

Board of Trustees  
April 17, 2014

0029-2014

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

**Minutes**

Lorain Public Library System

Thursday, April 17, 2014

5:00 p.m. Avon Branch, 37485 Harvest Dr., Avon, OH

Regular Business Meeting

**Roll Call**

Mr. Virden called the meeting to order at 5:02 p.m.

Present: Mr. Virden, Mr. Dore (5:20), Ms. Hatch, Ms. Holmes, Mr. Kovach, Ms. Novak, Ms. Tomas

**Regular Business**

Mr. Virden asked if anyone had a conflict of interest with the business being presented at this meeting, and no board member indicated a conflict of interest.

**#2014-040 Approval of Minutes**

Mr. Kovach moved, Ms. Novak seconded that the minutes of the March 20, 2014 meeting be approved.

**Roll Call:** yeas, unanimous

**#2014-041 Approval of Chief Fiscal Officer's (CFO's) Report**

Ms. Tomas moved, Ms. Novak seconded that the Treasurer's Report for the month ending March 31, 2014 be approved.

Mr. Wilson reported to the Board that the month end cash balance for March was \$9,282,676. Of the month end cash balance, \$6,938,509 in our Operating/Governmental Funds, of which \$5,349,179 were unencumbered. The Revenues for the year totaled \$2,297,477 which represented 27.7% of estimated revenue without transfers and/or advances. Year-to-Date Expenses for March were \$1,925,359, 20.2% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$3,622,018 is at 38.1% of the *estimated* annual expenses for 2014.

Mr. Wilson reported the unencumbered cash balance as of March 31, 2014 is \$7.5 million which is still short of the March 31, 2009 balance. The effects of the 2010 Budget reduction were clearly demonstrated by reviewing year to year changes, in the library's fiscal position.

**Regular Business Continued (CFO's Report):**

Mr. Wilson stated Lorain tax collections are higher than last year by 6%, Sheffield Lake's collections are lower and Avon remitted their 2014 earlier than last year.

Mr. Wilson stated there was no correspondence and no public (records) requests.

Sheila Lanning, Assistant Fiscal Officer, attended an Auditor of State regional forum on April 17, 2014. The forum educated attendees on new pension reporting under the Government Accounting Standards Board (GASB) proclamations. The next audit, for 2013-2014, falls into the pre-implementation calendar. Dave Yost, State Auditor, introduced GASB 68 as a liability that cannot be enforced. GASB is revising accounting for pension costs and liabilities, the Auditor's office will be issuing bulletins to provide more clarification.

Mr. Wilson will be attending the OLC Fiscal Officer's training in Columbus.

Mr. Wilson and Sheila Lanning will be attending the Spring Ohio Library Fiscal Officers Association meeting in May.

Mr. Wilson had been asked to look into software that would offer real time Board minutes, agendas and information storage. Mr. Wilson has made inquiries for information from several software companies including Hyland in Westlake. Mr. Wilson will continue his investigation into software that will be beneficial.

Minute Men HR is going to work with the Library Administration on claim and incident reporting to minimize Worker's Compensation claim costs.

Mr. Wilson reported all Library Staff has filled out a questionnaire for "Form Fire", which is a health care website intended to help the Library look for the best insurance rates. The Healthcare Committee will also look at products the Library might want to implement and wellness programs that can reduce premiums.

Several Rotary Club members have agreed to volunteer at the Mini Golf Program offered at the Main Library on Saturday April 26, 2014 from 6pm-8pm. Ms. Eldridge added that this program was Valerie Smith's idea that she is willing to share with the branches.

**Roll Call:** yeas, unanimous

## **Report of the Director**

Ms. Eldridge welcomed everyone to the Avon Branch and gave a special thanks to Doug Petersen who was attending the meeting. Ms. Eldridge thanked Doug and Kathy Peterson for providing the board meeting refreshments.

### *Community Events*

Ms. Eldridge informed the Trustees they were still welcome to attend the OLC Trustee Dinner on April 22, 2014. Ms. Eldridge stated anyone interested could email her.

Ms. Eldridge stated she was unable to attend the OLC Legislative Day, but was glad to hear that OLC was lobbying for 2% in the Public Library Funds (PLF). Ms. Eldridge was disappointed to find out that the proposed increase will be tabled in house. Ms. Eldridge's Lorain colleagues decided to write a joint letter to Senator Manning. Ms. Eldridge thought it would be helpful to send a separate letter from LPLS that will be mailed to Senator Manning on April 18, 2014.

### *Facilities*

Ms. Eldridge attended the Library Services and Personnel Committee meeting. Ms. Eldridge stated she spoke with the Committee about changing the hours of the Main Library and they were in agreement with this change.

Ms. Eldridge announced the completion of union negotiations. Ms. Eldridge thanked everyone involved for their hard work during this process.

The North Ridgeville Library Levy Committee Meeting is Monday, April 28, 2014. Ms. Eldridge asked if the Trustees would be willing to help on the campaign.

Ms. Eldridge thanked Toni Whitney and Donna Kelly for working on the refurbishing of the Avon Branch.

The Main and South Branches have had to put locks on the outside outlets due to the public stealing electricity. Ms. Eldridge stated locks may also have to be purchased for Domonkas.

A donation for Main Library Books in the amount of \$4,800 was received from Russell Conser in memory of his wife Mary Conser. An anonymous donor made a \$5,000 donation to the Teen Summer Reading Program. The donation of \$32,000 from the Stocker Foundation has been approved for the Summer Reading Program for children ranging in age from preschool to third grade.

## **Report of Assistant Director**

Ms. Whitney stated that the Library and Union embarked on negotiations through the months of February and March. At the end of March when the contract expired there still was no resolution. Ms. Whitney added that one week later the Union ratified the contract. The Union requested mediation for a grievance filed about the emergency closing on March 12, 2014, due to extreme weather conditions. Ms. Whitney advised that two grievances have been mediated and one is pending. Ms. Whitney thanked Frances Johnson, Pamela Coghlan, Joanne Eldridge and Jim Wilson for all their hard work during negotiations.

The Labor Management Committee has been on hold due to the union contract negotiations. Elaine Betting, Youth Services Librarian Supervisor, is a new member of Labor Management and training will need to commence when the Committee resumes meeting.

Ms. Whitney reported the New Staff Orientation will be held April 24, 2014. Ms. Whitney was excited to report it is a large group of 18 new employees.

## **Committee Reports**

Ms. Novak gave report on the Library Services and Personnel Committee that met April 10, 2014. On the agenda was the change of hours at the Main Library, closing of the Avon Branch from May 7 – May 24, 2014, Manager on Call position, remembrance of Virginia Hagley and Executive Session. Strategic Planning was also discussed. The Committee was looking at what a consultant can do to assist the Library.

Ms. Tomas advised there was nothing to report for the Fraud Hotline.

## **Audience Participation**

### *Supervisors*

Toni Whitney informed the Trustees that Donna Kelly, Supervisor of the Avon Branch, was on FMLA for her daughter and thanked the staff for all their help while Ms. Kelly has been out.

Ms. Whitney reminded everyone that it is National Library Week and thanked the Avon Friends for providing the staff luncheon.

During National Library Week, children receive tickets for every ten books checked out to be entered into a prize drawing.

**Audience Participation Continued (*Supervisors*):**

Ms. Whitney reported that summer programs were being planned.

Ms. Whitney offered to share the plans for the upcoming Avon refurbishment with board members.

***Friends of the Library***

Ms. Whitney again thanked Avon Friends for staff refreshments and luncheon. Avon Friends met April 3, 2014 and the book sale netted approximately \$500.

Mr. Kovach reported Columbia Friends met April 15, 2014. The book sale will be April 21 – 26, 2014. Mr. Kovach thanked Ms. Whitney for getting him back involved in The Columbia Friends. Mr. Kovach is excited about his involvement.

Ms. Eldridge and Ms. Hatch reported the Domonkas Friends had a meeting on April 8, 2014. The book sale will be in May. Sheffield Lake will be having Community Days the second week in July.

Ms. Eldridge reported Lorain Friends met April 15, 2014. Ms. Eldridge spoke to them about the Main Library's hours changing and they were in agreement. Lorain Friends donated items for the golf outing. Ms. Tomas reported North Ridgeville Friends' silent auction will continue through the end of the month. The book sale is scheduled for April 24-27, 2014. The Levy Victory Party is scheduled for May 6, 2014. There will be no May meeting due to the levy. Ms. Tomas thanked all Library Friends, staff and SEIU for their contributions to the levy.

***Foundation of the LPLS***

Ms. Tomas advised she would be filing the IRS forms on April 18, 2014.

***Other***

Isabelle Wimmer, SEIU representative, advised on April 4, 2014 the Union had a meeting to vote on the last and final offer which was ratified by a majority of the union members.

*(Mr. Virden officially acknowledged Mr. Dore's arrival at 5:20pm)*

## VIII. New Business

### #2014-042 Approval of Personnel Appointments

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

- Francis Ortiz, Library Aide, part-time, in the Technical Services Department of the Lorain Public Library System, effective March 24, 2014, at an hourly rate of \$7.968, grade UA, step 2.
- Justin Scardami, Delivery Aide, part-time, in the Maintenance Department of the Lorain Public Library System, effective March 24, 2014, at an hourly rate of \$9.98, grade UC, step 1.
- Jennifer Thomas, Library Assistant, Public Services, part-time, at the Columbia Branch Library, effective March 24, 2014, at an hourly rate of \$11.784, grade UE, step 1.
- Colleen Ridenour, Library Assistant, Public Services, part-time, at the North Ridgeville Branch Library, effective March 31, 2014, at an hourly rate of \$11.784, grade UE, step 1.
- Theresa Wootten, Library Aide, Public Services, part-time, in the Adult Services Department of the Lorain Public Library System, effective March 31, 2014, at an hourly rate of \$7.968, grade UA, step 2.

**Roll Call:** yeas, unanimous

### #2014-043 Acceptance of Donations/Grants

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

Katherine Hageman Trust – Foundation Distribution	\$ 5,411.28
Anonymous Donor – Teen Summer Reading Program	\$ 5,000.00
Russell Conser ( <i>in memory of Mary Conser</i> ) – Main Library Books	\$ 4,800.00

**Roll Call:** yeas, unanimous

### #2014-044 Approve Contract with Carney-McNicholas, Inc. to Move and Store Library Materials for Avon Painting and Carpeting

Mr. Kovach moved, Ms. Holmes seconded to authorize the Chief Fiscal Officer to enter into a contract with Carney-McNicholas, Inc. to move and store library materials for the Avon painting and carpeting project in an amount not to exceed Twenty-Three Thousand, Seven Hundred and Fifty Dollars (\$23,750).

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-045 Approve Contract to Purchase New Seating and Reupholster Furniture at the Avon Branch Library**

Ms. Novak moved, Ms. Holmes seconded to authorize the Chief Fiscal Officer to enter into a contract with American Interiors to purchase new meeting room chairs and stacking carts, a love seat and two lounge chairs, and to reupholster existing branch furniture in an amount not to exceed Twenty-Six Thousand, Three Hundred and Forty Dollars (\$26,340).

**Roll Call:** yeas, unanimous

**#2014-046 Approve Closing Avon Branch Library from May 7 through May 24, 2014**

Ms. Novak moved, Ms. Holmes seconded to approve the closing of the Avon Branch Library from May 7 through May 24, 2014 to complete a renovation of the Avon Branch Library.

**Roll Call:** yeas, unanimous

**#2014-047 Approval to Attend Ohio Public Finance Officers Training Institute**

Mr. Kovach moved, Ms. Hatch seconded to approve five days of release time and expenses for James Wilson, CFO to attend the Ohio Association of Public Treasurers *Ohio Public Finance Officers Training Institute* June 9<sup>th</sup> through June 13<sup>th</sup>, at a cost not to exceed One Thousand, Four Hundred and Twenty-Four Dollars (\$1,424.00).

Registration:	\$485 (if paid by April 30, 2014)
Hotel Room:	\$705 (\$141/room/night)
Meals:	\$175 (\$35 per day in-state allowance)
Mileage:	\$ 59

TOTAL ESTIMATED COST: \$1,424

**Roll Call:** yeas, unanimous

**#2014-048 Delay the Opening of the Main Library on Wednesday, April 30, 2014**

Mr. Kovach moved, Ms. Novak seconded to approve a delay of opening for the Main Library until 2 p.m. so that the Director can hold informational meetings with staff.

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-049 Resolution in Memory of Virginia Hagley Coller.**

Ms. Hatch moved, Ms. Novak seconded to approve the following resolution in memory of Virginia Hagley Coller:

**WHEREAS**, in her many years of service, the late Virginia Hagley Coller was a dedicated librarian; and

**WHEREAS**, the late Virginia Hagley Coller made major contributions to the Lorain Public Library System by providing the Sheffield/Sheffield Lake community with a friendly atmosphere where she served patrons with courtesy and knowledge at the Domonkas Branch Library; and

**WHEREAS**, she was responsible for creating an outstanding nonfiction collection with a focus on Civil War history and Great Lakes shipping; and

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

**Roll Call:** yeas, unanimous

**#2014-050 Adoption of New Job Classification for Manager-on-Call**

Mr. Kovach moved, Ms. Novak seconded to adopt a new job classification for Manager-on-Call:

<b>Job Title:</b>	Manager on Call	<b>Date:</b>	March 2014
<b>Grade:</b>	EK	<b>FLSA:</b>	Exempt

**Basic Function:**

Performs a variety of complex technical and administrative tasks requiring considerable independent judgment and in-depth knowledge related to the management of a library department or branch operations.

**Distinguishing Features of the Class:**

This classification is professional library work calling for the application of the principles of library science to the assignments. The distinguishing feature of this class is that the duties performed are supervisory and managerial in nature and include extensive contact



**New Business Continued (Resolution 2014-050):**

with community and outside agencies served by the unit. Employees assigned to this class serve as managers on call (substitute) of the Main Library or branch. Complex and sensitive library problems are solved independently.

**Characteristic Duties and Responsibilities:**

Manages and leads in the operation of a library department or branch.

Provides functional supervision by training, making assignments to subordinates, and recommending personnel actions to the director/assistant director.

Monitors unit operations and customer service, ensures any necessary corrections are made, and implements staff changes to improve activities.

Oversees branch physical plant (cleanliness, safety, security, use); reports problems to the Facilities Manager and/or immediate supervisor.

Prepares correspondence and hears and resolves complaints.

Coordinates, plans and promotes various library activities.

Alternates with Librarian Supervisors and Public Services Coordinators as the person in charge of the Main Library.

Selects and maintains materials for department or branch collection.

May lead and facilitate standing or special committees.

Serves as a member of the Library's Management Team.

**Knowledge, Skills and Abilities:**

Thorough knowledge of professional library principles, methods, techniques and procedures; thorough knowledge of reader interest levels; ability to lead, plan and supervise the work of others; ability to use office productivity and communications software applications in a computerized, networked environment; tact and courtesy; ability to work in a team environment; ability to speak effectively in public; good professional judgment.

**Education, Training and Experience:**

Requires a master of library science degree issued by an ALA-accredited library school and a minimum of four years of experience being in-charge of an urban/suburban library or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-051 Approval of Contract to Repair Parking Lots**

Ms. Holmes moved, Ms. Hatch seconded to authorize the CFO to enter into a contract to repair, seal and stripe parking lots with Maintenance Systems of Northern Ohio, in an amount not to exceed Ten Thousand, Six Hundred and Fifty-Eight Dollars (\$10,658).

**Roll Call:** yeas, unanimous

**#2014-052 Approval to Donate Avon Branch Furniture Being Replaced in Avon Branch Interior Renovation.**

Mr. Kovach moved, Ms. Holmes seconded to approve the donation of a blue sofa and ottoman, and 60 meeting-room chairs to the Avon Friends of the Library.

**Roll Call:** yeas, unanimous

**#2014-053 Approval to Enter into Executive Session to Discuss Contract Negotiations and Tentative Contract.**

Mr. Kovach moved, Ms. Novak seconded at 5:37 p.m. to approve adjourning to Executive Session to discuss contract negotiations and tentative contract.

**Roll Call:** yeas, unanimous

**Reconvened: 6:18 p.m.**

**#2014-054 Approval of Tentative Collective Bargaining Agreement**

Mr. Kovach moved, Ms. Hatch seconded to approve the tentative Collective Bargaining Agreement between Lorain Public Library and District 1199 Service Employees International Union dated April 1, 2014 through March 31, 2017, with the new salary scale retro-active to April 1, 2014.

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-055 Approval of Exempt Salary Scale for Unclassified Exempt Staff**

Mr. Kovach moved, Ms. Hatch seconded to approve the salary adjustments and one-time merit payments for collective bargaining unit exempt staff, effective April 1, 2014.

Lorain Public Library System Lorain, Ohio EXEMPT SALARY SCALE--April 1, 2014					
Grade	Position	Beginning		Midpoint	Top
EA	Student Library Aide	A	15,982	17,660	19,335
	Administrative Aide	H	\$ 8,088	\$ 8,937	\$ 9,785
ED	Clerk	A	21,187	26,216	31,243
		H	\$ 10,722	\$ 13,267	\$ 15,811
EF	Administrative-Clerk	A	25,850	31,984	38,117
		H	\$ 13,082	\$ 16,186	\$ 19,290
=====					
EG	Graphic Specialist	A	28,211	35,829	43,444
		H	\$ 14,277	\$ 18,132	\$ 21,986
EH	Administration Secretary	A	30,087	38,210	46,331
		H	\$ 15,226	\$ 19,337	\$ 23,447
EI	Assistant Fiscal Officer Administrative Svcs. Office Mgr. Public Relations Associate	A	33,426	42,636	51,844
		H	\$ 16,916	\$ 21,577	\$ 26,237
EJ	Personnel Coordinator	A	37,740	48,137	58,533
		H	\$ 19,099	\$ 24,361	\$ 29,622
EK	Facilities Manager Librarian Supervisor Marketing Communications Mgr.	A	42,067	54,589	67,109
		H	\$ 21,289	\$ 27,626	\$ 33,962
EL	Public Svcs Coordinator Technology Manager	A	46,968	60,946	74,924
		H	\$ 23,769	\$ 30,843	\$ 37,917

*NOTE: Beginning based on Collective Bargaining Agreement and past starting salary, Top increased 1.5% based on BLS/CPI for All Urban Consumers 2013*

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-056 Approval of 2014 Salaries for Unclassified Exempt Staff**

Ms. Novak moved, Ms. Hatch seconded to approve the salary adjustments and one-time merit payments for collective bargaining unit exempt staff, effective April 1, 2014.

<i>Staff Member</i>	<i>New Hourly Rate</i>	<i>Annualized Salary</i>
Mary Adamcek	\$8.333	\$ 8,666.32
Elaine Betting	23.552	46,538.75
Pamela Coghlan	23.988	47,400.29
Kiesha Furcron	13.635	21,270.60
Doris Garber	34.420	68,013.92
Dale Girt	29.815	58,914.44
Cheryl Grizzell	22.235	43,936.36
Meagan Hayes	26.063	51,500.49
Frances Johnson	26.584	52,529.98
Donna Kelly	23.659	46,750.18
Sheila Lanning	20.069	39,656.34
Deborah Leyva	13.474	20,318.79
Tamara Manzo	11.330	11,194.04
Sandra Mitchell	31.296	61,840.90
Jennie Patterson	20.396	40,302.50
Ingrid Rivera	19.766	30,834.96
Carol Russo	14.130	22,042.80
Karen Sigsworth	31.901	63,036.38
Leah Simms	15.163	29,962.09
Valerie Smith	35.271	69,695.50
Robert Wenz	34.143	67,466.57
Kathleen Whitmore	20.038	39,595.09

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-057 Approval of Administrative Salary**

Mr. Kovach moved, Ms. Novak seconded to increase salaries for Joanne Eldridge, Director; Toni Whitney, Assistant Director; and James Wilson, CFO by three percent (3%), effective as of the first pay of 2014.

<i>Staff Member</i>	<i>New Hourly Rate</i>	<i>Annualized Salary</i>
Joanne Eldridge	\$48.397	\$95,632.47
Toni Whitney	36.042	71,218.99
James Wilson	35.307	69,766.63

**Roll Call:** yeas, unanimous

**#2014-058 Approval of Change in Hours of Operation at the Lorain Main Library and South Lorain Branch Library**

Ms. Hatch moved, Ms. Kovach seconded to change the Lorain Main Library's hours of operation effective June 1, 2014 and offer Sunday hours at the South Lorain Branch Library beginning Sunday, October 5, 2014:

Main Library Change in Hours of Operation Beginning June 1, 2014  Monday – Thursday 10 a.m. to 8 p.m. Friday, 10 a.m. to 6 p.m. Saturday, 10 a.m. to 6 p.m. Sunday, Closed Open South Branch 1 p.m. to 4 p.m. (October to April)
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**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-059 Approval of Reorganization of the Main Library and Outreach Department**

Ms. Hatch moved, Ms. Novak seconded to reorganize the Main Library and Outreach Department effective June 8, 2014.

**Roll Call:** yeas, unanimous

**IX. Other Items**

Mr. Kovach inquired about rust stains on the ceiling tiles at the Columbia Branch Library, just inside the vestibule. Ms. Whitney will have the Maintenance Department investigate the issue.

Mr. Kovach inquired about the status of flood remediation at the Columbia Branch Library. R.E. Warner, an engineering firm, has been given the site drawings and worked with Library management in reviewing the flooding and they are developing the proper solutions to prevent future flooding.

**X. Next Meeting**

Finance Audit and Properties Committee  
Date & Location TBD

Board of Trustees Regular Business Meeting  
May 15, 2014 at 5 p.m.  
Domonkas Branch Library

**XI. Adjournment** Time: 6:26 p.m.

**Attest:**

James A. Updegraff, President  
Susan J Hatch, Secretary