

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, February 19, 2015
5:00 p.m. Main Branch, 351 West Sixth St., Lorain, OH
Regular Business Meeting

President Virden called the meeting to order at 5:00 p.m.

Roll Call

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

Regular Business

#2015-017 Approval of Minutes

Ms. Holmes moved, Ms. Novak seconded that the minutes of the January 15, 2015, meeting be approved.

Roll Call: yeas, unanimous

#2015-018 Approval of Fiscal Officer's Report

Ms. Holmes moved, Ms. Novak seconded that the Fiscal Officer's Report for the month ending January 31, 2015, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of January 31, 2015, was \$8,459,399.00. Of the January month end cash balance, \$6,607,783.00 was in Operating/Governmental Funds, of which \$5,618,586.00 was unencumbered. Revenues for the year totaled \$335,902 which represented 3.9% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$564,531.00 which is 6.4% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$1,615,088 or about 18.3% of the *estimated* annual expenses for 2015. The unencumbered cash balance as of January 31, 2015, is \$7.4 million, which was less than the January 31, 2009 balance of \$8 million.

Mr. Wilson received an email proof of the ballot language for the Columbia Branch Levy. The email was forwarded to the library's legal counsel for review.

Fiscal Officer Report (continued):

Mr. Wilson received a letter from The Lorain Club of The National Association of Negro Business and Professional Women's Clubs, Inc. who invited Ms. Eldridge to be recognized for the 2015 Community Service Award. Mr. Wilson congratulated Ms. Eldridge for the recognition of her service.

There were three resolutions added to the Agenda, 2015-023 Approval of Personnel Appointments, 2015-024 Approve Contract with Elyria Maintenance and 2015-026 Recognition of Director Joanne Eldridge.

Mr. Wilson has attended two webinars regarding the new requirements of the Affordable Care Act.

There were no public records requests.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed everyone to the Main Branch. Ms. Eldridge is still working on the restoration of the PLF campaign. Ms. Eldridge received a phone call from a gentleman patron stating he called the Governor and the Governor acknowledged he would look into the PLF campaign. Ms. Eldridge thanked Mr. Virden, Mr. Dore and Ms. Whitney for attending the meeting on February 9, 2015, with Representative Dan Ramos at the Amherst Public Library. Ms. Eldridge found the meeting very enlightening and was encouraged when Representative Ramos requested information on the need of a new Bookmobile for the Library.

Community Events

Ms. Eldridge, Mr. Virden and Ms. Whitney will be attending the meeting in Wellington at the Herrick Memorial Library with Representative Terry Boose on February 20, 2015.

February 27, 2015, at 10:30 a.m., there is a meeting at the North Ridgeville Branch with State legislators Senator Gail Manning and Representative Nathan Manning.

The OLC Legislative Day is April 28, 2014.

Ms. Betting, Ms. Whitney and Ms. Eldridge went on an Outreach field trip to obtain information and new ideas regarding outreach programs. They visited Wood County

Directors Report (*Community Events continued*):

Public Library and the Toledo- Lucas County Public Library acquiring new insight relating to bookmobile and outreach services that they offer.

Ms. Eldridge asked the Board Members if they wanted to be registered for one of the Trustee Dinners, particularly the one held on April 29, 2015, in Independence.

Ms. Eldridge was a black history presenter on February 8, 2015, at the Shiloh Baptist Church.

Ms. Eldridge will be attending the NAACP Living Black History Month Program on February 21, 2015.

On February 24, 2015, Ms. Eldridge will be a Black History Month Panelist at the South Branch.

The State of the Library will be held on February 28, 2015, at the Columbia Branch.

Ms. Eldridge has been attending the Levy Meetings every two weeks. Mr. Kovach requested envelopes be handed out to Board Members for any donations they would like to make.

Facilities

Ms. Eldridge received an email from Don Romanchik regarding the flood remediation project for the Columbia Branch. The email stated Mr. Romanchik will continue working on this project when the weather breaks.

Board/Personnel

Doris Garber, Public Service Coordinator for TSD, has submitted a letter of retirement effective April 30, 2015.

Elaine Martin, President Emeritus of Columbia Friends passed away February 2, 2015. Ms. Eldridge and Mr. Kovach did attend the services.

Ms. Eldridge received a thank you card from United Way for staff participation in the 2014-2015 campaign.

Director's Report (*Strategic Planning continued*):

The Board focus group meeting will be held on March 19, 2015, after the Board Meeting. The surveys will be available for mailing soon, it will list the extension for patrons to call to complete the survey.

Statistics

Ms. Eldridge pointed out that the eMedia statistics are listed in the Board Packet. The Library's Overdrive service does the best and Freegal Movies has a lack of popularity. The lack of popularity with Freegal Movies has led to the discontinuation of this service as discussed at the Library Services and Personnel Committee Meeting.

Donations

A donation was made in the amount of \$1314.00 for the Summer Reading Program, from the Community Foundation of Lorain County's, Craig Winterton Family Fund.

Communications

In response to Ms. Bay's concern regarding the change in shelf life for materials put on hold by patrons, two Supervisors contacted her. The Supervisors explained the change was made to allow the materials put on hold to circulate more frequently for all library patrons.

In response to the concern regarding the Main Branch closing on Sundays, it has saved money and Ms. Eldridge believes this was something that should have taken place much sooner.

Report of the Assistant Director

Ms. Whitney advised the shelving for the meeting room at the North Ridgeville Branch was installed on February 18, 2015, they are still waiting for the hardware. When the hardware arrives and the project is complete the thermostat will be moved back.

The South Branch was closed from February 1, 2015, through part of February 2, 2015, due to HVAC issues.

Ms. Whitney also attended the State of Lorain Mayor's Address on February 19, 2015.

Leadership Lorain County is progressing.

Committee Reports

Library Services and Personnel Committee last met on February 12, 2015. The Committee recommended expanding Wednesday hours for the North Ridgeville Branch and the discontinuation of the Freegal streaming movie service. The Committee also agreed not to pay dues to the OLC (Ohio Library Council) for 2015.

Audience Participation

Supervisors

Elaine Betting handed out documentation showing the pros and cons regarding the continuation of Bookmobile Services. Ms. Betting gave a presentation referring to the Outreach fieldtrip to the Wood County Public Library and Toledo-Lucas County Public Library.

Friends of the Library

Lorain Friends last meeting was held Sunday, February 15, 2015, where the budget was approved including helping with advocacy. New officers were elected. Lorain Friends donated \$250.00 to the Columbia Friends Levy.

Avon Friends are having their Adult Art Show in March, they last met on January 8, 2015.

Columbia Friends are co-sponsoring the State of the Library held on February 28, 2015. Their last meeting was held on February 17, 2015

Domonkas Friends held a Friends Appreciation Program in the first week of February. Ms. Whitney thanked Susan Spivey for her participation.

North Ridgeville Friends are holding their next meeting on March 2, 2015

Foundation

Ms. Eldridge advised the Foundation is trying to get a meeting organized for the month of March.

New Business

#2015-019 Approval to Apply for a 2015 Grant from the Lorain Rotary Club, Gerald Prucha Fund, to Purchase Library Materials for the Lorain Library

Ms. Holmes 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

#2015-020 Approval to Attend ALA Annual Conference

Ms. Holmes moved, Mr. Dore seconded to approve up to five days of release time and registration expense for Joanne Eldridge to attend the ALA Annual Conference in San Francisco, CA, June 26 through June 30, at a cost not to exceed Two Hundred and Fifty-Five Dollars (\$255.00).

Registration: \$255

Roll Call: yeas, unanimous

#2015-021 Revenue Budget Changes

Ms. Holmes moved, Ms. Hatch seconded to approve the following Revenue Budget changes in the amount of Twenty-Five Thousand, Four Hundred, Nine Dollars and Twenty-Nine Cents (\$25,409.29) net increase, in accordance with the *Amended Official Certificate of Estimated Resources* from the Lorain County Budget Commission, dated January 15, 2015:

101 Fund	Public Library Funds	\$ 142.29
110 Fund	North Ridgeville Levy	\$ 23,383.00
112 Fund	Avon Levy Fund	\$ 5,718.00
120 Fund	Columbia Levy Fund	\$ 6,483.00
122 Fund	Domonkas Levy Fund	(\$ 196.00)
130 Fund	Lorain Levy Fund	(\$ 10,121.00)

Roll Call: yeas, unanimous

New Business (*continued*):

#2015-022 Approval of Fund Transfers

Ms. Hatch moved, Ms. Holmes seconded to authorize the following fund transfer, to close out the Fall Family Read Aloud Fund to the Summer Reading Fund, as per the 2015 Appropriations Budget:

From	To	Amount
204-01-59999 Tx Fall Family Read Aloud Fund	203-00-49999 Tx In Summer Reading	\$5,331.43

Roll Call: yeas, unanimous

#2015-023 Approval of Personnel Appointments

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

- Zachary Dietsche, Delivery Aide, part-time, in the Maintenance Department of the Lorain Public Library System, effective February 23, 2015, contingent upon maintaining a valid Ohio driver's license and a safe driving record, at an hourly rate of \$10.28, which is grade UC, step 2.

Roll Call: yeas, unanimous

#2015-024 Approve Contract with Elyria Maintenance

Ms. Holmes moved, Ms. Dore seconded to authorize the Chief Fiscal Officer to enter into a contract with Elyria Maintenance for 2015 system-wide cleaning services in an amount not to exceed Eighty-Three Thousand, Six Hundred and Four Dollars (\$83,604).

Roll Call: yeas, unanimous

#2015-025 Approve Contract with Cintas

Ms. Novak moved, Ms. Hatch seconded to authorize the Chief Fiscal Officer to enter into a contract with Cintas for 2015 system-wide restroom-sanitizing services in an amount not to exceed Thirty-Three Thousand, Seven Hundred and Seventy Dollars and Seventy-Eight Cents (\$33,770.78).

Roll Call: yeas, unanimous

New Business (*continued*):

#2015-026 Recognition of Director Joanne Eldridge

Ms. Novak moved, Ms. Hatch seconded to recognize Director Joanne Eldridge on her selection as a **2015 Community Service Award** winner by The Lorain Negro Business and Professional Women's Club, and to authorize the expenditure of up to Four Hundred Dollars (\$400.00) for the purchase of Library advertising in their program booklet and luncheon tickets for the April 25, 2015 Annual Founders' Day Luncheon.

Roll Call: yeas, unanimous

#2015-027 Approval to Enter into Executive Session to Discuss Personnel Matters.

Ms. Novak moved, Ms. Holmes seconded at 6:15 p.m. to approve adjourning to Executive Session to discuss non-bargaining unit salaries.

Roll Call: yeas, unanimous

Reconvened: 6:40 p.m.

IX. Other Agenda Items

X. Next Meeting

Board of Trustees, Regular Business Meeting
March 19, 2015 at 5 p.m.
North Ridgeville Branch Library

Strategic Planning Work Session,
with a representative from the State Library of Ohio
March 19, 2015, following the Regular Business Meeting
North Ridgeville Branch Library

Board of Trustees
February 19, 2015

0020-2015

XI. Adjournment

Time: 6:41 p.m.

Attest:

Thomas A. Vireo, President

Susan J. Hatch, Secretary