

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

**Minutes**

Lorain Public Library System  
Thursday, April 16, 2015  
5:00 p.m. Domonkas Branch, 4125 East Lake Rd., Sheffield Lake, 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 (5:12pm), Mr. Kovach, Ms. Tomas (5:10pm),  
Mr. Virden

**Regular Business**

**#2015-039 Approval of Minutes**

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

**Roll Call:** yeas, unanimous

**#2015-040 Approval of Fiscal Officer's Report**

Ms. Hatch moved, Mr. Kovach seconded that the Fiscal Officer's Report for the month ending March 31, 2015, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of March 31, 2015, was \$9,105,181. Of the March month end cash balance, \$7,288,619 was in the General/Levy Funds, of which \$5,952,708 was unencumbered. Revenues for the year totaled \$2,325,567 which represented 26.8% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$1,908,414 which is 21.7% of the *estimated* \$8,661,673 annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$3,296,458 or about 37.4% of the *estimated* annual expenses for 2015. The unencumbered cash balance as of March 31, 2015, is \$7.7 million, which was less than the March 31, 2009, balance of \$7.9 million.

*Ms. Tomas arrived at 5:10pm and Ms. Holmes arrived at 5:12pm*

**Fiscal Officer's Report continued:**

*Correspondence*

A copy of the Columbia Township levy ballot with the language was received from the Board of Elections.

Mr. Virden received a letter from Andrew Mangels, the Director of Westlake-Porter Public Library regarding OLC institutional dues.

*Public Records Request*

Two additional public-record requests were received from Columbia Township Trustee Mike Musto for all bank statements from 2010 - present and all expenditures for the Columbia Branch from 2010 - present.

*Agenda*

In the March minutes it was noted under Library Foundation that there was a donation received from "Vidality" the name was corrected to "Fidelity".

There were several personnel appointments added to today's agenda. The following Resolutions were also added to today's agenda;

- 2015-050 Declaration of Chair-and-a-Half as Surplus and Donate to Friends
- 2015-051 Declaration of Bookmobile as Surplus
- 2015-052 Approval to Purchase New Cargo Truck from Mike Bass Ford
- 2015-053 Approval to Apply for a 2015 Grant from the American Library Association/PBS 'Latino Americans: 500 Years of History'

*Training*

Mr. Wilson attended the OLC CPIM training in Columbus April 9-10, 2015. They covered the required Ohio Ethics training as well as general update on merchant services for credit card acceptance and the use of credit card and payment cards for vendor purchasing.

Mr. Wilson will be attending the Rotary District 6600 conference this weekend and he will be attending the Ohio Association of Public Treasurers on April 24, 2015.

*State Budget Update*

On April 14, 2015, the Ohio House of Representatives Finance Committee accepted a substitute version of House Bill 64 which includes a provision increasing the Public Library Fund (PLF) from 1.66% to 1.7% of the General Revenue Fund.

**Roll Call:** yeas, unanimous

## **Report of the Director**

Ms. Eldridge welcomed everyone to the Domonkas Branch. Ms. Eldridge wished everyone a happy National Library Week by handing out LPLS lapel pins and expressed how much fun she has had celebrating. Ms. Eldridge advised The Morning Journal had a nice article about Ohio Library Day and will give board members a copy. Ms. Eldridge handed out ink pens, copies of the strategic planning surveys and copies of the new Dimensions to board members.

### *Community Events/Library Programs*

Ms. Eldridge was unable to attend the Lorain County Trustees meeting at Stubby's on March 26, 2015, but she thanked Mr. Viriden, Ms. Novak and Ms. Hatch for their attendance.

Ms. Eldridge had fun at the TP Nubian Puppet Show on April 9, 2015, held at the Main Branch. The program introduced vowels to children through puppets and music.

Volunteers are needed on April 18, 2015, for the Mini Golf program being held at the Main Branch of the Library. If board members would like to volunteer please arrive at the Library by 5:30 p.m.

Ms. Eldridge will attend the Columbia Library Levy Committee meeting on April 20, 2015.

Ms. Eldridge will attend the Second Harvest Sneak Peak to be held on April 23, 2015.

On April 25, 2015, Ms. Eldridge will be receiving the award for Community Service at the Lorain Negro Business and Professional Women's Award Luncheon. Ms. Eldridge thanked Ms. Hatch and Mr. Viriden for their interest in attending.

All 29 seats for the bus trip for Legislative Day have been reserved. Ms. Eldridge thanked Mr. Viriden in advance for his attendance.

Ms. Eldridge advised no board member is interested in attending for the OLC Trustees Dinner.

The Friends Exchange is being hosted this year by the Elyria Friends on May 2, 2015, from 10 a.m. - 2 p.m. Ms. Eldridge will send an email to board members as a reminder for anyone who is interested.

There is a Victory Breakfast planned for the Columbia Branch on May 6, 2015.

The Library Foundation will have their next meeting on May 11, 2015.

Toni Whitney's Graduation from Leadership Lorain County will be held May 20, 2015, at 6 p.m. at DeLuca's Place in the Park.

## **Report of the Director continued:**

### *Board/Personnel*

New Staff Orientation will be held on April 23, 2015, with seven or eight new employees scheduled to attend.

Doris Garber's retirement party is being held on May 1, 2015. If any board members would like to attend please let Ms. Eldridge know.

### *Facilities*

Columbia flood remediation and landscaping continues.

### *Statistics*

Ms. Eldridge handed out a revised copy of the 2014 Annual Summary Comparison statistics. Ms. Eldridge stated the statistics shows a decline in the areas that the state considers. Ms. Eldridge will continue to advocate on the state level that all library resources being utilized should be observed electronic resources for example.

### *Strategic Planning*

The Board Focus Group will be held on May 21, 2015, immediately following the Board Meeting.

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

### *Donations*

There was a donation made in memory of a Domonkas Branch Friends of the Library lifetime member, Dawn Langdon. There was a donation made to the Library Foundation in memory of Bev Brunberg, former library manager Debra Jackson's mother. Ms. Eldridge received an email from Patty O'Brien advising that the Stocker Foundation will be donating \$15,000 toward this year's Summer Reading Program.

## **Report of the Assistant Director**

### *Facilities*

Ms. Whitney passed around pictures of the Columbia Branch that Mr. Wilson took to show the progress being made on flood remediation. Ms. Whitney stated there has not been much communication as to what the next steps will be.

Domonkas Branch is using the money that was gifted to the branch to reupholster all the seating.

South Branch has converted their quiet reading room into a small meeting room.

## **Report of the Assistant Director (continued)**

### *Community Events*

Ms. Whitney has been or will be attending all the Friends meetings.

Ms. Whitney will be representing the Library at the Lorain County Special Needs Resource Conference: Day of Discovery on April 28, 2015. Ms. Whitney was a member of the planning team for the conference as part of her experience with Leadership Lorain County.

Ms. Whitney will be attending the Second Harvest Sneak Peak on April 23, 2015.

Ms. Whitney will be attending the Nord Center open house with Pam Coghlan.

Ms. Whitney will be attending the Urban League open house on April 17, 2015.

## **Committee Reports**

None

## **Audience Participation**

### *Supervisors*

Pam Coghlan welcomed and thanked the board members for all they do. Ms. Coghlan personally thanked Ms. Whitney and Ms. Eldridge for all of their support. Ms. Coghlan trusted everyone noticed the new cement walkway and the new doors leading into the building. Ms. Coghlan is excited about the seat reupholstering. Ms. Coghlan is appreciative to her staff that is able to adapt to a diverse group of patrons. Some of the programs offered was the Mad Science program, Anime night, and Pie day. Domonkas staff has continued to offer tech help to adult patrons for their tablets, phones and computers. The Sheffield Historical Society has done a lecture and will continue to visit throughout the year as they celebrate Sheffield/Sheffield Lake's Bicentennial. Ms. Coghlan is looking forward to the Summer Reading Program with the super hero theme. Domonkas had some good publicity recently in three separate articles. Ms. Coghlan passed around copies of each.

*Friends of the Library*

Columbia Friends had their first book sale last week and netted \$755. April 21, 2015, is the next meeting.

Avon Friends last met on April 9, 2015. The last book sale netted \$650.

Domonkas Friends has a new treasurer. The March Madness cart book sale netted \$517.

North Ridgeville Friends next meeting will be May 4, 2015. The silent auction is going on now until the end of April. The book sale will be held April 23 – 26, 2015.

Lorain Friends donated \$2,900 for the bus trip to Legislative Day and the mosaic community art project. The next meeting will be April 21, 2015. The next book sale will be held May 14-19, 2015.

*Foundation*

The next meeting will be May 11, 2015.

Mr. Wilson will be attending a Funeral Home Directors' dinner along with Foundation board member Tom Boyer to promote planned giving donations for the Library Foundation.

**New Business**

**#2015-041 Approval of Personnel Appointments**

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

- Topaz Reyna, Library Aide, part-time, in the Technical Services Department of the Lorain Public Library System, effective March 23, 2015, at an hourly rate of \$8.10, which is grade UA, step 2.
- Cheryl Paganelli, Technical Services Librarian Supervisor, full-time, in the Technical Services Department of the Lorain Public Library System, effective April 22, 2015, at an hourly rate of \$22.773, which is grade EK.
- Monique Sherban, Library Associate II/Assistant to the Branch Librarian Supervisor, Public Services, full-time, at the Columbia Branch Library of the Lorain Public Library System, effective April 13, 2015, at an hourly rate of \$17.517, which is grade UI, step 1.
- Christine Phelps, Library Associate I, Public Services, part-time, at the Avon Branch Library of the Lorain Public Library System, effective April 27, 2015, at an hourly rate of \$16.239, which is grade UH, step 2.
- Samantha Henry, Student Library Aide, Public Services, part-time, at the Columbia Branch Library of the Lorain Public Library System, effective March 16, 2015, at an hourly rate of \$8.100, which is grade EA.

**Roll Call:** yeas, unanimous

**New Business continued:**

**#2015-042 Approval to Attend Ohio Public Finance Officers Training Institute**

Mr. Dore moved, Ms. Holmes 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 8<sup>th</sup> through June 12<sup>th</sup>, at a cost not to exceed One Thousand, Four Hundred and Twenty-Six Dollars (\$1,426.00).

Registration:	\$485 (if paid by May 15, 2015)
Hotel Room:	\$705 (\$141/room/night)
Meals:	\$175 (\$35 per day in-state allowance)
Mileage:	\$ 61

TOTAL ESTIMATED COST: \$1,426

**Roll Call:** yeas, unanimous

**#2015-043 Approval to Purchase New Internet Protocol (IP) Phone System**

Mr. Kovach moved, Mr. Dore seconded to authorize the Chief Fiscal Officer to enter into a contract with various suppliers to provide an IP phone system server and related software, telephone handsets and other hardware needed to install an IP phone system at the Main Library for amounts not to exceed Forty Thousand Dollars (\$40,000) in the aggregate.

**Roll Call:** yeas, unanimous

**New Business continued:**

**#2015-044 Resolution of Appreciation – Doris Garber Upon Her Retirement**

Ms. Tomas moved, Mr. Kovach seconded to approve the following resolution in appreciation of Doris Garber:

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

**WHEREAS**, Doris Garber in her 15 years of employment with the Lorain Public Library System has been a public services coordinator who is well respected by managers and staff where she supervised the technical services department in a calm and efficient manner, and

**WHEREAS**, Doris Garber in her 33 year career as a professional librarian possessed exemplary management skills and a cheerful demeanor that greatly enhanced the smooth running of library operations; and

**WHEREAS**, Doris Garber focused on centralized collection development and the continuous improvement in materials processing resulting in a streamlined process of getting new library materials in the hands of library patrons faster; and

**WHEREAS**, her leadership in overseeing the daily delivery of library materials from other library systems and within our library system greatly enhanced our library's commitment to good customer service; and

**WHEREAS**, Doris Garber was in charge of the Main Library and worked multiple service desks on Sundays where she exhibited excellent team spirit with other managers and staff; and

**THEREFORE**, be it resolved that the Lorain Public Library System board of trustees does publicly acknowledge Doris Garber and her contribution to the library system and extends its heartfelt appreciation on behalf of the library board and staff.

**Roll Call:** yeas, unanimous



**New Business continued:**

**#2015-045 Resolution in Memory of Jean Roberts**

Mr. Kovach moved, Ms. Tomas seconded to approve the following resolution in memory of Jean Roberts:

**WHEREAS**, the late Jean Roberts was a dedicated and conscientious employee for 10 years serving as Outreach Services Librarian Supervisor of the Lorain Public Library System; and

**WHEREAS**, Jean Roberts in her forty year career as a professional librarian, made major contributions in providing exemplary outreach service; and

**WHEREAS**, she used her rich background in outreach to reestablish a bookmobile service for the Lorain Public Library System; and

**WHEREAS**, she demonstrated sensitivity to the library needs of special populations (such as the functionally illiterate adult and the homebound) in delivering library services; and

**WHEREAS**, Jean Roberts served as an excellent public library advocate delivering frequent presentations about the library's services and resources to community organizations; and

**WHEREAS**, she used her organizational and leadership skills to benefit public libraries on the state level by serving as coordinator of the Outreach and Special Services Division of the Ohio Library Council and as chair of the Bookmobile Task Force; and

**WHEREAS**, Jean Roberts was one of the driving forces behind the first edition of the Ohio Bookmobile Directory; and

**WHEREAS**, she provided sound guidance and the generous sharing of her experience in her leadership roles with the Junior Members Round Table and the Recruitment Committee of the Ohio Library Council;  
and

**WHEREAS**, Jean Roberts was honored with the Ohio Library Council's prestigious John Philip Outreach Award; and

**WHEREAS**, Jean Roberts provided exemplary customer service by treating all patrons with respect and by being friendly and approachable, and

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

**Roll Call:** yeas, unanimous

**New Business continued:**

**#2015-046 Approval to Advertise at the Avon Aquatic Facility**

Mr. Kovach moved, Ms. Hatch seconded to approve a Two Thousand, One Hundred and Fifty Dollar (\$2,150) level advertisement expenditure with the City of Avon, for a 4' x 8' vinyl fence banner that will be displayed for the Summer of 2015 at the new Avon Aquatic Facility.

**Roll Call:** yeas, unanimous

**#2015-047 Approval to Enter into Carpet Cleaning Contract**

Mr. Kovach moved, Ms. Holmes seconded to approve entering into a contract with Golden Dry, to dry clean the carpeting throughout the Library System for an amount not to exceed Twelve Thousand, Six Hundred and Twenty-Five Dollars (\$12,625.00).

**Roll Call:** yeas, unanimous

**#2015-048 Increase to the Lorain Main-South Branch Book Memorial Appropriations**

Ms. Hatch moved, Mr. Kovach seconded to approve the following \$10,050 of increases to the Lorain Main and South Branch, Book Memorial appropriations:

215-01-52110 Book Memorial Supplies - Main	\$ 2,050.00
215-01-55410 Toni Morrison Room Mosaic - Main	\$ 2,500.00
215-13-52110 Book Memorial Supplies - South	\$ 500.00
215-13-53720 Book Memorial Speakers - South	\$ 1,000.00
215-13-55410 Quiet Room Modifications – South	\$ 4,000.00

**Roll Call:** yeas, unanimous

**#2015-049 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Mr. Kovach moved, Ms. Holmes seconded at 5:47 p.m. to approve adjourning to Executive Session to discuss non-bargaining unit salaries.

**Roll Call:** yeas, unanimous

**Reconvened: 6:23 p.m.**

**New Business continued:**

**#2015-050 Declaration of Chair-and-a-Half as Surplus and Donate to Friends**

Ms. Hatch moved, Ms. Holmes seconded to declare as surplus, the chair-and-a-half at the Domonkas Branch Library, and to donate the item to the Domonkas Friends for their book sale.

**Roll Call:** yeas, unanimous

*(Mr. Virden announced that the Board will hold a work session to discuss outreach alternatives.)*

**#2015-051 Declaration of Bookmobile as Surplus.**

No one moved to declare the Bookmobile as surplus.

**#2015-052 Approval to Purchase New Cargo Truck from Mike Bass Ford**

No one moved to approve entering into a contract to purchase a 2015 Ford E-250 Box Truck with electric lift gate for an amount not to exceed Thirty-Eight Thousand Dollars (\$38,000.00).

**#2015-053 Approval to Apply for a 2015 Grant from the American Library Association/PBS 'Latino Americans: 500 Years of History'**

Mr. Kovach moved, Ms. Holmes seconded to authorize the Library Administration to submit a grant application to ALA/PBS for the "Latino Americans: 500 Years of History" grant program, for one year's programming, speakers, and materials at the South Branch Library to celebrate and educate the community about Latino American heritage.

**Roll Call:** yeas, unanimous

**IX. Other Agenda Items**

None

**X. Next Meeting**

Finance, Audit and Properties Committee Meeting  
May 11, 2015, at 5 p.m.  
South Branch Library

Board Work Session  
May 11, 2015, following the Finance, Audit & Properties Committee Meeting  
South Branch Library

Board of Trustees, Regular Business Meeting  
May 21, 2015, at 5 p.m.  
Columbia Branch Library

**XI. Adjournment**                      Time: 6:27 p.m.

**Attest:**

James A. Under, President

Susan J Hatch, Secretary