

Board of Trustees  
January 16, 2014

001-2014

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System

Thursday, January 16, 2014

5:00 p.m. North Ridgeville Branch, 35700 Bainbridge Rd., North Ridgeville, OH  
Organizational Meeting

**Roll Call**

Vice President Virden called the meeting to order at 5:01 p.m.

Present: Ms. Hatch, Mr. Kovach, Ms. Tomas and Mr. Virden

Ms. Holmes (5:02 p.m.), Ms. Novak (5:04 p.m.)

**Oath of Office**

Phillip Dore – new term of office-- was issued the Oath of Office.

*Ms. Holmes arrived at 5:02 p.m.*

**Organizational Business**

**Approval of Officers**

**#2014-001 Approval of Officers**

Ms. Tomas moved, Mr. Kovach seconded that the following slate of officers for 2014 be approved:

Mr. Virden, President  
Mr. Kovach, Vice President  
Ms. Hatch, Secretary

**Roll Call:** yeas, unanimous

**Statement of Expectations for Trustees**

Board Members were given and signed the Statement of Expectations for Trustees

### 2014 Committee Assignments

President Virden appointed the following Board committees:

Library Services & Personnel:	Ms. Novak, Chair Mr. Dore Ms. Hatch
Finance, Audit & Properties:	Ms. Tomas, Chair Ms. Holmes Mr. Kovach
Trustee Development & Nominating	Ms. Hatch, Chair Mr. Dore Mr. Kovach
Lorain Co. Trustees Council:	Ms. Holmes Ms. Tomas, Alternate

President Virden set the following 2014 Board meeting dates, times and locations:

2014 Board Meetings	
Dates*	Location
February 20, 2014	Main Library
March 20, 2014	South
April 17, 2014	Avon
May 15, 2014	Domonkas
June 19, 2014	Columbia
July 17, 2014	North Ridgeville
August 21, 2014	Main Library
September 18, 2014	Avon
October 16, 2014	Columbia
November 20, 2014	South
December 18, 2014	North Ridgeville

*\*All meetings begin at 5:00 p.m.*

*Ms. Novak arrived at 5:04 p.m.*

**#2014-002 Appointment of Chief Fiscal Officer and Assistant Fiscal Officer**

Mr. Kovach moved, Ms. Tomas seconded to appoint James M. Wilson, Chief Fiscal Officer and Clerk of the Board and Sheila D. Lanning, Assistant Fiscal Officer through the 2015 Organizational Meeting, upon execution of a surety bond in the amount of \$100,000.

**Roll Call:** yeas, unanimous

**Regular Business:**

**#2014-003 Approval of Minutes**

Ms. Hatch moved, Mr. Kovach seconded that the minutes of the December 19, 2013 meeting be approved.

**Roll Call:** yeas, unanimous

**#2014-004 Approval of Treasurer's Report**

Ms. Tomas moved, Ms. Holmes seconded that the Treasurer's Report for the year ending December 31, 2013 be approved.

Mr. Wilson reported the year end financials. The cash balance at year end was \$8,910,558. The cash balance and operating government funds were \$5,982,992 of which \$5,651,003 unencumbered. The Revenues for the year totaled \$8,448,474 which represented 99.8% of the budgeted revenues. The expenses for the year totaled \$8,409,034 which represented 98.6% of the estimated expenses. The expenses for the year plus encumbrances were \$8,448,474 which represents 99.8% of estimated expenses.

No correspondence was reported. Mr. Wilson commented that a proposal for marketing services for 2014 will be on the agenda next month.

Debbie Leyva, Administrative Clerk/ Central Supply attended a Webinar Conference covering the new Postal Rates that will be going in effect later this month.

The North Ridgeville City Council passed the levy resolution as an emergency measure at the second reading. Mr. Wilson stated the signed contract will be completed and taken to the Board of Elections on Friday.

As a part of the financial report in the board packet, Mr. Wilson introduced the concept of putting estimated expenses and appropriated expenses for the year on the Financial Summary Report. Mr. Wilson was pleased to report that the projected \$51,000 loss for the past year was instead a \$40,000 net income. This amount is actually down \$600,000 from the previous year. The state funding/PLF has been reduced \$133,000 however, the local levy funds will have a small increase in all our library communities except for Sheffield Lake, which has a slight decrease in funds.

Mr. Wilson noted that the fourth quarter library donations report was included in the board packet.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge said, "Good afternoon and welcome to the North Ridgeville Branch". Ms. Eldridge would like to thank the Friends of the North Ridgeville Library, Inc. for the donation of refreshments.

Ms. Eldridge stated the OLC Board of Trustees has hired Michelle Frances as the Director of Government and Legal Services. She will join the staff on February 12<sup>th</sup> and will work with Linda Murray until Linda's retirement on June, 2014.

Last month, Ms. Eldridge met with elected officials to ask that additional funding be allocated to local libraries in the Governors budget. Ms. Eldridge explained the mid budget review is occurring right now at the Legislature. Ms. Eldridge and her colleagues are very concerned. Additional monies were to be received later this year. However, the library system received less than 2.22%. To further her point, a spreadsheet prepared by Jim Wilson was given to local elected officials. Ms. Eldridge directly asked local officials to advocate for the library system during this review period. Ms. Eldridge does not expect a good outcome regarding additional funds.

Ms. Eldridge invited Trustees to attend the New Trustees Workshop on March 8<sup>th</sup> in Columbus at the OLC headquarters.

Ms. Eldridge invited Trustees to attend the Lorain County Trustee Council Meeting on February 27<sup>th</sup> at 6 p.m. in Oberlin at the Oberlin Inn. Ms. Eldridge would like at least three board members to attend.

Ms. Eldridge was very busy as a keynote speaker for Kwanzaa and Nelson Mandela Celebrations in the community, including several hosted in the library's buildings.

Ms. Eldridge attended every North Ridgeville City Council meeting resulting in the North Ridgeville Library levy resolution being successfully placed on the ballot as an emergency resolution. Ms. Eldridge anticipates that the levy committee will need to run an aggressive campaign.

Ms. Eldridge announced that Mr. Ted Jacobs, a Lorain businessman, will be having a book signing on Thursday, January 23<sup>rd</sup> and it will be located in the Toni Morrison Room from 4 p.m. to 6 p.m. This event is cosponsored by the Lorain Friends. Mr. Jacobs has been a strong library supporter.

Ms. Eldridge stated the North Ridgeville Friends of the Library, Inc. meeting has been rescheduled for January 27<sup>th</sup>. Ms. Eldridge has been attending the Domonkas Friends meetings and will be assisting with the book sale.

Ms. Eldridge reported that despite the inclement weather over the past month, no locations were closed. However some locations including Columbia, Avon, South and Main had frozen pipes, water alerts and burst outdoor water sprinklers which will need to be repaired.

Ms. Eldridge stated that local press coverage from Channel 8 featured a Martin Luther King Jr. program that was held at the Domonkas Branch Library.

Ms. Eldridge announced that former board member Barb Sutton had donated \$1,000 to the North Ridgeville Branch Library.

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

Ms. Whitney reported the contract with SEIU 1199 will expire on March 31<sup>st</sup>. Administration has been having preliminary planning meetings for upcoming negotiations and is gathering documents for an information request submitted by SEIU.

Ms. Whitney stated there is currently a Level 1 Grievance hearing scheduled, and a Level 3 Grievance has been filed.

Ms. Whitney stated the Sunday work schedules for the System have been reviewed, distributed and posted.

The Political Action Chair Cheri Campbell has requested information about the upcoming North Ridgeville Library Levy and with the provided information will submit a request to the larger SEIU 1199 regional organization for funds to support the levy.

Mr. Jim Leonard requested use of the meeting room at the North Ridgeville Branch Library.

Ms. Whitney also attended the North Ridgeville levy committee organizational meeting and North Ridgeville Mayor's State of the City address. Ms. Whitney commented that Mayor Gillock always presents an excellent update to what is happening in the community..

Ms. Whitney stated modest renovations at the Avon Branch are continuing and she has attended several meetings related to that project.

### **Committee Reports**

There were no committee reports.

There were no communications to report.

### **Audience Participation**

#### *Supervisor*

Branch Librarian Supervisor, Karen Sigsworth reported on the North Ridgeville Branch. She attended the Mayor's State of the City address. The programs for December were well attended. The Library participated in the Holiday on the Ridge on Dec 7<sup>th</sup> program with the local Chamber of Commerce and featured a harpist. The Branch celebrated Noon Year's Eve at noon with 130 patrons attending. Supplies were graciously provided by The North Ridgeville Friends of the Library, Inc. Sunday program series will be starting again this winter. A program by Barb Sutton about war through songs, stories and poetry will kick off the series.

The book sale at the North Ridgeville Branch Library will be coming up soon. A four dollar a bag book sale will be featured on one day. Janet Bird from the Lorain County Historical Society will present a program on Valentines and old valentine traditions. All of these programs will be on Sundays through the end of March.

The Branch has some staff changes this year. After three employees retired this year, Ms. Sigsworth is excited to train new staff in library service and get a fresh start. The Library is busy all the time and she thanked the board for its continued support.

*Friends of the Library*

The Friends of the North Ridgeville Branch Library, Inc. meeting was rescheduled for January 27<sup>th</sup> due to the weather conditions on January 6<sup>th</sup>. The book sale will be January 24, 25, 26, 2014.

The Columbia Friends will have an organizational meeting on February 18<sup>th</sup>. Mr. Kovach is working with Toni Whitney as he transitions to become President again.

The Avon Friends meeting will be January 16, 2014.

Friends of the Lorain Library, Inc. will meet on January 21, 2014. The book sale ended last week.

Friends of the Domonkas Library have reorganized with new officers. The book sale will be January 23, 24, 25, 2014. A new levy treasurer has been selected.

*Foundation of the Lorain Public Library*

Ms. Tomas had no report. She will give an update at the February meeting.

**New Business**

President Virden asked if any members had a conflict with today's agenda.

**#2014-005 Approval of Personnel Appointments**

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

- Christine Phelps, Library Associate I, Public Services position at the Columbia Branch Library, part-time, effective January 6, 2014, at an hourly rate of \$15.535, grade UH, step 1.
- Antwayne Smith, Library Assistant, Public Services position at the South Branch Library, part-time, effective February 3, 2014, at an hourly rate of \$12.137 per hour, grade UE, step 2.
- Rayetta Alvarado, Library Aide-Floater, Public Services position in the Outreach and Operations Departments, effective December 9, 2013, at an hourly rate of \$7.968, grade UA, step 2.

**Roll Call:** yeas, unanimous

**#2014-006 Approval of Surplus Property**

Ms. Hatch moved, Mr. Kovach seconded to approve the disposal of the following materials pursuant to Board Policy 2.02 which were withdrawn from January 1 through December 31, 2013 due to being outdated, in poor condition, or duplicate copies no longer in demand for a total of 98,649 items that have been withdrawn from circulation.

**Roll Call:** yeas, unanimous

**#2014-007 Acceptance of Donations/Grants**

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

Katherine Hageman Trust – Foundation Distribution	\$ 27,096.38
Anonymous Donor - Domonkas Branch Library	\$ 1,500.00

**Roll Call:** yeas, unanimous

**#2014-008 Approval of 2014 Permanent Budget Revenues – General and Levy Funds**

Mr. Kovach moved, Ms. Holmes seconded to approve the permanent budget revenues for the general and levy funds for 2014:

2014		GEN FUND	LORAIN LEVY	AVON LEVY	DOM LEVY	NR LEVY	COL LEVY	TOTAL
1100	PUBLIC LIBRARY FUND	\$3,560,075						\$3,560,075
1200	TAX LEVIES	-	\$2,253,216	\$438,654	\$324,218	\$1,243,612	\$360,018	4,619,718
3000	FINES, FEES, ETC.	135,000						135,000
4000	INTEREST ON INVEST	1,620	380	120	35	240	40	2,435
5000	CONTRACTS/OTHER ENT	-						-
6000	GIFTS/BEQUESTS	1,000						1,000
8000	SALES/REFUNDS/MISC.	6,000						6,000
9000	FUND TRANSFERS		961,683	151,860	65,457	211,207	54,024	1,444,231
<b>TOTAL EST. REVENUE</b>		<b>\$3,703,695</b>	<b>\$3,215,279</b>	<b>\$590,634</b>	<b>\$389,710</b>	<b>\$1,455,059</b>	<b>\$414,082</b>	<b>\$9,768,459</b>

**Roll Call:** yeas, unanimous



**#2014-009 Approval of 2014 Permanent Budgeted Revenues – Other Funds**

Ms. Hatch moved, Mr. Kovach seconded to approve the permanent budget revenues for other funds for 2014:

<b>Fund No.</b>	<b>Fund Name</b>	<b>Account Name</b>	<b>Amount</b>
203	Summer Reading	Contributions	\$ 57,681.00
204	Family Read Aloud	Contributions	-0-
215	Book/Memorial Fund	Interest on Investments	100.00
		Contributions	9,900.00
		Contributions Avon	2,000.00
		Contributions Columbia	2,000.00
		Contributions Domonkas	2,000.00
		Contributions N. Ridgeville	2,000.00
		Contributions South	2,000.00
401	Building & Repair Fund	Interest on Investments	8,000.00
451	Capital Improvements Fund	Interest on Investments	180.00
701	Hageman Trust Fund	Interest on Investments	100.00
		Contributions	27,000.00
702	Stocker Trust Fund	Interest on Investments	15.00
801	Kurtz/Male	Interest on Investments	1.00
803	Domonkas Trust	Interest on Investments	15.00
<b>TOTAL</b>			<b>\$ 112,992.00</b>

**Roll Call:** yeas, unanimous

**#2014-010 Approval of 2014 Permanent Appropriations Budget**

Mr. Kovach moved, Ms. Novak seconded to approve the 2014 Permanent Appropriations Budget as follows:

<b>Fund</b>	<b>Name</b>	<b>Amount</b>
101	General Fund	\$ 3,782,579
110	N Ridgeville	1,454,906
112	Avon	719,093
120	Columbia	465,698
122	Domonkas	460,720
130	Lorain	3,620,366
203	Summer Reading	59,200
204	Family Read Aloud	0
205	Project Lite	1,000
215	Book Memorial	100,000
401	Building & Repair	864,274
451	Capital Improvement	31,000
701	Hageman	40,785
702	Stocker Trust	6,500
803	Domonkas Trust	50,000
<b>Total</b>		<b>\$ 11,656,121</b>

**Roll Call:** yeas, unanimous

**#2014-011 Approval of Fund Transfers**

Ms. Novak moved, Mr. Kovach seconded to authorize the following fund transfers, as per the 2014 Appropriations Budget:

<b>From</b>	<b>To</b>	<b>Amount</b>
101-01-59999 Tx General Fund	110-00-49999 Tx In N. Ridgeville Levy	\$ 211,207
101-01-59999 Tx General Fund	112-00-49999 Tx In Avon Levy	\$ 151,860
101-01-59999 Tx General Fund	120-00-49999 Tx In Columbia Levy	\$ 54,024
101-01-59999 Tx General Fund	122-00-49999 Tx In Domonkas Levy	\$ 65,457
101-01-59999 Tx General Fund	130-00-49999 Tx In Lorain Levy	\$ 390,209
401-01-59999 Tx Building & Repair Fund	130-00-49999 Tx In Lorain Levy	\$ 571,474
702-01-59999 Tx Stocker Fund	203-00-49999 Tx In Summer Reading	\$ 5,000

**#2014-012 Approval for Fine Forgiveness Month**

Mr. Kovach moved, Ms. Novak seconded to approve *2014 National Library Week “Lives Change @ Your Library”* from April 1–30, 2014, and to forgive one half of outstanding fines during that month.

**Roll Call:** yeas, unanimous

**#2014-013 Approval of Participation in NEO-RLS for 2014-2015**

Mr. Kovach moved, Ms. Novak seconded to approve participation in the Northeast Ohio Regional Library System for the period July 1, 2014 through June 30, 2015 with the following fees:

Membership Assessment - \$ 5,250.00

**Roll Call:** yeas, unanimous

**#2014-014 Approval of Notice of Intent to Withdraw from NEO-RLS July 1, 2015**

Mr. Kovach moved, Ms. Holmes seconded to approve a notice of intent to withdraw from the Northeast Ohio Regional Library System effective July 1, 2015.

**Roll Call:** yeas, unanimous

**#2014-015 Approval of Resolution of Appreciation for Louise Kruse Druhot**

Ms. Tomas moved, Ms. Novak seconded to approve a resolution of appreciation for Louise Kruse Druhot:

**RESOLUTION OF APPRECIATION**

**WHEREAS**, in her many years of service, the late Louise Kruse Druhot was a dedicated librarian; and

**WHEREAS**, the late Louise Kruse Druhot made major contributions to the Lorain Public Library System by providing the North Ridgeville community with a friendly atmosphere where she served patrons with courtesy and knowledge at the North Ridgeville Branch Library; and

**WHEREAS**, she implemented pre-school story hours and summer reading programs instilling a love of reading in North Ridgeville children;

**THEREFORE, BE IT RESOLVED** that the Lorain Public Library System's Board of Trustees does publicly acknowledge the late Louise Kruse Druhot and her contributions to the Library System, and on behalf of the Board and Staff will donate a book to the North Ridgeville Branch Library collection in her memory.

**Roll Call:** yeas, unanimous

**#2014-016 Approve Contract with Library Ideas for Freegal Movies**

Mr. Kovach moved, Ms. Holmes seconded to purchase an annual license for Freegal Movies in the amount of Twenty-Three Thousand, Seven Hundred Dollars (\$23,700.00) to provide patrons with downloads of electronic media.

**Roll Call:** yeas, unanimous

**#2014-017 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Mr. Kovach moved, Ms. Novak seconded at 5:50 p.m. to approve adjourning to Executive Session to discuss administrative salaries and collective bargaining.

**Roll Call:** yeas, unanimous

**Reconvened: 6:46 p.m.**

Board of Trustees  
January 16, 2014

0012-2014

**Other Agenda Items**

**Next Meeting**

February 20, 2014 at 5 p.m.  
Main Library

**Adjournment**                      Time: 6:47 p.m.

**Attest:**

          Homer A. Under          , President

          Susan J. Hatch          , Secretary