

Board of Trustees  
February 20, 2014

0013-2014

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

**Minutes**

Lorain Public Library System

Thursday, February 20, 2014

5:00 p.m. Main Branch Library, 351 Sixth St., Lorain, OH

Regular Business Meeting

**Roll Call**

Mr. Virden called the meeting to order at 5:20 p.m.

Present: Mr. Virden, Mr. Dore, Ms. Hatch, Ms. Holmes, Mr. Kovach, Ms. Novak, Ms. Tomas

**Regular Business**

Ms. Novak stated that due to a potential conflict of interest she would abstain from voting on the purchase of the Konica-Minolta Color Book Scanner.

**#2014-018 Approval of Minutes**

Mr. Kovach moved, Ms. Novak seconded that the minutes of the January 16, 2014 meeting be approved.

**Roll Call:** yeas, unanimous

**#2014-019 Approval of Chief Fiscal Officer's (CFO's) Report**

Mr. Kovach moved, Ms. Tomas seconded that the Treasurer's Report for the month ending January 31, 2014 be approved.

Mr. Wilson reported to the Board that the month end cash balance for January was \$8,660,991. Of the month end cash balance, \$6,303,862 were operating funds, of which \$4,541,184 were unencumbered. The fund went up because Mr. Wilson transferred Building and Repair funds to Lorain Levy. Year-to-Date Revenues were \$319,406, 3.9%, without transfers or advances. Year-to-Date Expenses for January were \$568,973, 6.0% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$2,376,532 which is 28.6% of the *estimated* annual expenses for 2014.

Mr. Wilson stated the Library received the Board of Election Certification for North Ridgeville's levy and it will be on the ballot as Issue 21. A public notice will be listed in the Morning Journal on February 28, 2014 for The Library's Annual Financial Report.

## **Regular Business Continued**

**Roll Call:** yeas, unanimous

## **Report of the Director**

Ms. Eldridge said, "Good afternoon and welcome to the Main Branch Library in Lorain." She has been involved in programs celebrating African American History this month and will continue participating in March.

Ms. Eldridge reported that the Lorain County Library Trustee's meeting will be held on February 27, 2014 at the Oberlin Inn. Mr. Dore, Ms. Hatch, Ms. Holmes and Mr. Virden will be attending this event.

Ms. Eldridge invited the board to OLC's New Trustee Workshop on March 8, 2014.

Ms. Eldridge reported April 2, 2014 is OLC Legislative Day.

Ms. Eldridge was excited to announce Mr. Dore's new board member orientation is complete.

Ms. Eldridge expressed appreciation for Valerie Smith's 40 years of service and went on to say she is an invaluable part of the management team. Ms. Eldridge cooked for Ms. Smith and her family on February 16, 2014 after the Lorain Friends annual meeting.

## ***Community Events***

Mr. Gerald Evans thanked Ms. Eldridge for the Domonkas Branch Library's participation in Martin Luther King, Jr., celebrations.

On January 31, 2014 Ms. Eldridge held a pizza and movie night for the Domonkas book sale volunteers.

Ms. Eldridge advised North Ridgeville's next levy meeting will be February 24, 2014 and the North Ridgeville Levy is listed as Issue 21. Ms. Eldridge thanked SEIU 1199 for the donation of \$1,500 for the levy fund.

## ***Facilities***

Dale Girt is extremely busy with snow detail and delivery as he has one person out sick and there is a vacancy in the Department.

### **Report of Director Continued**

Ms. Eldridge showed her appreciation to Meagan Hayes for coordinating the Ted Jacobs' book signing. Despite the weather this event was well attended. Ted Jacobs' daughter sent a thank-you letter in her appreciation.

Ms. Eldridge reported there was an article in the Morning Journal regarding the letter she wrote about the homeless population in downtown Lorain and the effects it has had at the Library. She added a patron wrote a letter of support to the Morning Journal that will also be published this month.

The statistical reporting methods are in the process of being updated. 2013 Statistics will be included in the March Board packet.

Ms. Eldridge advised the Community Foundation's Craig Winterton Fund donation will be used for the 2014 Summer Reading Program.

### **Report of Assistant Director**

Toni Whitney reported that negotiations have begun with SEIU 1199. There have been four meetings there are dates scheduled for four additional meetings. There are a few grievances at this time.

Ms. Whitney advised there was not a Labor Management meeting in February as a quorum was not met due to inclement weather.

Ms. Whitney attended educational workshops and conferences and included this information in the board packet.

Ms. Whitney acknowledged she will be attending the City of Lorain's Mayor's address and will also be attending the Library Trustee Meeting in Oberlin.

### **Committee Reports**

Mr. Virden advised there are no committee reports.

### **Communications**

Mr. Wilson received a letter of support pertaining to the proposed homeless center zoning change.

## **Audience Participation**

### *Supervisors*

Main Branch Youth Services Librarian Supervisor, Elaine Betting presented information regarding the Read to Your Baby contest going on for the month of February. This contest is highlighting that literacy starts at birth. Ms. Betting stated that although the weather has hindered some of the babies from coming to the library, parents have been posting pictures of their children reading or someone reading to their child on the Library's Facebook page. She explained every family that enters into the drawing has an opportunity for their family to be featured on a "READ" poster. Ms. Betting has spoken to the North Ridgeville Press in regard to the contest.

Ms. Betting mentioned that a library card for kids will feature Browser's picture. She explained that the Browser Card is to encourage children to have more books in the home. Ms. Betting stated that it was a problem when children came to the library without their parents and wanted to check out books but were unable to attain a Library Card without their parent's signature. Ms. Betting stated with this new card a parent's signature is not needed and the children are able to check out up to three books. There will be no late fees on these cards.

Ms. Novak asked how the children would learn about this new card. Ms. Betting responded by informing children that come to the Circulation Counter inquiring how to obtain a library card. At this time, the person at the Circulation Counter will introduce them to the Browser Card.

### *Friends of the Library*

Mr. Kovach reported Columbia had received donations to the Friends of the Library in the amount of \$500 from people in the area.

Ms. Eldridge reported on February 8, 2014 Avon Branch had their Tea Party. Ms. Whitney stated this event usually breaks even and is done more for publicity than as a fundraiser. An Adult Art Show is planned from March 3<sup>rd</sup> to March 31, 2014. Ms. Whitney reported on March 20, 2014 Avon will be having their reception for the Adult Art Show.

Ms. Eldridge reported Domonkas held their Book Sale on January 2, 2014 and Pizza Party on January 31, 2014.

Ms. Eldridge reported that the Lorain Friends had an annual meeting on February 16, 2014 followed by Valerie Smith's Toni Morrison presentation.

### **Friends of the Library continued**

Ms. Tomas reported the book sale at North Ridgeville brought in about \$2,200 to \$2,300. Ms. Tomas advised election of officers will take place at the next meeting held on March 3, 2014. Ms. Tomas reported the May meeting has been cancelled. Ms. Tomas reported participation is growing.

### ***Foundation of the LPLS***

Ms. Tomas advised there has been no annual meeting.

### **New Business**

#### **#2014-020 Approval of Personnel Appointments**

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

- Mary Adamcek, Administrative Aide, part-time, in the Administrative Office, at the Main Library of the Lorain Public Library System, effective January 20, 2014, at an hourly rate of \$8.250, grade EA.
- Marie Cesaratto, Library Assistant Floater, Public Services, part-time, at the Avon and North Ridgeville Branches of the Lorain Public Library System, effective February 3, 2014, at an hourly rate of \$12.137, grade UE, step 2.
- David Stull, Delivery Aide, full-time, in the Maintenance Department of the Lorain Public Library System, effective February 3, 2014, at an hourly rate of \$10.280, grade UC.
- Kiesha Furcron, Administrative Clerk, part-time, in Administration at the Main Library of the Lorain Public Library System, effective January 27, 2014, at an hourly rate of \$13.50, grade EF.
- Kimberly Michelle Maher, Library Assistant Floater, Public Services, part-time, at the Columbia and North Ridgeville Branches of the Lorain Public Library System, effective February 3, 2014, at an hourly rate of \$11.784, grade UE, step 1.

**Roll Call:** yeas, unanimous

#### **#2014-021 Renew PR Consulting Contract**

Mr. Kovach moved, Ms. Hatch seconded to authorize the CFO to enter into a consulting contract with WhiteSpace Creative (formerly Highland PR), for a Ten Percent (10%) increase to Four Thousand, One Hundred and Sixty-Six Dollars and Sixty-Seven Cents (\$4,166.67) per month, or Fifty Thousand Dollars (\$50,000) for the year.

**Roll Call:** yeas, unanimous

**New Business continued**

**#2014-022 Approval to Purchase Print and Electronic Media Coverage Through WhiteSpace Creative**

Ms. Holmes moved, Ms. Novak seconded to authorize the CFO to enter into an agreement with WhiteSpace Creative to purchase standard increased coverage of up to an additional Sixteen and Eight-Tenths Percent (16.8%), or Seventy-Eight Thousand, Four Hundred and Fifty-Two Dollars (\$78,452), and additional supplemental purchases in an amount not to exceed Five Thousand, Eight Hundred and Eleven Dollars (\$5,811) of print and electronic media coverage from local media outlets in 2014.

**Roll Call:** yeas, unanimous

**#2014-023 Approval to Purchase Konica-Minolta Color Book Scanner**

Mr. Kovach moved, Ms. Holmes seconded to authorize the CFO to enter into an agreement with Tronitech to purchase a Konica-Minolta PS5000C MKII Color Book Scanner, including shipping, installation, on-site training, surge protection and one-year maintenance agreement with software updates, for a cost not to exceed Sixteen Thousand, One Hundred and Eighty-Five Dollars (\$16,185).

**Roll Call:** yeas, unanimous, Ms. Novak abstains

**#2014-024 Approval to Apply for a 2014 Grant from the Lorain Rotary Club, Gerald Prucha Fund, to Purchase Library Materials for the Lorain Library**

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

**Roll Call:** yeas, unanimous, Mr. Dore and Mr. Virden abstain.

**#2014-025 Acceptance of Donations/Grants**

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

Barbara Sutton – for North Ridgeville Branch	\$ 1,000.00
Community Foundation – Krieg-Winterton for Lorain Library	\$ 1,044.00

**Roll Call:** yeas, unanimous

**New Business continued**

**#2014-026 Authorization of Daily Meal Stipend for ALA, PLA & GFOA Attendees**

Ms. Novak moved, Ms. Holmes seconded to approve a pre-paid, daily meal stipend of forty dollars (\$40.00), as allowed for meals under the Board's Travel Policy, for the staff members approved to attend the Public Library Association (PLA) Conference, the American Library Association (ALA) Conference, or the Government Finance Officers Association (GFOA) Conference in 2014, or thirty-five dollars (\$35.00) for the Ohio Library Council Annual Conference, less meals provided as a part of the conference, or meals not included under Board Policy because of partial-day attendance.

**Roll Call:** yeas, unanimous

**#2014-027 Approval to Attend ALA Annual Conference**

Mr. Kovach moved, Ms. Novak seconded to approve up to five days of release time and expenses for Joanne Eldridge to attend the ALA Annual Conference in Las Vegas, NV, June 27 through July 1, at a cost not to exceed One Thousand, Five Hundred and Twenty-Six Dollars (\$1,526.00).

Registration:	\$230 (if paid by March 3, 2014)
Hotel Room:	\$596 (\$149/room/night)
Meals:	\$200(\$40 per day -out of state allowance)
Airfare:	\$500 (not to exceed)
Other Transportation:	\$0 (at own expense)

TOTAL ESTIMATED COST: \$1,526

**Roll Call:** yeas, unanimous

**#2014-028 Purchase of Patron Library Cards and Material Bar Code Labels**

Mr. Kovach moved, Ms. Hatch seconded to authorize the CFO to enter into a contract with the Markey Group for the purchase of 20,000 patron library cards and 36,000 library material bar code labels for an amount not to exceed Eleven Thousand and Forty-Four Dollars (\$11,044).

**Roll Call:** yeas, unanimous

**New Business continued**

**#2014-029 Approval for Security Services**

Mr. Kovach moved, Ms. Hatch seconded to authorize the use of Whittguard Security Services, Inc. to provide security services as needed at the Main Library and Branches, on an as-needed basis, at a rate of Thirteen Dollars and Fifty Cents (\$13.50) per hour.

***Comments***

*Mr. Dore gave kudos to the work of the Lorain City Auxiliary and requested we keep open communication with the Auxiliary. Ms. Eldridge responded by thanking Mr. Dore for his candid comments and did advise that the decision to no longer use the Auxiliary as security was not made lightly.*

**Roll Call:** yeas, unanimous

**#2014-030 Approval to Enter into Executive Session to Discuss Upcoming Negotiations with SEIU District 1199, and to Discuss the Possible Purchase of Real Estate**

Mr. Kovach moved, Holmes seconded at 5:53 p.m. to approve adjourning to Executive Session to discuss upcoming negotiations with SEIU District 1199, and to discuss the possible purchase of real estate.

**Roll Call:** yeas, unanimous

**Reconvened: 7:05 p.m.**

**#2014-031 Resolution Not to Become Ohio Library Council Institutional Member or Pay Annual Institutional Dues in 2014**

Ms. Kovach moved, Mr. Dore seconded to not become an institutional member of the Ohio Library Council in 2014, and to not pay institutional dues in the amount of Twelve Thousand, Three Hundred and Forty-Two Dollars (\$12,342.00).

***Comments***

*Joanne Eldridge was instructed to write a letter informing the Ohio Library Council and to notify other Ohio Public Libraries on the Board's action.*

**Roll Call:** yeas, unanimous



Board of Trustees  
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0021-2014

**IX. Other Agenda Items**

**X. Next Meeting**

Board of Trustees Regular Business Meeting  
March 20, 2014 at 5 p.m.  
South Branch Library

**XI. Adjournment**                      Time: 7:06 p.m.

Homer A. Ypelt President 3/20/14  
Susan J Hatch Secretary