

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

**Minutes**

Lorain Public Library System  
Thursday, May 21, 2015  
5:00 p.m. Columbia Branch, 13824 W. River Rd. North, Columbia Township, OH  
Regular Business Meeting

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

**Roll Call**

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

**Regular Business**

**#2015-054 Approval of Minutes**

Mr. Dore moved, Ms. Novak seconded that the minutes of the April 16, 2015, meeting be approved.

**Roll Call:** yeas, unanimous

**#2015-055 Approval of Fiscal Officer's Report**

Ms. Tomas moved, Ms. Novak seconded that the Fiscal Officer's Report for the month ending April 30, 2015, be approved.

*Mr. Virden arrived at 5:04pm*

Mr. Wilson reported to the Board that the month end cash balance as of April 30, 2015, was \$9,744,140. Of the April month end cash balance, \$7,916,726 was in the Operating Funds, of which \$6,672,215 was unencumbered. Revenues for the year totaled \$3,579,529 which represented 41.3% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$2,523,417 which is 28.6% of the *estimated* expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$3,866,288 or about 43.9% of the *estimated* annual expenses for 2015. The unencumbered cash balance as of April 30, 2015, is \$8.4 million, which was less than the April 30, 2009, balance of \$8.6 million.

*Correspondence*

None

**Fiscal Officer's Report continued:**

Public Record's Request

Mr. Wilson, Ms. Eldridge, Ms. Whitney and Ms. Spivey met with the Columbia Township Trustees and completed the response to their public-record requests.

*Training*

Mr. Wilson attended the Ohio Association of Public Treasurers (OAPT) one day session on April 24, 2015.

Sheila Lanning, Assistant Fiscal Officer, attended the Library Fiscal Officer's Spring Conference on May 15, 2015.

Mr. Wilson will be attending the OAPT Annual Conference the week of June 8, 2015.

**Roll Call:** yeas, unanimous

**Report of the Director**

Ms. Eldridge welcomed everyone to the Columbia Branch and expressed how much she loves coming to visit. Ms. Eldridge advised that the 2014 Annual Report was complete and copies were handed out to board members. The report is available on the library website and has been published in The Morning Journal. The Chronicle Telegram has highlights of the report and directs the public to the library website.

Ms. Eldridge acknowledged guests, Katy Klettlinger and Gregory Gassman of the State Library, who are consulting on the Strategic Plan.

Ms. Eldridge thanked board members and staff for their support at the Lorain Negro Business and Professional Women's Award Luncheon where she received the Community Service Award. She also expressed her gratitude to Mr. Virden for attending Legislative Day on April 28, 2015.

Mrs. Eldridge thanked Ms. Hatch and others for their attendance at Ms. Whitney's Induction ceremony for Leadership Lorain County held on May 20, 2015.

*Board/Personnel*

Unexpectedly, Frances Johnson, Circulation Service Manager passed away. Ms. Eldridge is now in the process of hiring a replacement. The library did receive a \$400 donation from her parents.

**Report of the Director continued:**

*Community Events/Library Programs*

Ms. Eldridge attended the Lorain County Urban League Open House on April 30, 2015.

Ms. Eldridge attended the Friends' Exchange on May 2, 2015, hosted by the Elyria Friends.

Ms. Eldridge attended Lorain Lions Club Pancake Breakfast on May 3, 2015.

Ms. Eldridge convened a Columbia Library Levy Victory Breakfast Celebration held on May 6, 2015.

Ms. Eldridge attended the work session with Columbia Township Trustees held on May 7, 2015. Ms. Eldridge believes there was better communication at this session than in the past.

Ms. Eldridge attended the N.A.A.C.P. membership luncheon on May 16, 2015, as the Library is a lifetime member.

On May 19, 2015, Ms. Eldridge attended a community event at El Centro, and expressed interest in the Block grant funding that would be used toward a new bookmobile.

June 6, 2015, is the Summer Reading Kickoff and Beach Party at Lakeview Park.

The Main Library's Mosaic Project had a very nice turn out. The Mosaic will be installed in the Toni Morrison room in early July.

Ms. Eldridge asked board members to mark their calendars for the Lorain County Fair Breakfast being held on August 24, 2015.

*Facilities*

On June 8, 2015, there is a Columbia Library levy wrap up meeting scheduled.

Remediation work is complete at the Columbia Branch. The County is waiting for Columbia Township to sign off on the work.

*Strategic Planning*

Focus group meetings are being organized for strategic planning. Ms. Eldridge has asked the Friends to donate two \$25 gift cards to use for incentives to attend the meetings.

## **Report of the Assistant Director**

### *SEIU 1199*

Ms. Whitney advised there was a grievance received in reference to the posting of a position at the North Ridgeville Branch. The hearing is scheduled for May 26, 2015.

### *Facilities*

The Avon Branch welcomed two new employees and Manager on Call Becky Whittington. There was a preliminary meeting for the renovation of the bathroom.

Ms. Whitney publicly thanked Ms. Spivey, Ms. Eldridge and Ms. Hayes for all their hard work on the Columbia Levy. Ms. Whitney thanked the Columbia Friends for refreshments today.

Ms. Whitney thanked Ms. Grizzell for submitting a proposal to the American Library Association/PBS for the "Latino Americans: 500 Years of History" project in the amount of \$10,000.

Information is being gathered for an additional meeting room for the North Ridgeville Branch.

A branch tour will be held for new hires on May 29, 2015.

### *Community Events*

Ms. Whitney thanked all who attended the Induction Ceremony for Leadership Lorain County.

## **Committee Reports**

### *Finance, Audit and Properties Committee*

Ms. Tomas advised the last meeting was held on May 11, 2015. The talking points were:

- Budget
- Service area
- Providing adequate Outreach Services
- Columbia Remediation
- North Ridgeville meeting room addition

### *Fraud Hotline*

None

**Committee Reports continued:**

*Communications*

None

**Audience Participation**

*Supervisors*

Ms. Spivey welcomed everyone to the Columbia Branch. Ms. Spivey is still celebrating over the passing of the Levy. Ms. Spivey is happy to see the progress of the remediation. There were successful winter and spring programs and Ms. Spivey thanked the Columbia Friends for their help in those programs. Ms. Spivey is looking forward to the Summer Reading program.

*Friends of the Library*

Mr. Kovach thanked Ms. Eldridge, Mr. Wilson, Ms. Whitney and Ms. Hayes for all the work they did on the Columbia Levy. Mr. Kovach advised the Post Report was returned without any mistakes. Mr. Kovach is covering for the Friends treasurer this month. Columbia Friends' next meeting will be held on June 16, 2015. The next book sale will be July 21-25, 2015. Columbia Friends are now working on their homecoming booth.

Domonkas Friends book sale is currently going on. There was a large donation of books from the Brookside High School.

Ms. Whitney thanked the Avon Friends who provided lunch for National Library Week to the staff. The Avon Friends will be participating in the Duct Tape Parade.

North Ridgeville Friends next meeting will be July 6, 2015. The next book sale will be held July 24-25, 2015.

Lorain Friends last book sale made over \$3000. The next meeting will be held at South Branch on August 25, 2015.

*Foundation*

These were the points of discussion at the last meeting held May 11, 2015:

- Annual appeal to discuss donations to the 2016 Summer Reading Program
- Revision of the letter on Friends Raiser's Edge software program

Several memorial donations were received in honor of Debra Jackson's mother: Beverly Brunberg.

**New Business**

**#2015-056 Approval of Personnel Appointments**

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

- Sally Diederich, Library Aide, part-time, at the North Ridgeville Branch Library of the Lorain Public Library System, effective April 27, 2015, at an hourly rate of \$8.10, which is grade UA, step 2.
- Rebecca Whittington, Manager-on-Call, Public Services, part-time, system-wide for the Lorain Public Library System, effective May 6, 2015, as needed through July 31, 2015, and may be terminated at anytime subject to the needs of the Library, at an hourly rate of \$25.00, grade EK.
- Diane Dalton, Library Associate I, Public Services, part-time, at the Columbia Branch Library of the Lorain Public Library System, effective May 11, 2015, at an hourly rate of \$16.239, which is grade UH, step 2.
- Joe Yagiolo, Library Associate 1, part-time to full-time, effective May 24, 2015.

**Roll Call:** yeas, unanimous

**#2015-057 Approval of 2016 Proposed Budget**

Ms. Hatch moved, Mr. Kovach seconded to approve the 2016 Proposed Budget in the following amounts:

General Fund	\$ 4,326,494
Lorain Levy Fund	3,728,223
Avon Branch	708,025
Columbia Branch	429,458
Domonkas Branch	537,092
North Ridgeville Branch	1,723,587
Summer Reading Program	15,000
Book Memorial	100,000
Building & Repair Fund	500,000
Hageman Fund	20,600
HRA Fund	15,000
<b>TOTAL PROPOSED</b>	<b>\$ 12,103,479</b>

**Roll Call:** yeas, unanimous

**New Business continued:**

**#2015-058 Resolution of Appreciation - Columbia Library Levy Committee**

Mr. Kovach moved, Ms. Tomas seconded to approve the following resolution in appreciation of the Columbia Library Levy Committee:

**WHEREAS**, the Lorain Public Library System benefits from the work and commitment of many community volunteers; and

**WHEREAS**, the success of the Columbia Library Levy was dependent on the dedication and hard work of the Columbia Library Levy Committee; and

**WHEREAS**, the leadership of Levy Chairperson Jim Van Horn, Treasurer Edwin Kovach and the tireless efforts of the levy committee resulted in an overwhelming victory for the Columbia Branch Library; and

**WHEREAS**, the Columbia Library Levy Committee has contributed a considerable amount of personal and professional time to the library;

**THEREFORE, BE IT RESOLVED**, that the Lorain Public Library System board of trustees does publicly acknowledge Levy Chairperson Jim Van Horn, Treasurer Edwin Kovach, Columbia Library Levy Committee members Anne Frost, Don Hagen, Sharon Ruder, Dennis Ross, Susan Trujillo and Susan Wendt, and many other levy volunteers who helped behind the scenes, and extends its appreciation on behalf of the board and staff.

**Roll Call:** yeas, unanimous

**#2015-059 Increase to Appropriations for Ohio Public Employees Retirement System (OPERS) Chargeback from 1980's Service Credit**

Mr. Kovach moved, Ms. Novak seconded to approve the increase in appropriations of One Thousand, Six Hundred and Two Dollars (\$1,602) for the chargeback of 1980's OPERS service credit for an employee who should have been covered when the Library allowed the employee to work beyond the 20-hour-per-week exemption from service coverage.

101-01-51410	P.E.R.S – Administration	\$ 1,602.00
--------------	--------------------------	-------------

**Roll Call:** yeas, unanimous

**#2015-060 Acceptance of Donations/Grants**

Ms. Novak moved, Ms. Tomas seconded to accept donations/grants as follows:

The Stocker Foundation – Summer Reading Program	\$ 15,000.00
The Friends of the Lorain Library – Various Programs	2,900.00

**Roll Call:** yeas, unanimous

**New Business Continued:**

**#2015-061 Resolution in Memory of Frances Johnson**

Mr. Kovach moved, Ms. Hatch seconded to approve the following resolution in memory of Frances Johnson:

**WHEREAS**, the late Frances Johnson was a dedicated and conscientious employee for 10 years serving as outreach services librarian supervisor and circulation services manager of the Lorain Public Library System; and

**WHEREAS**, Frances Johnson in her 30 plus year career in libraries, made major contributions in providing exemplary public service; and

**WHEREAS**, she used her rich background in public libraries to assist in writing procedures, and creating programming and outreach services for the Lorain Public Library System; and

**WHEREAS**, Frances Johnson supported the mission of the library in her involvement with Friends of the Library activities; and

**WHEREAS**, she demonstrated sensitivity to the library needs of special populations (such as literacy students, homework help center students and Books by Mail patrons) in delivering library services; and

**WHEREAS**, Frances Johnson 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 Frances Johnson 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

**#2015-062 Declaration of Bookmobile as Surplus.**

Mr. Dore moved, Ms. Tomas seconded to declare the Bookmobile as surplus.

**Roll Call:** yeas, unanimous



Board of Trustees  
May 21, 2015

0052-2015

**New Business Continued:**

**#2015-063 Approval to Purchase New Cargo Truck from Mike Bass Ford**

Mr. Kovach moved, Ms. Novak seconded 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).

**Roll Call:** yeas, unanimous

**#2015-064 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Mr. Kovach moved, Ms. Tomas seconded at 5:35 p.m. to approve adjourning to Executive Session to discuss non-bargaining unit salaries.

**Roll Call:** yeas, unanimous

**Reconvened: 6:00 p.m.**

**Other Agenda Items**

**Next Meeting**

Board Work Session – Strategic Planning  
May 21, 2015, immediately following this Board Meeting  
Columbia Branch Library

Board Retreat and Library Services and Personnel Committee  
June 6, 2015 at 10 a.m.  
South Branch Library

Board of Trustees, Regular Business Meeting  
June 18, 2015 at 5 p.m.  
South Branch Library

**Adjournment**

Time: 6:02 p.m.

**Attest:**

 \_\_\_\_\_, President

 \_\_\_\_\_, Secretary