

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

**Minutes**

Lorain Public Library System  
Thursday, March 19, 2015  
5:00 p.m. North Ridgeville Branch, 35700 Bainbridge Rd., North Ridgeville, OH  
Regular Business Meeting

President Virden called the meeting to order at 5:04 p.m.

**Roll Call**

Present: Ms. Hatch, Mr. Kovach, Ms. Novak (5:08pm), Ms. Tomas, Mr. Virden

**Regular Business**

**#2015-028 Approval of Minutes**

Ms. Tomas moved, Mr. Kovach seconded that the minutes of the February 19, 2015, meeting be approved.

**Roll Call:** yeas, unanimous

**#2015-029 Approval of Fiscal Officer's Report**

Mr. Kovach moved, Ms. Tomas seconded that the Fiscal Officer's Report for the month ending February 28, 2015, be approved.

*Ms. Novak arrived at 5:08pm*

Mr. Wilson reported to the Board that the month end cash balance as of February 28, 2015, was \$8,308,040. Of the February month end cash balance, \$6,486,345 was in the General/Levy Funds, of which \$5,315,518 was unencumbered. Revenues for the year totaled \$719,700 which represented 8.3% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$1,099,688 which is 12.5% of the *estimated* \$8,661,673 annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$2,300,440 or about 26.1% of the *estimated* annual expenses for 2015. The unencumbered cash balance as of February 28, 2015, is \$7.1 million, which was less than the February 28, 2009, balance of \$7.4 million.

There was one addition to the agenda, Resolution 2015-037 Approval to Advertise at the 2015 Rockin' on the River Concert Series.

**Fiscal Officer Report (*continued*):**

On March 16, 2015, Debbie Leyva, Administrative Clerk attended a Fred Pryor seminar.

On March 24, 2015, Mr. Wilson will be attending an Affordable Care Act (ACA) reporting workshop.

On April 9, 2015, Mr. Wilson will be attending the Fiscal Officer Center of Public Investment (CPI) workshop.

On April 24, 2015, Mr. Wilson will be attending an Ohio Association of Public Treasurers (OAPT) seminar.

Several members of the Rotary Club have volunteered to help Public Services Coordinator Valerie Smith with the miniature golf program at the Main Library on Saturday, April 18, 2015.

There were no public records requests or correspondence.

**Roll Call:** yeas, unanimous

**Report of the Director**

Ms. Eldridge welcomed everyone to the North Ridgeville Branch and thanked the North Ridgeville Friends for the refreshments.

*Community Events*

On February 27, 2015, Ms. Eldridge was one of the presenters at the Columbia State of the Library.

On March 7, 2015, Ms. Eldridge attended the American Cancer Society Lifesavers' Ball.

On March 12, 2015, Ms. Eldridge attended the Lorain County Community College Strategic Planning Vision 2.0.

Lorain County Trustees meeting will be at Stubby's on March 26, 2015, at 6 p.m. Ms. Novak, Ms. Hatch and Mr. Virden will attend. Mr. Wilson will be unable to attend but he will ask Sheila Lanning, Assistant Fiscal Officer, to take his place.

**Directors Report** (*Community Events continued*):

The Lorain Negro Business and Professional Women's Award Luncheon will be held April 25, 2015, where Ms. Eldridge will be one of the honorees for the Community Service Award.

The OLC Legislative Day is April 28, 2014. Ms. Eldridge is organizing a bus to take people from the South Lorain Branch Library to Columbus. Ms. Eldridge will forward an email to board members with details for anyone who would like to attend.

The OLC Trustee Dinner will be held on April 29, 2015, in Independence. The topic is the impact of today's public library funding. The Library will pay for any board member who would like to attend. An email will be sent to board members with more details.

A Friends Exchange hosted by Elyria Friends will be held on May 2, 2015, from 10 a.m. to 2 p.m. at the Elyria West River Branch.

Congratulations to Toni Whitney who will be graduating from Leadership Lorain County on May 20, 2015, at 6 p.m. at DeLuca's Place in the Park. Board members who are interested in attending should let Ms. Eldridge know.

*Board/Personnel*

With regards to the open position for TSD Librarian Supervisor, Ms. Eldridge will be making a verbal offer to the top candidate this week.

Karlyn Chilenski, Library Associate II at the Columbia Branch, tendered her letter of retirement effective March 31, 2015, which is on the agenda for this evening.

Jean Roberts, who was formerly head of the Outreach Department, passed away. Ms. Eldridge will ask the library board to donate a book in her memory. She will put it on the agenda for the next meeting.

Frances Johnson, Circulation Services Manager, is out on FMLA. Ms. Eldridge will go into more detail during the Executive Session.

Ms. Eldridge will be on PTO from March 23, 2015, through March 27, 2015. She will be attending a Civil Rights Heritage Tour with the Elyria Civil Rights Commission.

**Directors Report Continued** (*strategic planning*):

The Board Focus Group will be held on May 21, 2015, after the Board Meeting. Ms. Eldridge thanked the Board for allowing her to change the date.

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

*Donations*

A donation of \$2000 from the Corn Festival and \$1000 from the Foundation was given to the North Ridgeville Branch for refurbishing in the Quiet Reading Room.

*Communications*

Joe Palmer, Director of Mansfield Public Library, wrote a letter to Mr. Virden and asked the Lorain Public Library System to reconsider not paying their dues to OLC. Mr. Virden responded to this request in a letter that will be forwarded to all board members.

Ms. Eldridge thanked Tom Klear of the North Ridgeville Friends for attending the board meeting today.

**Report of the Assistant Director**

Ms. Whitney met with SEIU 1199 on February 27, 2015, and March 19, 2015. The seniority list has been completed and posted internally. The position of Library Associate II, for the North Ridgeville Branch, has been posted. The position was added due to the need for additional staffing at the Branch in anticipation of extended hours later this year.

There has been some email communication in reference to the Columbia remediation project. Ms. Spivey had a landscaper visit the branch and Bob Rundle is writing a \$5000 grant for landscaping.

North Ridgeville has new shelving. The hardware was installed and crown molding has been added. The cabinet doors are removable for ease of use during Book Sales.

Ms. Whitney recently appreciated taking a well deserved vacation.

Ms. Whitney is looking forward to strategic planning and future projects at the branches.

## **Committee Reports**

None

## **Audience Participation**

### *Supervisors*

Karen Sigsworth welcomed everyone to the North Ridgeville Branch. Sunday programs were well attended and are now coming to an end. The Sunday programs brought about good publicity, as the Irish Mossy Moran program was on the front page of The Morning Journal. The meeting room is always busy. Ms. Sigsworth is now planning for summer programs for the upcoming Dimensions.

### *Friends of the Library*

Avon Friends are having their Adult Art Show today following the Board meeting. Ms. Whitney will be one of the artists represented. The last book sale was held March 13<sup>th</sup> and 14<sup>th</sup>.

Columbia Friends last meeting was not well attended due bad weather. April 6, 2015, is the next book sale. The Friends helped the Levy Committee by stuffing over 800 envelopes.

Domonkas Friends are having a March Madness book sale set up on book carts in the Library. So far they have made over \$300.

North Ridgeville Friends book sale will be held on April 22, 2015. The last sale netted \$3,400.

Lorain Friends next meeting will be held in April. Lorain Friends are helping to pay for the bus trip to Columbus for the Legislative Day and for the Community Mosaic that will be displayed in the Toni Morrison Room.

### *Foundation*

Tony Campana was welcomed as the new President of the Foundation. Fidelity Charitable made a donation of \$200. The Corn Festival Committee made a donation of \$2000 for the North Ridgeville Quiet Reading Room. The LPLS Foundation made a donation of \$1000 to the Library.

## **New Business**

### **#2015-030 Approval of Personnel Appointments**

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

- Kari Mariner, Library Associate 1-Floater, part-time, at the Avon and North Ridgeville Branches of the Lorain Public Library System, effective March 9, 2015, at an hourly rate of \$15.535, which is grade UH, step 1.

**Roll Call:** yeas, unanimous

### **#2015-031 Approve Contract with Wadsworth Solutions**

Mr. Kovach moved, Ms. Novak seconded to authorize the Chief Fiscal Officer to enter into a contract with Wadsworth Solutions to upgrade the Main Library HVAC control system for an amount not to exceed Twenty-Two Thousand, Seven Hundred and Fifty-Four Dollars and Seventy-Five Cents (\$22,754.75).

**Roll Call:** yeas, unanimous

### **#2015-032 Renewal Contract with 3M for Library Security Equipment Maintenance**

Ms. Novak moved, Ms. Tomas seconded to authorize the Chief Fiscal Officer to renew the contract with 3M Company to provide annual equipment maintenance for the Library's materials security control systems in an amount not to exceed Twenty-Seven Thousand, Six Hundred and Seventy-Six Dollars and Eleven Cents (\$27,676.11).

**Roll Call:** yeas, unanimous

### **#2015-033 Acceptance of Donations/Grants**

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

Community Foundation – Krieg-Winterton for Lorain Library	\$ 1,314.00
The Foundation of the LPLS – for the North Ridgeville Branch	\$ 3,000.00

**Roll Call:** yeas, unanimous

**New Business continued:**

**#2015-034 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, or Goodwill of Lorain County.**

Ms. Tomas moved, Mr. Kovach seconded to approve the donation of scrap computer equipment to the Lorain County Solid Waste Management District's *Electronic Collections Days* or to Goodwill of Lorain County. (*Mr. Wilson noted that he is currently serving as the Treasurer of the Board at Goodwill*)

<b>Surplus List for Board</b>			
<b>EquipmentType</b>	<b>Make/Model</b>	<b>Mfg Serial #</b>	<b>LPLS #</b>
AV Equipment	Panasonic DMR-EZ48V	VN9GR089101	6433
AV Equipment	Sony STR-DN2010	8801664	7202
Barcode Reader	BTL75	N560178	1289
Computer	Dell PowerEdge 2600	3VNM661	3037
Computer	Toshiba Tecra S2	35212357K	3063
Computer	A&J Server		3150
Computer	A&J	D24010629300566	5866
Computer	A&J	D24010627300913	5867
Computer	A&J Server	AM61620060816	5884
Computer	HP Touchsmart TX2	CNF9255WKX	6431
External Drive	Seagate FreeAgent Desktop	6QE1LYTQ	5958
Hub/Switch	3Com OfficeConnect Dual Speed Hub 8	0100/7P1F033805	1306
Miscellaneous	Wilson Mobile Wireless Dual-Band Antenna	801201D8041216368	6305
Miscellaneous	D-Link DKVM-8E	BS0928C000194	6416
Miscellaneous	D-Link DKVM-8E	BS0928C000225	6417
Monitor	Samsung SyncMaster 151s	GG15H9NT930072R	1708
Monitor	Sony SDM-S73	3209737	2996
Monitor	Samsung SyncMaster 943T	MY19H9NS413982H	6367
Monitor	Samsung SyncMaster 743E	MY17HVGS908757P	6451
Printer	Star SP500	150031200084	2952
Printer	HP LaserJet 4250N	JPGGL11535	5689
Printer	Brother HL-5170DN	U60966H5J976692	5691
Printer	Brother HL-5170DN	U60966H5J976504	5692
Printer	Brother HL-5170DN	U60966J5J992918	5702
Printer	Okidata Microline 420	AE61017824B0	5706
Printer	Okidata Microline 420	AE64058856B0	5789
Printer	Okidata Microline 420	AE6A011591C0	5809
Printer	Okidata Microline 420	AE6A043807C0	5858
Printer	HP OfficeJet Pro L7680	MY76B551RR	5987
Printer	Zebra LP2824	22A082900680	6461
UPS	APC Smart-UPS 1000	WS9949012279	469
UPS	APC Smart-UPS 1000	WS9949012306	2826
UPS	APC Smart-UPS SC620	5S1148T03708	7245

**Roll Call:** yeas, unanimous

**New Business continued:**

**#2015-035      Approve Contract with Reliable Lawn Service to Provide Lawn Service for the Avon and North Ridgeville Branches**

Ms. Hatch moved, Ms. Tomas seconded to authorize the Chief Fiscal Officer to enter into a contract with Reliable Lawn Service to provide annual landscaping services in the amount of Eighteen Thousand, Eight Hundred and Eighty-One Dollars, \$18,881, an increase of 1.1% from 2014 .

**Roll Call:** yeas, unanimous

**#2015-036      Resolution of Appreciation - Karlyn Chilenski Upon Her Retirement**

Ms. Hatch moved, Mr. Kovach seconded to approve the following resolution in appreciation of Karlyn Chilenski:

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

**WHEREAS**, Karlyn Chilenski in her 24 years of employment with the Lorain Public Library System has been a valuable staff member at the North Ridgeville Branch and at the Columbia Branch Library; and

**WHEREAS**, she has done an outstanding job providing accurate answers and information for both adult and children patron requests on a daily basis; and

**WHEREAS**, Karlyn Chilenski has made significant contributions to the collection development of the Columbia Branch popular interest areas of adult fiction and nonfiction, music CDs and the children's and young adult collections; and

**WHEREAS**, she possesses excellent reader advisory skills which allowed her to provide exceptional reading recommendations to Columbia Township patrons; and

**WHEREAS**, Karlyn Chilenski over her many years of library service provided library programs by visiting schools to promote the summer reading programs, and leading after school story and craft programs for children; and

**WHEREAS**, Karlyn Chilenski created attractive and timely book displays and sorted and prepared leased books for return and shipping on a regular basis;

**THEREFORE**, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Karlyn Chilenski and her contributions to the library system and extends its appreciation on behalf of the board and staff.

**Roll Call:** yeas, unanimous



**New Business continued:**

**#2015-037      Approval to Advertise at the 2015 Rockin' on the River Concert Series**

Mr. Kovach moved, Ms. Hatch seconded to approve a Seven Hundred and Fifty Dollar (\$750) level advertisement expenditure with Falls River Concerts to display a banner at all events and receive 2 season passes.

**Roll Call:** 4 yeas, Ms. Novak abstained

**#2015-038      Approval to Enter into Executive Session to Discuss Personnel Matters.**

Mr. Kovach moved, Ms. Tomas seconded at 5:38 p.m. to approve adjourning to Executive Session to discuss non-bargaining unit salaries.

**Roll Call:** yeas, unanimous

**Reconvened: 6:11 p.m.**

**New Business continued:**

**#2015-039 Approval of 2015 Salaries for Non-Bargaining Unit Staff**

Mr. Kovach moved, Ms. Tomas seconded to approve the salary adjustments and one-time merit payments for non-bargaining unit staff, effective April 12, 2015.

2015 Nonbargaining Staff Salaries						
Effective 4-12-2015						
Last Name	First Name	Title	Current Rate	New Rate	New Annualized	% Increase
Adamcek	Mary	ADM AIDE	\$ 8.333	\$ 8.458	\$ 8,796.32	1.50%
Betting	Elaine	LIB SUP	26.822	26.822	53,000.27	***0%
Coghlan	Pamela	LIB SUP	23.988	24.468	48,348.77	2%
Comm Ser. Mgr	Vacant	LIB SUP	22.014	22.014	43,499.66	0%
Furcron	Kiesha	ADM CLK	13.635	13.840	21,590.40	1.50%
Garber	Doris	PUB SVC	34.420	34.936	69,033.54	1.50%
Girt	Dale	FAC MGR	29.815	30.262	59,797.71	1.50%
Grizzell	Cheryl	LIB SUP	22.235	22.569	44,596.34	1.50%
Hayes	Meagan	MARKMGR	26.063	26.584	52,529.98	2%
Johnson	Frances	LIB SUP	26.584	26.983	53,318.41	1.50%
Kelly	Donna	LIB SUP	23.659	24.014	47,451.66	1.50%
Lanning	Sheila	ASST FO	20.069	20.470	40,448.72	2%
Leyva	Deborah	ADM CLK	13.474	13.676	20,623.41	1.50%
Manzo	Tamara	CLERK	11.330	11.500	11,362.00	1.50%
Patterson	Jennie	OFF MGR	20.396	20.804	41,108.70	2%
Rivera	Ingrid	PR ASSOC	19.766	20.062	31,296.72	1.50%
Russo	Carol	CLERK	14.130	14.342	22,373.52	**1.50%
Sigsworth	Karen	LIB SUP	31.901	32.380	63,982.88	**1.50%
Simms	Leah	ACCT PAY	15.163	15.390	30,410.64	1.50%
Smith	Valerie	PUB SVC	35.271	35.800	70,740.80	**1.50%
Spivey	Susan	LIB SUP	22.015	22.345	44,153.72	1.50%
Wenz	Robert	TECH MGR	34.143	34.655	68,478.28	1.50%
Whitmore	Kathleen	GRAPHICS	20.038	20.339	40,189.86	**1.50%
2015 TOTAL						1.53%
*Spivey start date 7/6/14						
** Near top of scale; Garber will retire 4/30/15						
***Betting position/salary adjustment effective 3/1/15						

**Roll Call:** yeas, unanimous

Board of Trustees  
March 19, 2015

0031-2015

**IX. Other Agenda Items**

**X. Next Meeting**

Board of Trustees, Regular Business Meeting  
April 16, 2015 at 5 p.m.  
Domonkas Branch Library

**XI. Adjournment**                      Time: 6:15 p.m.

**Attest:**

Homes A. Vnab, President

Susan J Hatch, Secretary