

Board of Trustees  
June 19, 2014

0054-2014

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

**Minutes**

Lorain Public Library System

Thursday, June 19, 2014

5:00 p.m. Columbia Branch, 13824 W. River Rd. N., Columbia Township, OH  
Regular Business Meeting

**Roll Call**

Mr. Kovach called the meeting to order at 5:01 p.m.

Present: Mr. Dore, Ms. Hatch, Mr. Kovach, Ms. Tomas, Ms. Holmes (5:04pm), Ms. Novak (5:14pm), Mr. Virden (5:19pm)

**Regular Business**

Mr. Kovach asked if anyone had a conflict of interest with the business being presented at this meeting, and no board members that were present indicated a conflict of interest. Mr. Wilson did acknowledge that Ms. Novak would have a conflict of interest with Resolution #2014-087 Approval to Advertise/Sponsor 2014 Labatt Blue Black River Concert Series.

**#2014-077 Approval of Minutes**

Ms. Tomas moved, Ms. Hatch seconded that the minutes of the May 15, 2014 meeting be approved.

**Roll Call:** yeas, unanimous

**#2014-078 Approval of Chief Fiscal Officer's (CFO's) Report**

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

Mr. Wilson reported to the Board that the month end cash balance for May was \$9,595,910. Of the month end cash balance, \$7,225,928 in was in our Operating/Governmental Funds, of which \$5,601,401 was unencumbered. The Revenues for the year totaled \$4,000,292 which represented 48.2% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$3,314,940 which were 34.8% of the *estimated* \$9,518,469 annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$5,248,601 that was 55.1% of the *estimated* annual expenses for 2014. The unencumbered cash balance as of May 31, 2014 is \$7, 813,157 million, which was still short of the May 31, 2009 balance.

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

Mr. Wilson and Sheila Lanning attended the Spring Ohio Library Fiscal Officers Association meeting on May 30, 2014.

Mr. Wilson thanked the board again for the approval to attend the training program sponsored by the Ohio Association of Public Treasurers, from June 9 – June 13, 2014. The conference offered a number of informative sessions.

There were no public records requests or correspondence to report.

The approval to advertise at the Labatt Concert Series is the only resolution that was added to the agenda.

**Roll Call:** yeas, unanimous

*(Ms. Holmes arrived at 5:04pm and Ms. Novak arrived at 5:14pm)*

**Report of the Director**

Ms. Eldridge welcomed everyone to the Columbia Branch. Ms. Eldridge thanked Mark Cunningham, Dick Heidecker and Mike Musto, the Columbia Township Trustees, for attending. Ms. Eldridge also acknowledged and thanked Mary and Alan Melnyk, Friends of the Columbia Library, for their attendance.

Ms. Eldridge asked the board members their opinion on whether the Library should fast track the Strategic Plan process this year or roll it into next year and hire an outside consultant. Ms. Tomas, Ms. Hatch, Mr. Kovach and Ms. Holmes agreed in rolling it into next year and working with an outside consultant. Ms. Tomas expressed she would also like to see more input from the Board.

Ms. Eldridge updated the Board on the PLF Funding, it will stay frozen at 1.66% of general fund revenues which is split 9 ways among the Lorain County library jurisdictions.

*Community Events*

Ms. Eldridge attended the NAACP Life Membership Luncheon on May 17, 2014 as the Library System is a life member.

**Report of Director Continued (*community events*):**

The North Ridgeville Library Levy Committee had a final meeting on May 20, 2014, the levy passed every precinct. The notes from the wrap-up meeting were sent to the Committee.

Ms. Eldridge and Mr. Wilson attended Lorain City School Board meeting on June 2, 2014.

Ms. Eldridge had a wonderful experience at the Summer Reading Program kick-off at Lakeview Park where there were over 600 in attendance.

The Lorain Tornado History Program is this Saturday, June 21, 2014 at 2 pm. The Library will hold this event in partnership with the Lorain Historical Society and the Lorain Palace Civic Center.

Ms. Eldridge stated she would be sending out a calendar of the parades the Library will be participating in and if any of the Board Members are interested in walking they can let her know.

The Lorain County Fair Breakfast is August 18, 2014 at 8:30 am. Ms. Eldridge will send out a follow up email regarding this event.

Ms. Eldridge is working on the Tour of Lorain County Public Libraries event that will build library advocacy. This will be held September 25, 2014 and October 2, 2014. The Avon and North Ridgeville Branches will be included in this tour.

*Board and Personnel*

Ms. Eldridge congratulated Sandy Mitchell on her 22 years of service as she will be retiring. Sandy Mitchell's last day of service will be July 10, 2014.

Ms. Eldridge acknowledged the passing of former Library Director, Pauline Demaree. Mr. Virden requested a commemorative plaque be made with all former Library Directors' names placed on it going back to 1903. Mr. Virden also suggested it be prominently displayed at one of the branches. This request has been referred to the Library Services and Personnel Committee.

*Facilities*

Avon renovations have been completed and Avon re-opened as scheduled.

**Report of Director Continued (*facilities*):**

Columbia was closed May 13 and re-opened on June 2, 2014 due to flooding.

North Ridgeville and South had power outages during the storm on June 18, 2014. South also had a tree fall during the storm and a company was hired to remove the tree.

*Donations*

Lorain Friends of the Library donated \$3,800.00.

*(Mr. Virden arrived at 5:19pm)*

**Report of Assistant Director**

Ms. Whitney advised there was a Level 3 Grievance Hearing with SEIU 1199 concerning a change in hours. The Library has provided an answer to the Grievance which is pending a 5 day request before it would move forward to a Level 4. Ms. Whitney advised receipt of a signed MOU (Memorandum of Understanding) is pending.

*Branches*

Avon Branch renovations have been completed and the Branch re-opened on schedule. Ms. Whitney thanked Avon Friends for the donation of the 3D sign now hanging on the wall. Avon Friends will also be purchasing a fireplace for the Quiet Reading Room. The new seating will be delivered Friday, June 20, 2014.

Ms. Whitney publicly thanked Donna Kelly, Nancy Tomek, Kim Andrews, Dale Girt, Robert Wenz and staff, for all their help during the renovations at Avon.

Domonkas Branch will be celebrating 50 years with celebrations scheduled in September. Pamela Coghlan is generating ideas for this celebration.

Ms. Whitney thanked Sandy Mitchell for her many years of service and all the flood cleanups she saw the Columbia Branch through.

Ms. Whitney announced Susan Spivey has accepted the position as Columbia Branch Librarian Supervisor beginning the week of July 7, 2014.

**Report of Assistant Director Continued (*branches*):**

All branches are participating in the Summer Reading Program with different science themed events.

Ms. Whitney conveyed her appreciation for the help she has and will continue to receive with the International Festival being held June 27 - June 29, 2014.

**Committee Reports**

Mr. Virden advised there were no committee reports.

**Audience Participation**

***Supervisors***

Sandy Mitchell thanked everyone for coming to the Columbia Branch. Ms. Mitchell gave some examples of Summer Reading Programs that will be going on at the Columbia Branch. A scientist figurine will be placed in different places within the library and when the children find it they receive an ice pop. There is a container full of Legos that the children can guess the amount of and the winners receive a Malley's candy bar.

Sandy Mitchell was proud of the participation in the Summer Reading Programs that have already taken place. There were 56 children that participated in the electricity program ranging from 3<sup>rd</sup>-6<sup>th</sup> grade. There were 131 children that attended the exotic animal program.

Sandy Mitchell expressed her appreciation for the community donations she has received for prizes, Dairy Queen donated a \$25 gift certificate, JJ Green House donated a bouquet and Aquatic Dreams donated an aquarium.

There is a couponing program this Saturday, June 21, 2014 for those who are interested.

In closing Sandra Mitchell wanted to express how much she has enjoyed her time working at the Library and the wonderful people she got the opportunity to work with.

***Friends of the Library***

Avon Friends helped and participated in the Duct Tape Parade. The next meeting is September 4, 2014.

**Audience Participation Continued (*Friends of the Library*):**

Columbia Friends had 30 plus people attend the good-bye celebration for Sandy Mitchell. The next book sale is July 22-26, 2014 and the next meeting is August 19, 2014.

Domonkas Friends book sale was successful. They held a movie night to thank the Friends and provided refreshments for staff to show their appreciation.

North Ridgeville Friends' next meeting is June 30, 2014.

Lorain Friends' next meeting is August 19, 2014. They donated \$3,800 to the Library. They sponsored a community shred day on May 24, 2014.

***Foundation of the LPLS***

No report per Ms. Tomas.

***Other***

Alan Melnyk, a member of the Columbia Friends, thanked Sandy Mitchell for her dedicated services.

Mike Musto, Columbia Township Trustee, advised they are having a Shred Day Saturday, June 21, 2014.

**VIII. New Business**

**#2014-079 Approval of Personnel Appointments**

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

- Mackenzie Winchell, Student Library Aide, Public Services, part-time, in the Adult Services Department of the Lorain Public Library System, effective May 22, 2014, at an hourly rate of \$7.968, grade EA.
- Brittany Will, Library Associate I, Public Services, part-time, at the Domonkas Branch Library, effective June 3, 2014, at an hourly rate of \$15.535, grade UH, step 1.
- Shaland Isom, Library Aide, Public Services, part-time, at the Main Library of the Lorain Public Library System, effective June 9, 2014, at an hourly rate of \$7.968, grade UA, step 2.

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-080 Acceptance of Donations/Grants**

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

Friends of the Lorain Public Library – Program Support \$ 3,800.00

**Roll Call:** yeas, unanimous

**#2014-081 Approve Contract to Replace Air Conditioning Compressor–Main Library**

Mr. Kovach moved, Ms. Hatch seconded to authorize the Fiscal Officer to enter into a contract with Wadsworth Service Northeast to install an OEM Trane compressor with extended 4-year warranty for an amount not to exceed Twenty-Six Thousand, Seven Hundred and Thirty-Four Dollars (\$26,734), or Thirty-One Thousand, One Hundred and Thirty-Four Dollars (\$31,134) if the existing core is not useable.

**Roll Call:** yeas, unanimous

**#2014-082 Approve Contract to Purchase Eighteen (18) Mobile Shelving Units**

Ms. Holmes moved, Ms. Tomas seconded to authorize the Fiscal Officer to enter into a contract with Library Design Associates, Inc. to purchase eighteen mobile shelving units and retrofit existing shelving to use for periodicals, in an amount not to exceed Thirty-Five Thousand, Five Hundred and One Dollars (\$35,501).

**Roll Call:** yeas, unanimous

**#2014-083 Increase to Columbia Branch Library Appropriations**

Mr. Kovach moved, Ms. Holmes seconded to approve the following increase to Columbia Branch Library appropriations for the remediation of flood damage, implementation of a flood-control solution and restoration of the Branch Library interior

**120-07-53310 Building & Site Repairs \$115,000.00**

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2014-084 Resolution of Appreciation – In Memory of Pauline Demaree**

Ms. Novak moved, Mr. Kovach seconded to approve the following resolution in appreciation of Pauline Demaree:

**WHEREAS**, the late Pauline Demaree was a dedicated and conscientious employee for over 22 years serving as director of the Lorain Public Library System for 16 years and;  
**WHEREAS**, under her leadership Lorain Public Library System developed new programs and ways of serving library patrons by being actively involved in local organizations and;

**WHEREAS**, the late Pauline Demaree in her commitment to high standards of public librarianship spearheaded Lorain Public Library System's membership in the CLEVNET consortium to enhance resource sharing as part of a state-of-the-art library automation system and;

**WHEREAS**, she was a committed library administrator who represented the library system to the state and local governments, the Ohio Library Council and the American Library Association where she advocated tirelessly for adequate funding of public libraries and;

**WHEREAS**, the late Pauline Demaree mentored new library managers and provided library employees with many continuing educational opportunities and upheld the principles of intellectual freedom through the policies, procedures and decisions that she made during her tenure as director of the Lorain Public Library System;

**THEREFORE, BE IT RESOLVED** that the Lorain Public Library System's board of trustees does publicly acknowledge the late Pauline Demaree and her contributions to the library system, and on behalf of the board and staff will donate a book to the Main Library collection in her memory.

**Roll Call:** yeas, unanimous

**#2014-085 Resolution of Appreciation – Sandra Mitchell Upon Her Retirement**

Mr. Kovach moved, Ms. Holmes seconded to approve the following resolution in appreciation of Sandra Mitchell:

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

**WHEREAS**, Sandra Mitchell, during her 22 years of employment as a branch librarian supervisor for the Columbia Branch Library received tons of support from the Columbia Township community that made a positive impact on the Lorain Public Library System; and

**WHEREAS**, she has been a valuable member of the management group and her commitment to professional librarianship has enriched the lives of many in the Columbia Township community; and



**New Business Continued (*Resolution #2014-085*):**

**WHEREAS**, Sandra Mitchell was a tireless advocate for improving library services in the Columbia community, resulting in a new library building in Columbia Township; and **WHEREAS**, she worked with community supporters to start the first Columbia friends group, developed beneficial partnerships with local community groups, as well as increased community awareness about the library system and garnered support for operating levies; and

**WHEREAS**, Sandra Mitchell was instrumental in developing a solid up-to-date materials collection for the Columbia Branch community, and community programming that contributed to a welcoming library; and

**WHEREAS**, Sandra Mitchell has earned the admiration and respect of library administrators and staff members by the ways in which she carried out her responsibilities with creativity, initiative and a positive “can do attitude” after surviving flooding of the new and improved Columbia Branch Library on three separate occasions;

**THEREFORE, BE IT RESOLVED** be it resolved that the Lorain Public Library System board of trustees does publicly acknowledge Sandra Mitchell and her contributions to the library system and extends its appreciation on behalf of the board and staff.

**Roll Call:** yeas, unanimous

**#2014-086      Approve Increase to Resolution #2014-027 ALA Conference**

Mr. Kovach moved, Ms. Holmes seconded to approve an increase of One Hundred and Sixteen Dollars and Thirty-Two Cents (\$116.32) to Resolution #2014-027 for increased lodging expenses for Joanne Eldridge to attend the 2014 ALA Annual Conference in Las Vegas, NV, June 27 through July 1.

**Roll Call:** yeas, unanimous

**#2014-087      Approval to Advertise/Sponsor 2014 Labatt Blue Black River Concert Series**

Mr. Kovach moved, Ms. Tomas seconded to approve a Five-Hundred-Dollar (\$500) level advertisement/sponsorship expenditure with the Lorain Port Authority for the 2014 Labatt Blue Black River Concert Series.

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

**New Business Continued:**

**#2014-088 Approval to Enter into Executive Session to Discuss the Purchase of Real Estate**

Ms. Holmes moved, Novak seconded at 6:25 p.m. to approve adjourning to Executive Session to discuss the purchase of real estate and potential litigation.

**Roll Call:** yeas, unanimous

**Reconvened: 7:19 p.m.**


**IX. Other Agenda Items**

**X. Next Meeting**

Board of Trustees Regular Business Meeting  
August 21, 2014 at 5 p.m.  
Main Library

**XI. Adjournment** Time: 7:21 p.m.

**Attest:**

  
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Homer Virden, Board President

  
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Susan Hatch, Board Secretary