

**LORAIN PUBLIC LIBRARY SYSTEM**  
**Lorain, Ohio**

**Minutes**

Lorain Public Library System  
Thursday, January 15, 2015  
5:00 p.m. Avon Branch, 37485 Harvest Drive, Avon, OH  
Organizational Meeting

President Virden called the meeting to order at 5:06 p.m.

**Roll Call**

Present: Mr. Dore, Ms. Hatch, Ms. Holmes, Mr. Kovach, Ms. Novak, Ms. Tomas, Mr. Virden, Ms. Holmes (5:08 p.m.)

**Approval of Officers**

**#2015-001 Approval of Officers**

Mr. Kovach moved, Ms. Tomas seconded that the following slate of officers for 2015 be approved:

Homer Virden, President  
Edwin Kovach, Vice President  
Susan Hatch, Secretary

**Roll Call:** yeas, unanimous

**Statement of Expectations for Trustees was read aloud by the new Board President.**

**2015 Committees**

President Homer Virden appointed the following Board committees:

Library Services & Personnel: Philip Dore, Chair  
Elaine Novak  
Susan Hatch

Finance, Audit & Properties: Garalynn Tomas, Chair  
Mallory J. Holmes  
Edwin Kovach

**2015 Committees** *(continued)*:

Trustee Development & Nominating: Edwin Kovach, Chair  
Garalynn Tomas  
Susan Hatch

Lorain Co. Trustees Council: Mallory J. Holmes, Representative  
Philip Dore, Alternate

**2015 Meeting Dates**

President Homer Virden set the following 2015 Board meeting dates, times and locations:

2015 Board Meetings	
Dates*	Location
February 19, 2015	Main Library
March 19, 2015	North Ridgeville
April 16, 2015	Domonkas
May 21, 2015	Columbia
June 18, 2015	South
July 16, 2015	Main Library
August 20, 2015	Main Library
September 17, 2015	Avon
October 15, 2015	Main Library
November 19, 2015	North Ridgeville
December 17, 2015	South

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

*(Mallory Holmes arrived at 5:08pm)*

**Appointments**

**#2015-002 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 2016 Organizational Meeting, upon execution of a surety bond in the amount of \$100,000.

**Roll Call:** yeas, unanimous

## **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.

### **#2015-003 Approval of Minutes**

Ms. Tomas moved, Ms. Holmes seconded that the minutes of the December 18, 2014, meeting be approved.

**Roll Call:** yeas, unanimous

### **#2015-004 Approval of Fiscal Officer's Report**

Mr. Kovach moved, Ms. Tomas seconded that the Fiscal Officer's Report for the year ending December 31, 2014, be approved.

Mr. Wilson reported the year end financials. The cash balance at year end was \$8,688,028. The cash balance and operating government funds were \$6,480,931 of which \$6,291,953 was unencumbered. The Revenues for the year totaled \$8,469,336 which represented 101.7% of the estimated annual revenues. The expenses for the year totaled \$8,691,866 which represented 89.6% of the estimated expenses. The expenses for the year plus encumbrances were \$8,912,931 which represented 91.9% of estimated expenses.

The overall loss for the year was \$222,530, which was approximately \$1,000,000 better than the estimated net loss. The primary reasons were higher revenues of \$200,000, lower personnel costs of \$500,000 due to attrition and the implementation of the partially self-funded health insurance plan, tight controls over purchased and contracted services saved \$300,000 and money not expended on equipment and furnishings of \$130,000.

There was one correspondence item and no public records requests and.

There were two additional resolutions added to the agenda, #2015-013 Approval of Depositories and #2015-014 Authorization to Enter into a Partnership on a Grant Application.

**Roll Call:** yeas, unanimous

**Regular Business** (continued):

**Report of the Director**

Ms. Eldridge welcomed everyone to the Avon Branch and encouraged board members to look around at the recent improvements. The library is continuing to ask patrons to contact legislators in reference to restoring the PLF funding to 2.22%. There will be a meeting on February 20, 2015, with Representative Terry Boose at Herrick Memorial Library in Wellington. There will also be a Meeting with State legislators Senator Gayle Manning and Representative Nathan Manning at the North Ridgeville Branch on February 27, 2015, at 10:30 a.m. The Ohio Library Council Trustee Workshop is March 14, 2015.

*Community Events*

The Lorain Negro Business and Professional Women's Club wants to honor Ms. Eldridge on April 25, 2015.

January 10, 2015, Ms. Eldridge attended "Speak Up Speak Out" at Lorain City Hall.

The North Ridgeville State of the City was held on January 15, 2015.

Ms. Eldridge will be attending the N.A.A.C.P.'s Martin Luther King, Jr. program being held on January 18, 2015, at Greater Saint Matthew A.M.E. Church and a celebration at Greater Victory Church.

Domonkas Branch will be having a Martin Luther King, Jr. program on Saturday, January 17, 2015, at 12:00 p.m.

Ms. Eldridge will also be attending the Martin Luther King, Jr. program being held at the Main Branch on January 19, 2015.

Ms. Eldridge will use vacation time and her financial resources to travel to Chicago from January 30, 2015, through February 2, 2015, to attend the ALA Midwinter Conference.

*Facilities*

Columbia flooding remediation is still on hold. Lorain County has been working on a plan for Columbia Township to approve.

**Regular Business** (continued):

**Report of Director** (*Facilities continued*):

The Toni Morrison Reading Room has been completely refurbished, Ms. Eldridge invited board members to visit the room before February's meeting which will be held at the Main Branch.

The Bookmobile has been taken off the road indefinitely because it needs a new generator at a cost of \$10,000. Bookmobile patrons are still receiving services through the Books by Mail outreach program. Ms. Eldridge, Ms. Whitney and Ms. Betting are looking into more efficient ways to offer services to these patrons. Ms. Eldridge believes this is an opportunity to reinvent ourselves. The new outreach ideas will be brought to February's Library Services and Personnel Committee Meeting and will be discussed at the February board meeting as well.

*Strategic Plan*

The Board Retreat is scheduled for June 6, 2015, from 10 a.m. to 2 p.m.

There will be a Board Focus Group immediately following the March 19, 2015, board meeting.

*Donations*

The North Ridgeville Corn Festival Committee donated \$2,000 to the Library Foundation to be used at the North Ridgeville Branch.

**Report of the Assistant Director**

Ms. Whitney commented she and Ms. Eldridge had a meeting with SEIU 1199 on January 15, 2015, where they had several questions about the reassigning of TSD (Technical Services Department) staff.

*Branch Updates*

The end panels for bookshelves at the Avon Branch have been installed.  
Flooding remediation at the Columbia Branch remains on hold.  
Front door and sidewalk projects at the Domonkas Branch are complete.  
The shelving project for the North Ridgeville Branch is progressing.  
There are currently no projects pending at the South Branch.

**Regular Business** (continued):

**Committee Reports**

Library Services and Personnel Committee last met on December 30, 2014, where Ms. Novak, Mr. Dore and Mr. Virden were present. They immediately went into an executive session and agreed to recommend raises for administrators' salaries of three percent (3%). The committee requested documentation to show salary comparables so they can look objectively at the salaries of the administrators.

There were no communications for the Fraud Hotline.

**Communications**

Mr. Wilson commented that Library Board Members received an email from Christine Bay who had questions regarding the hold time on reserved materials being changed from ten days to six days and Sunday hours being moved to the South Branch. Mr. Wilson advised it doesn't affect board policies. Ms. Eldridge stated the hold time change was a decision made by the supervisors who agreed that without this policy the items were being held too long. The six day hold time will allow library materials to circulate more frequently to all library patrons.

**Audience Participation**

*Supervisor*

Donna Kelly offered a tour to the board members following the meeting to show them how building improvements have benefited the Avon Branch.

*Friends*

Columbia Friends last meeting was December 16, 2014. The next book sale will be in April of 2015.

Avon Friends approved a donation to the Columbia Library Levy Committee.

Domonkas Friends last meeting was January 13, 2015. The next meeting will be April 14, 2015. A donation was given to the Columbia Library Levy Committee. There will be a March Madness Mini book sale from March 16-March 20, 2015, where there will be books for sale on carts at the Domonkas Branch.

North Ridgeville Friends last meeting was January 5, 2015. The next book sale is January 22 – January 25, 2015. The next meeting will be March 2, 2015. A donation was given to the Columbia Library Levy Committee.

**Regular Business** (continued):

**Audience Participation** (*Friends continued*):

Lorain Friends next meeting will be January 27, 2015. The next book sale started today January 15 – January 20, 2015. There are new volunteers of homeschoolers with their children helping to organize the book sale.

*Foundation*

Nothing to report.

**New Business**

**#2015-005 Approval of Personnel Appointments**

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

- Debra Jackson, Manager-on-Call, temporary, full-time, system-wide for the Lorain Public Library System, effective January 15, 2015, as needed through April 15, 2015, and may be terminated at anytime subject to the needs of the Library, at an hourly rate of \$20.00, grade EK.

**Roll Call:** yeas, unanimous

**#2015-006 Approval of Surplus Property**

Ms. Tomas moved, Ms. Novak seconded to approve the disposal of the following materials pursuant to Board Policy 2.02 which were withdrawn from January 1 through December 31, 2014 due to being outdated, in poor condition, or duplicate copies no longer in demand:

for a total of 79,965 items that have been withdrawn from circulation

**Roll Call:** yeas, unanimous

**#2015-007 Acceptance of Donations/Grants**

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

Katherine Hageman Trust – Foundation Distribution	\$ 28,605.46
Anonymous Donor - Domonkas Branch Library	\$ 5,000.00
Barbara Sutton – for North Ridgeville Branch	\$ 1,000.00

**Roll Call:** yeas, unanimous

**New Business (continued):**

**#2015-008 Approval of 2015 Permanent Budget Revenues – General and Levy Funds**

Ms. Novak moved, Ms. Tomas seconded to approve the permanent budget revenues for the general and levy funds for 2015:

2015		GEN FUND	LORAIN LEVY	AVON LEVY	DOM LEVY	NR LEVY	COL LEVY	TOTAL
1100	PUBLIC LIBRARY FUND	\$3,751,074						\$3,751,074
1200	TAX LEVIES	-	\$2,253,216	\$438,654	\$324,218	\$1,243,611	\$360,019	4,619,718
3000	FINES, FEES, ETC.	127,000						127,000
4000	INTEREST ON INVEST	5,987	2,700	1,331	519	3,798	555	14,890
5000	CONTRACTS/OTHER ENT	-						-
6000	GIFTS/BEQUESTS	1,000						1,000
8000	SALES/REFUNDS/MISC.	6,600						6,600
9000	FUND TRANSFERS		909,386	140,434	60,532	195,316	49,959	1,355,627
<b>TOTAL EST. REVENUE</b>		<b>\$3,891,661</b>	<b>\$3,165,302</b>	<b>\$580,419</b>	<b>\$385,269</b>	<b>\$1,442,725</b>	<b>\$410,533</b>	<b>\$9,875,909</b>

**Roll Call:** yeas, unanimous

**#2015-009 Approval of 2015 Permanent Budgeted Revenues – Other Funds**

Mr. Kovach moved, Ms. Holmes seconded to approve the permanent budget revenues for other funds for 2015:

Fund No.	Fund Name	Account Name	Amount
203	Summer Reading	Contributions	\$ 23,932
204	Family Read Aloud	Contributions	
215	Book/Memorial Fund	Interest on Investments	
		Contributions	10,000
		Contributions Avon	2,000
		Contributions Columbia	2,000
		Contributions Domonkas	2,000
		Contributions N. Ridgeville	2,000
		Contributions South	2,000
401	Building & Repair Fund	Interest on Investments	10,000
451	Capital Improvements Fund	Interest on Investments	250
701	Hageman Trust Fund	Interest on Investments	100
		Contributions	27,000
702	Stocker Trust Fund	Interest on Investments	15
801	Kurtz/Male	Interest on Investments	1
803	Domonkas Trust	Interest on Investments	25
901	HRA Fund	Employee HRA Contributions	14,454
<b>TOTAL</b>			<b>\$ 95,777</b>

**Roll Call:** yeas, unanimous

**New Business (continued):**

**#2015-010 Approval of 2015 Permanent Appropriations Budget**

Ms. Novak moved, Mr. Kovach seconded to approve the 2015 Permanent Appropriations Budget as follows:

<b>Fund</b>	<b>Name</b>	<b>Amount</b>	
101	General Fund	\$ 4,083,864	
110	N Ridgeville	1,541,142	
112	Avon	699,505	
120	Columbia	537,795	
122	Domonkas	482,343	
130	Lorain	3,196,445	\$ 10,541,094
203	Summer Reading	29,392	
204	Family Read Aloud	5,332	
205	Project Lite	-	
215	Book Memorial	100,000	
401	Building & Repair	602,436	
451	Capital Improvement	-	
701	Hageman	20,600	
702	Stocker Trust	-	
803	Domonkas Trust	-	
901	HRA Fund	14,454	
<b>Total</b>		<b>\$ 11,313,308</b>	

**Roll Call:** yeas, unanimous

**#2015-011 Approval of Fund Transfers**

Mr. Kovach moved, Ms. Novak seconded to authorize the following fund transfers, as per the 2015 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	\$ 195,316
101-01-59999 Tx General Fund	112-00-49999 Tx In Avon Levy	\$ 140,434
101-01-59999 Tx General Fund	120-00-49999 Tx In Columbia Levy	\$ 49,959
101-01-59999 Tx General Fund	122-00-49999 Tx In Domonkas Levy	\$ 60,532
101-01-59999 Tx General Fund	130-00-49999 Tx In Lorain Levy	\$ 360,850
401-01-59999 Tx Building & Repair Fund	130-00-49999 Tx In Lorain Levy	\$ 375,000
101-01-59999 Tx General Fund - Occupancy	130-00-49999 Tx In Lorain Levy	\$ 173,536

**Roll Call:** yeas, unanimous

**New Business** (continued):

**#2015-012 Approval for Fine Forgiveness Month**

Ms. Novak moved, Ms. Holmes seconded to approve *2015 National Library Week "Unlimited Possibilities @ Your Library"* from April 1–30, 2015, and to forgive one half of outstanding fines during that month.

**Roll Call:** yeas, unanimous

**#2015-013 Approval of Depositories**

Mr. Kovach moved, Ms. Holmes seconded to recommend the following list of depositories for public funds for the period February 2015 through February 2020:

Buckeye Community Bank	Dollar Bank
Fifth Third Bank	First Merit Bank
Lorain National Bank	

and declares that \$500,000 are designated as *inactive deposits* (ORC 135.13).

**Roll Call:** yeas, unanimous

**#2015-014 Authorization to Enter Into a Partnership on a Grant Application**

Ms. Hatch moved, Ms. Tomas seconded to authorize the Library Director and CFO to partner with Harrison Cultural Community Center on a applying for a Big Read grant from the National Endowment for the Arts for up to \$20,000.

**Roll Call:** yeas, unanimous

**#2015-015 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Ms. Holmes 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: 6:10 p.m.**

**New Business** (continued):

**#2015-016 Approval of Administrative Salaries**

Mr. Kovach moved, Ms. Novak seconded to increase salaries for the Library Administrators, effective the first pay of 2015, by the following percentages:

Joanne Eldridge, Director	Three Percent (3%)
Toni Whitney, Assistant Director	Three Percent (3%)
James Wilson, CFO	Three Percent (3%)

**Roll Call:** yeas, unanimous

**Other Agenda Items**

Mr. Wilson requested Mr. Virden and Ms. Eldridge to participate in a meeting of the Record's Commission at 4:30 p.m. before the February 19, 2015, board meeting.

**Next Meeting**

Library Services & Personnel Committee  
February 12, 2015 at 5 p.m.  
Main Library, Meeting Room C  
Regular Board Meeting  
February 19, 2015 at 5 p.m.  
Main Library, Meeting Room C

**Adjournment** Time: 6:11 p.m.

**Attest:**

James A. Under, President

Susan J. Hatch, Secretary