

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, September 17, 2015
5:00 p.m. Avon Branch Library, 37485 Harvest Dr. Avon, OH
Regular Business Meeting

Mr. Kovach called the meeting to order at 4:52 p.m.

Roll Call

Present: Ms. Hatch, Mr. Kovach, Ms. Novak, Ms. Tomas, Ms. Holmes, Mr. Dore

Regular Business

No board member indicated a conflict of interest with today's agenda.

#2015-104 Approval of Minutes

Mr. Dore moved, Ms. Novak seconded that the minutes of the August 20, 2015, meeting be approved.

Roll Call: yeas, unanimous

#2015-105 Approval of Fiscal Officer's Report

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

Ms. Lanning reported to the Board that the month end cash balance as of August 31, 2015, was \$9,800,196. Of the August month end cash balance, \$8,115,378 was in the Operating Funds, of which \$7,050,343 was unencumbered. Revenues for the year totaled \$6,399,066 which represented 72.4% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$5,286,898 which was 60% of the *estimated* expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$6,407,241 or about 72.7% of the *estimated* annual expenses for 2015. The unencumbered cash balance as of August 31, 2015, was \$8.7 million, which was less than the August 31, 2011 unencumbered cash balance.

Fiscal Officer's Report continued:

Correspondence & Public Record's Request

The library received correspondence from the Liquor Control Board regarding the renewal of the liquor license for Bootleggers which was included in the board packet.

A public records request was made by Medina County District Library for the five year projected operating budget and staff salaries. The response was sent to them via email the same day.

Agenda

Two additional resolutions were added to today's agenda;

2015-110 Approval to Attend PLA Biennial Conference

2015-111 Approval to Declare shelving surplus.

Training

Mr. Wilson is currently attending the annual three-day SSI User's Group Conference.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed everyone to the Avon Branch. Ms. Eldridge handed out copies of the Ohio Library Council's response to the request of a change in methodology of the amount set for institutional dues of each library system. The hand out confirmed the Ohio Library Council took the request seriously.

Ms. Eldridge extended an invitation to board members for Lorain County Reads program at the Spitzer Conference Center featuring author Mary Doria Russell. The program will be held on Tuesday, September 29, 2015, from 6 p.m. – 9 p.m.

Ohio Library Council Convention and Expo will be held October 6-9, 2015, in Cincinnati. The library has a 56 passenger vehicle available if any board members would like to attend. The approval to attend the Public Library Association Biennial Conference in 2016 was added to the board agenda as to acquire hotel rooms as soon as possible.

Community Events/Library Programs

Ms. Eldridge attended the Lorain County Budget Commission meeting on the 2016 Public Library Fund for Lorain County Libraries.

Report of the Director Continued (*Community Events/Library Programs continued*):

Ms. Eldridge would like to partner with The Boys' and Girls' club and have offered them the bookmobile at a nominal fee. A representative of the Boys' and Girls' club will be coming to look at the bookmobile next week.

Strategic Planning

September 30, 2015, staff focus groups will start and after they are complete the committee will reconvene for a wrap up meeting.

Facilities

Ms. Eldridge thanked the maintenance staff for reconfiguring shelving at the Main Branch.

Ms. Eldridge thanked the Lorain Friends for always being generous with their donations.

Assistant Directors Report

Ms. Whitney advised there was a grievance by SEIU that was withdrawn regarding wearing gloves in public areas. Sunday hours and subsequent schedules have been submitted and accepted by SEIU. Sunday hours will begin the first Sunday in October.

Branch Updates

Ms. Whitney stated great progress has been made in renovation projects across the system. The children's area at the Columbia Branch has been totally carpeted. The bathrooms at the Columbia Branch have been renovated and fixtures have been put back up. Ms. Whitney is happy that Columbia remained open to the public throughout the renovation process as it was good for the public to see the progress and have full service during the process. Avon Branch had a construction meeting recently and tiling of the restrooms will start October 19, 2015. Ms. Whitney met with movers for the North Ridgeville Branch and construction for the additional room will begin October 12, 2015.

New staff orientation is September 24, 2015, there will be 9 new employees attending.

Committee Reports

Library Services and Personnel Committee

At the last meeting held September 1, 2015, change of hours for the Columbia Branch were discussed then the members went into Executive Session and discussion will continue during the Executive Session today.

Committee Reports

Fraud Hotline

None

Communications

Ohio Department of Commerce Notice regarding personal property tax was received.

A copy of the Ohio Department of Taxation phase out of taxing Tangible Personal property information was given in the board packet.

Lorain County Prosecutor's office responded to the request regarding policies for transgender restroom use. A copy of the reply letter is in the board packet.

Audience Participation

Supervisors

Ms. Kelly is excited about the How To programs coming up. The main focus of the Avon Branch has been collaboration and communication with the community. Avon has doubled the attendance of their book discussion group and has been working with the schools. There was a college prep test group that was well attended that offered resources for preparation for college testing and a question answer session with a school counselor. Ms. Kelly is completing programs for winter where she has added special needs programming for children at the public's request. After some investigation into these types of programs there will be a sensory story time, a program that offers music therapy and the Avon Branch will be partnering with representatives from Mercy Hospital. Ms. Kelly acknowledged her staff for the wonderful work they do.

Friends of the Library

Columbia Friends next meeting is October 20th, and the book sale is October 13-17.

Domonkas Friends next book sale is next week, September 24-26.

Lorain Friends next meeting will be October 27th, book sale will begin this week.

North Ridgeville Friends next meeting is October 5th, and the next book sale is October 23-25.

Foundation

The Foundation's next meeting will be held September 28, 2015, at 8 a.m. The Foundation's Annual Appeal begins this month.

New Business

#2015-106 Approval of Personnel Appointments

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

- Emerald Woodburn, Student Library Aide, part-time, at the Main Library of the Lorain Public Library System, effective August 17, 2015, at an hourly rate of \$8.10, which is grade EA.
- Julie Morgenstein, Library Aide -Floater position, part-time, in Technical Services and at the Main Library of the Lorain Public Library System, effective August 24, 2015, at an hourly rate of \$8.10, which is grade UA, step 2.
- Shannon Dillon, Library Associate I, Public Services position, part-time, at the North Ridgeville Branch Library of the Lorain Public Library System, effective August 31, 2015, at an hourly rate of \$15.768, which is grade UH, step 1.
- LaQuanda Williams, Public Relations Clerk, part-time, in the Public Relations Department of the Lorain Public Library System, effective September 8, 2015, at an hourly rate of \$11.000, which is grade ED.
- Cecily Leetch, Student Library Aide, part-time, at the North Ridgeville Branch of the Lorain Public Library System, effective September 15, 2015, at an hourly rate of \$8.10, which is grade EA.
- Christopher Caldera, Library Aide, part-time, at the Main Library of the Lorain Public Library System, effective September 14, 2015, at an hourly rate of \$8.10, which is grade UA, Step 2.
- Corey Knick, Library Associate I, Public Services position, part-time, at the Main Library of the Lorain Public Library System, effective September 16, 2015, at an hourly rate of \$15.768, which is grade UH, step 1.
- Bethany Schmitkons, Library Associate I, Public Services position, part-time, at the Main Library of the Lorain Public Library System, effective September 14, 2015, at an hourly rate of \$15.768, which is grade UH, step 1.
- Lisa Le Barron, Library Associate I, Public Services position, part-time, in the Outreach Department of the Lorain Public Library System, effective September 29, 2015, at an hourly rate of \$16.726, which is grade UH, step 3.

Roll Call: yeas, unanimous

#2015-107 Approve Change of Hours at the Columbia Branch Library

Ms. Hatch moved, Ms. Holmes seconded to approve opening the Columbia Branch Library at 10:00 a.m. on Mondays, effective November 2, 2015.

Roll Call: yeas, unanimous

New Business Continued:

#2015-108 Revise CODE OF CONDUCT (~~2015-09-17~~ ~~2014-11-20~~ Revised) 3.02

Ms. Novak moved, Ms. Holmes seconded to revise the Code of Conduct as follows:

It is the intent of the Board of Trustees of the Lorain Public Library to make the library a place for learning and recreation for all citizens of the library service area. It is the responsibility of the trustees to provide a pleasant, orderly facility conducive to effective use of library services and materials.

The administration has the responsibility of assuring a pleasant experience for all library users. To meet this responsibility, the library staff will identify behavior that infringes on the rights of other patrons or staff and/or threatens the safety of library property. The library staff and/or security personnel will then deal with the behavior according to the guidelines in the routines for this policy.

These rules have been adopted to ensure the comfort and protection of all those using library materials and services.

The following types of disruptive behavior interfere with an atmosphere conducive to effective use of library materials and services. Continued violations may result in a temporary or permanent expulsion from the library and/or loss of library privileges.

They may include, but are not limited to:

- Noise (including radios and ringing/musical tones played by cell phones) or loud talking which interferes with the rights of others
- Physical abuse of library patrons or staff
- Running in the building
- Abusive or threatening language to library patrons or staff
- Misuse of library furnishings, restroom facilities, materials or equipment
- Loitering, congregating on or around entrances/exits, stairways or any other library property in a manner that blocks easy access to the library's facilities for other patrons or the staff.
- Failure to adhere to library Internet Access guidelines and procedures.

Library staff and/or security personnel may limit the number of people seated in a given area or at any one table.

Children ages 6 and under should be accompanied by a care giver while in the library. Library staff cannot be responsible for unattended children of any age.

Assistance animals, or assistance animals in training accompanied by a trainer, will be the only animals permitted in the library unless authorized in advance by a Public Services Coordinator or the Branch Librarian Supervisor, after approval of the Library Director or Assistant Director.

In order to keep books, materials and furnishings in good order, eating is only permitted in designated areas of the library during designated times and at meetings or during special library programs when so designated by the sponsor and approved by the Library.

**An expulsion can be appealed to the library director. A permanent expulsion may be appealed to the Lorain Public Library System Board of Trustees.*

Roll Call: yeas, unanimous

New Business Continued:

#2015-109 Acceptance of Donations/Grants

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

Anonymous Donor – unrestricted	\$ 5,000.00
Gerald Prucha Fund of the Lorain Rotary Club	500.00
Ralph Capasso in Memory of George-Carmen Dzambik	500.00
Friends of the Lorain Public Library – various projects	1,897.00

Roll Call: yeas, unanimous

#2015-110 Approval to Attend PLA Biennial Conference.

Ms. Tomas moved, Ms. Holmes seconded to approve up to five days of release time and expenditure of funds for up to ten (10) employees and/or Board Members to attend the Public Library Association (PLA) Biennial Conference in Denver, CO, April 5 through April 9, 2016, at a cost not to exceed \$1,735.00 per person.

	Units/ Person	Unit Cost	# of Persons	Total	Per Person Cost
Registration (ALA Member)	1	\$255.00	10	\$2,550.00	\$255.00
Hotel Cost/Night	3	\$250.00	10	\$7,500.00	\$750.00
Meal Allowance per day	4	\$40.00	10	\$1,600.00	\$160.00
Author Luncheon	1	\$50.00	10	\$500.00	\$50.00
Audio Publishers Dinner	1	\$65.00	10	\$650.00	\$65.00
Subtract Luncheon/Dinner from Meal Allow	1	(\$45.00)	10	(\$450.00)	(\$45.00)
Air transportation to Denver	1	\$400.00	10	\$4,000.00	\$400.00
Transportation to and from hotel	1	\$100.00	10	\$1,000.00	\$100.00
TOTAL				\$17,350.00	
TOTAL COST PER PERSON				\$1,735.00	

Roll Call: yeas, unanimous

#2015-111 Approval to Declare shelving surplus.

Ms. Novak moved, Mr. Dore seconded to approve 2 rows, 4 units (18 sections) of 84” high double sided metal shelving and 10 sections of single-sided metal shelving from the North Ridgeville Branch Library as surplus.

Roll Call: yeas, unanimous

Board of Trustees
September 17, 2015

0089-2015

New Business Continued:

#2015-112 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Dore moved, Ms. Novak seconded at 5:35 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:54 p.m.

Next Meeting

Board of Trustees, Regular Business Meeting
October 15, 2015, at 5 p.m.
Main Library

Library Services and Personnel ASAP

Trustee Development and Nominating Committee
October 15, 2015, at 4:30 p.m.
Main Library

Adjournment Time: 6:55 p.m.

Attest:

, President

, Secretary