview Public Library. Correspondence for a public record request was received from Columbia Township Trustees.

## **Audience Participation**

### *Supervisors*

Avon Branch Librarian Supervisor Donna Kelly welcomed all to the Avon Branch Library and invited everyone to take time after the meeting to walk around and see all the improvements such as new carpet and new windows that have been made. Ms. Kelly reported that their Teen Volunteer Program has 59 members and that the Avon Middle School has become very involved and supportive in this program. Next year will mark the Avon Branch's 20<sup>th</sup> year at this location.

Public Services Coordinator Valerie Smith from Adult Services at the Main Library gave a very in-depth presentation regarding Axis 360 Digital Media Library by Baker & Taylor and Hoopla by Midwest Tape.

### *Friends of the Library*

Friends of the Lorain Library, Inc. had a meeting August 27, 2013, and their next meeting will be October 29, 2013. The Lorain Friends earned \$3,000.00 on the last book sale and \$600.00 from online sales.

Friends of the Domonkas Library raised \$450.00 from their September 25-28<sup>th</sup> book sale.

Donna Kelly reported the Friends of the Avon Library had a meeting in September and that their book sale will be in November.

The Friends of the Columbia Library, Inc.'s next meeting will be held October 26, 2013, and they recently completed a book sale. Proceeds will be reported at the next Board meeting.

The Friends of the North Ridgeville Branch Library, Inc. met on October 7, 2013, and are gearing up for Holiday on the Ridge. Their books sales totaled over \$4,000.00 and included Amazon online sales.

*Foundation of the Lorain Public Library*

Mr. Wilson commented that there will soon be a donation tab for the Foundation on the Library's website. Each week the Lorain Rotary Club donates a children's book to the Library that is signed by their guest speaker. They have also donated \$1500.00 to the Library each year through their Prucha Fund.

*Other*

There will be a retirement brunch for Norma Preston at Bistro 83 in North Ridgeville on Sunday, November 10, 2013, at your own expense.

**New Business**

**#2013-110 Approval of Personnel Appointments**

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

- Claudia Matus, Administrative Clerk, part-time, in the Administration Office of the Lorain Public Library System, effective October 14, 2013, at an hourly rate of \$14.000, grade EF.
- Amanda Aten, Library Assistant, part-time, at the South Branch of the Lorain Public Library System, effective October 14, 2013, at an hourly rate of \$11.784, grade UE, Step 1.
- Alyssa Olsieski, Temporary Library Assistant, part-time, in the Operations/Circulation Department at the Main Library of the Lorain Public Library System, effective September 30, 2013, at an hourly rate of \$11.784, grade UE, Step 1, for a period up to 6 months, and maybe terminated at anytime.
- Jessie Mesas, Library Aide, temporary part-time, at the Technical Services Department of the Lorain Public Library System, effective October 1, 2013, at an hourly rate of \$7.968. This position is for a period of up to six months, and may be terminated at anytime.

**Roll Call:** yeas, unanimous

**#2013-111 Approval to Attend PLA Biennial Conference**

Mr. Kovach moved, Ms. Novak seconded to approve up to five days of release time and expenditure of funds for up to nine (9) employees and/or Board Members to attend the Public Library Association (PLA) Biennial Conference in Indianapolis, IN, March 11 through March 15, 2014, at a cost not to exceed \$1,341.00 per person.

**New Business Continued (Resolution 2013-111)**

	Units/ Person	Unit Cost	# of Persons	Total
Registration (ALA Member)	1	\$350.00	9	\$3,150.00
Hotel Cost/Night	3	\$200.00	9	\$5,400.00
Meal Allowance per day	4	\$40.00	9	\$1,440.00
Author Luncheon	1	\$50.00	9	\$450.00
Audio Publishers Dinner	1	\$65.00	9	\$585.00
Subtract Luncheon/Dinner from Meal Allow	1	(\$35.00)	9	(\$315.00)
Car/BusTransportation to/from Indianapolis	1	\$151.00	9	\$1,359.00
<b>TOTAL</b>				<b>\$12,069.00</b>
<b>TOTAL COST PER PERSON</b>				<b>\$1,341.00</b>
<b>Estimated Per Person Cost for 2014 PLA Biennial Conference</b>				
Registration		\$350.00		
Hotel Cost		\$600.00		
Meal Allowance		\$160.00		
Author Luncheon		\$50.00		
Audio Publishers Dinner		\$65.00		
Subtract Luncheon/Dinner from Meal All		(\$35.00)		
Transportation to/from Indianapolis		\$151.00		
<b>TOTAL COST PER PERSON</b>		<b>\$1,341.00</b>		
<b>TOTAL COST</b>		<b>\$12,069.00</b>		

**Roll Call:** yeas, unanimous

**#2013-112                      Increase to Appropriations for Conferences/Meetings for PLA 2014 Biennial Conference**

Ms. Hatch moved, Ms. Holmes seconded to approve the increase in appropriations of Twelve Thousand, and Sixty-Nine Dollars (\$12,069.00) for additional Conference/Mileage Expense in order to attend the 2014 PLA Biennial Spring Conference.

101-01-53120	Conferences/Meetings - Administration	\$ 2,682.00
101-11-53120	Conferences/Meetings – Outreach	\$ 1,341.00
101-12-53120	Conferences/Meetings – Public Relations	\$ 1,341.00
130-02-53120	Conferences/Meetings - Adult Services	\$ 1,341.00
112-04-53120	Conferences/Meetings – Avon	\$ 1,341.00
122-08-53120	Conferences/Meetings - Domonkas	\$ 1,341.00
110-10-53120	Conferences/Meetings - North Ridgeville	\$ 1,341.00
130-13-53120	Conferences/Meetings – South	\$ 1,341.00

**Roll Call:** yeas, unanimous

**#2013-113 Approval of Resolution of Appreciation for Patricia Mathews**

Mr. Kovach moved, Ms. Novak seconded to approve a resolution of appreciation for Patricia Mathews:

**RESOLUTION OF APPRECIATION**

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

**WHEREAS**, Patricia Mathews has been a loyal, dedicated and dependable employee for ten and half years; and

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

**WHEREAS**, Patricia Mathews was committed to providing good library service and was always willing to learn new technologies and data bases; and

**WHEREAS**, she shared her vast knowledge of paranormal literature and romance authors with thankful North Ridgeville library patrons; and she developed the library collections in these areas and also selected cookbooks to meet the varied cooking interests of the community; and

**WHEREAS**, Patricia Mathews used her professionalism to provide workshops for library professionals where she shared research based on her ALA book about paranormal fiction when this genre was brand new; and

**THEREFORE BE IT RESOLVED**, that the Lorain Public Library System Board of Trustees does publicly acknowledge Patricia Mathews 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

**#2013-114 Approval of Resolution of Appreciation for Marilyn Yagiolo**

Mr. Kovach moved, Ms. Hatch seconded to approve a resolution of appreciation for Marilyn Yagiolo:

**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**, Marilyn Yagiolo in her twenty-six years of employment with the Lorain Public Library System has been a valuable staff member at the North Ridgeville Branch Library; and

**WHEREAS**, she provided excellent customer service to library patrons of all ages, exhibiting patience, kindness and professionalism, working out of three different library buildings over her years of service as the community grew larger; and

**WHEREAS**, Marilyn Yagiolo in her friendly and warm demeanor with staff and patrons aided the Library in being a welcoming community place for everyone; and

**New Business Continued (Resolution 2013-114)**

**THEREAS**, she trained many new clerical staff on standardized procedures for using the automation system and working at the circulation desk to ensure accuracy and efficiency of clerical operations; and

**THEREFORE**, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Marilyn Yagielo and her contribution to the library system and extends its appreciation on behalf of the Board and staff, and wishes her well in her retirement.

**Roll Call:** yeas, unanimous

**#2013-115 Approve Purchase of Shelving for the Avon Branch**

Ms. Hatch moved, Mr. Kovach seconded to approve entering into a contract with Library Design Associates to purchase AV, paperback, magazine and newspaper shelving and installation for the Avon Branch Library, for an amount not to exceed Thirty Thousand, Six Hundred and Seventy-Six Dollars (\$30,676.00).

**Roll Call:** yeas, unanimous

**#2013-116 Approve Purchase of Axis 360 Digital Media Library**

Mr. Kovach moved, Ms. Novak seconded to approve entering into a contract with Baker & Taylor to provide setup and the first-year annual hosting for \$3,750.00 and \$10,000.00 of e-content, for an amount not to exceed Thirteen Thousand, Seven Hundred and Fifty Dollars (\$13,750.00).

**Roll Call:** yeas, unanimous

**#2013-117 Resolution Accepting the Tax Levy Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor**

Mr. Kovach introduced the following resolution and moved its passage, Ms. Novak seconded the motion:

**WHEREAS**, The Library Board of Trustees in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2014; and



**New Business Continued (Resolution 2013-117)**

**WHEREAS,** The Budget Commission of Lorain County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

**RESOLVED,** By the Library Board of Trustees of the Lorain Public Library System, Lorain County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

**RESOLVED,** That there be and is hereby levied on the tax duplicate of said Library District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

<b>SCHEDULE A</b>					
<b>Summary of Amounts Required From General Property Tax Approved By Budget Commission, and County Auditor's Estimated Rates</b>					
<b>FUND</b>	Amount Requested of Budget	Amount Approved by Budget	Amount to be Derived From Levies	County Auditor's Estimate of Tax Rate to be Levied	
	Commission Levies Outside 10 Mill Limitation	Commission Inside 10 Mill Limitation	Outside 10 Mill Limitation	Inside 10 Mill Limit	Outside 10 Mill Limit
Column I	Column II	Column III	Column IV	Column V	Column VI
Lorain CSD			2,252,799		4.08
Sheffield Lake City			328,035		2.20
Avon City			432,713		1.20
North Ridgeville City			1,216,875		1.91
Columbia Township			355,961		1.74
<b>TOTAL ALL FUNDS</b>	0	0	4,586,383	0	11.13

**New Business Continued (Resolution 2013-117)**

<b>SCHEDULE B</b>		
<b>Levies Outside 10 Mill Limitation, Exclusive of Debt Levies</b>		
<b>Fund</b>	<b>Maximum Rate Authorized To be Levied</b>	
<b>General Fund:</b>		
<b>Lorain CSD</b> <b>Current Expense Levy</b> authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016	4.08	
<b>Special Revenue Funds:</b>		
<b>Sheffield Lake City</b> <b>Library Levy</b> authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016	2.20	
<b>Avon City</b> <b>Library Levy</b> authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016	1.20	
<b>North Ridgeville City</b> <b>Library Levy</b> authorized by voters on 05/05/2009 not to exceed 5 years. Beginning 2009 Duplicate Expiring Last Collection 2014	1.91	
<b>Columbia Township</b> <b>Library Levy</b> authorized by voters on 5/04/2010 not to exceed 5 years. Beginning 2010 Duplicate Expiring Last Collection 2015	1.74	

**Roll Call:** yeas, unanimous

**#2013-118 Resolution Requesting Auditor Certification and Submission of Tax Levy.**

Mr. Kovach moved, and Ms. Holmes seconded the following resolution:

A RESOLUTION REQUESTING THE CITY OF NORTH RIDGEVILLE TO SUBMIT  
 TO THE ELECTORS OF THE CITY THE QUESTION OF A RENEWAL TAX FOR  
 THE BENEFIT OF THE LORAIN PUBLIC LIBRARY SYSTEM FOR THE PURPOSE  
 OF CURRENT EXPENSES OF THE LORAIN PUBLIC LIBRARY SYSTEM,  
 INCLUDING THE OPERATION OF A BRANCH LIBRARY LOCATED IN THE CITY  
 (R.C. Sections 5705.03, 5705.19(D), 5705.25)  
 Renewal Public Library Operating Levy

**New Business Continued (Resolution 2013-118)**

WHEREAS, the City of North Ridgeville, Ohio (the "City") is currently levying a one and ninety-one hundredths (1.91) mill, five-year levy for the purpose of providing for current operating expenses for the Library, approved by the voters of the City on May 5, 2009, and first placed on the tax list and duplicate in 2009 for collection commencing in 2010, and final collection in 2014 (the "Existing Levy"); and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library System, Lorain County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is hereby found, determined, declared and recited, that (a) the Lorain Public Library System was established prior to September 4, 1947, by resolution adopted by the Board of Education of the School District as a free public library; (b) the North Ridgeville Branch of the Lorain Public Library System has been established as a free public library to serve the City; and (c) this Board wishes to initiate proceedings for the submission to the electors of the City the question of a renewal of an existing tax levy for current expenses of the Lorain Public Library System, including the operation of a branch library located in the City.

Section 2. It is necessary to renew all of the Existing Levy for the purpose of providing for current expenses of the Library, including the operation of a branch library located in the City.

Section 3. This Board hereby requests the Council of the City to pass resolutions under the provisions of the City Charter and other applicable provisions of law to submit to the electors of the City the questions of such renewal tax levy at an election to be held therein on May 6, 2014. The Library shall reimburse the City for costs of the election as certified by the Board of Elections of Lorain County.

Section 4. Such renewal tax levy shall be at a rate not exceeding one and ninety-one hundredths (1.91) mills for each one dollar of valuation, which amounts to \$0.191 for each one hundred dollars of valuation, for five (5) years.

Section 5. Such renewal tax levy shall be placed upon the tax list and duplicate for the 2014 tax year, commencing in 2014, first due in calendar year 2015, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the levy of the tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the City and for the residents of the City.

**New Business Continued (Resolution 2013-118)**

Section 7. Pursuant to Section 3375.42, Ohio Revised Code, this Board hereby finds and determines it to be necessary to enter into an agreement with the City relating to the operation of the North Ridgeville Branch of the Lorain Public Library System and to the use of the proceeds of the renewal tax levy to be voted on by the electors as contemplated in this resolution and of other funds available for the operation of the North Ridgeville Branch of the Lorain Public Library System. That agreement shall be in substantially the form attached hereto as Exhibit A (the "Agreement").

Section 8. The Agreement is hereby approved in substantially the form attached hereto as Exhibit A, with such changes therein as are not inconsistent with this resolution and not substantially adverse to the Board as shall be approved by the officers executing the Agreement; provided that the approval of those changes by those officers, and their character as not being substantially adverse to the Board, shall be evidenced conclusively by their execution of that Agreement.

Section 9. The President and Chief Fiscal Officer of the Board of Library Trustees are hereby authorized and directed, for and in the name and on behalf of this Board, to execute and deliver the Agreement in substantially the form attached hereto as Exhibit A.

Section 10. The Chief Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Council of the City.

Section 11. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**Roll Call:** yeas, unanimous:

**#2013-119 Approve Initial Deposit Payment to Midwest Tape for Hoopla**

Ms. Novak moved, Ms. Hatch seconded to making an initial deposit of Twenty-five Thousand Dollars (\$25,000.00) to enter into a service relationship with Midwest Tape to initiate their Hoopla product for patron downloads of electronic media.

**Roll Call:** yeas, unanimous:

**#2013-120 Appointment of Interim Board Secretary**

Mr. Virden moved, Ms. Hatch seconded to appoint Mr. Kovach as interim Board Secretary for this Regular Business Meeting of the Lorain Public Library System, October 17, 2013.

**Roll Call:** yeas, Mr. Kovach abstained

**#2013-121 Approval to Support the Federal eBook Project**

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

WHEREAS, the State Senate of Ohio has introduced S.C.R. No. 22 as a concurrent resolution to urge Ohio members of the Congress of the United States to seek a legislative solution to ensure public access to e-book materials through public libraries and,

WHEREAS, The Lorain Public Library System Board of Trustees affirms the importance of providing library materials in digital format and,

WHEREAS, The Lorain Public Library System joins with the Ohio Library Council and the members of the 130<sup>th</sup> General Assembly of the State of Ohio to ask that the publishers allow more access to e-books and information in digital format and,

THEREFORE BE IT RESOLVED, by the Lorain Public Library System Board of Trustees that this issue should be fully examined and considered so that all children and adults have access to informational materials to enable all citizens to compete in a global digitalized economy.

**Roll Call:** yeas, unanimous

**Other Agenda Items**

There were no additional agenda items.

Board of Trustees  
October 17, 2013

00103-2013

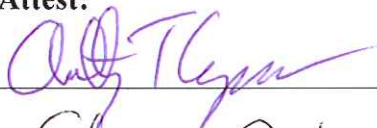
**Next Meeting**

Finance, Audit & Properties Committee Meeting  
November 19, 2013, at 5:00 p.m.  
North Ridgeville Branch

Board of Trustees – Regular Business Meeting  
November 21, 2013, at 5:00 p.m.  
South Branch Library

**Adjournment Time:** 6:30 p.m.

**Attest:**

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

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