

Board of Trustees
May 16, 2013

0048-2013

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System

Thursday, May 16, 2013, 5:00 p.m.

Domonkas Branch Library, 4125 East Lake Road, Sheffield Lake, OH

Regular Business Meeting

Roll Call

Mr. Campana called the meeting to order at 5:02 p.m.

Present: Mr. Kovach, Ms. Novak, Mr. Campana, Ms. Hatch, Ms. Tomas, Mr. Viriden

Regular Business

#2013-054 Approval of Minutes

Mr. Kovach moved, Ms. Novak seconded that the minutes of the April 18, 2013 meeting be approved.

Roll Call: yeas, unanimous

#2013-055 Approval of Chief Fiscal Officer's (CFO's) Report

Ms. Tomas moved, Mr. Kovach seconded that the CFO's Report for the month ending April 30, 2013 be approved.

Mr. Wilson reported to the Board that the month end cash balance for April was \$9,734,601. Of the month end cash balance, \$6,536,620 were operating funds, of which \$5,168,581 were unencumbered. Year-to-Date Revenues* were \$3,500,384, 41.4% of the estimated \$8,465,098 Annual Revenues without transfers or advances. Year-to-Date Expenses were \$2,636,899, 31.1% of the *estimated* \$8,477,983 Annual Expenses without transfers or advances. Year-to-Date Expenses plus encumbrances totaled \$4,134,206 or about 48.8% of the *estimated* Expenses without transfers or advances.

Mr. Wilson reported that the Library has received property taxes for Lorain and Branch Communities. We are awaiting some of the 1st half rollback dollars which are sent directly to the taxing districts.

One letter of correspondence was received; Ms. Penwell announced her intention to resign from the Library Board effective June 1, 2013. There were no public records requests received.

Mr. Wilson noted the addition of several personnel appointments and the 2014 Proposed Budget as approved by the Finance, Audit and Properties Committee, to this evening's agenda.

Mr. Wilson said it has been a busy month. Both he and Assistant Fiscal Officer, Sheila Lanning, attended the OLFOA Spring Meeting at the Medina County District Library. Mr. Wilson has completed his year of presidency of the OLFOA, and will now be the President of the Lorain Rotary Club starting July 1st. He has also been approached by the Director of Goodwill Industries of Lorain County to consider Board Membership.

Mr. Wilson and Ms. Jennie Patterson attended the 2013 Benesch Labor and Employment Conference on May 15th. Topics discussed included the ACA, EEO updates, responding to government investigations and Ohio legislative updates.

Ms. Lanning also attended Paycor's training session on the LPLS payroll processing system.

Mr. Wilson said that he and Mr. Dale Girt, Facilities Manager, will be meeting with Lighting America of Ohio to review a proposal submitted for lighting and electrical savings at the North Ridgeville Branch Library.

Mr. Wilson then thanked the Finance, Audit and Properties Committee for their thoughtful input on creating a capital-projects tool, and supporting the decision to have a re-appraisal done to update property valuations for insurance purposes. He also thanked the committee for approving the addition of a fixed-asset module to the existing accounting software.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said, "Good afternoon and welcome to Sheffield Lake and the Domonkas Branch Library, my home library!"

Ms. Eldridge noted that the Ohio House of Representatives approved an amended version of the State Budget, and that the bill (HB 59) now moves to the Senate. She said the projection for the PLF remains unchanged, with a projected increase of 4% in 2014.

Regarding personnel, Ms. Eldridge said Kelly Palma has accepted the Outreach Librarian Supervisor position, and that Ben Bonaminio, Maintenance, lost his son in a car accident. Ms. Eldridge announced her recommendation of Ms. Donna Kelly, Avon Branch Librarian Supervisor, for the 2014 Class of Leadership Lorain County.

Ms. Eldridge mentioned these past and upcoming networking and community events, library programs and community relations:

5.04.13 – North Ridgeville Branch Library 10 Year Anniversary Celebration. The party was well received, Ms. Eldridge commented, “North Ridgeville Branch Library exceeds my imagination of a community library!”

5.04.13 – South Branch Library celebrated Cinco de Mayo.

5.06.13 – North Ridgeville Friends of the Library meeting. Ms. Eldridge thanked them for their great and continued support of the library.

5.07.13 – Domonkas Friends of the Library meeting. Ms. Eldridge thanked them for their great and continued support of the library.

5.11.13 – Mother’s Day Tea with Lorain County Metro Parks.

Regarding facilities, Ms. Eldridge said the additional air conditioning unit had been successfully installed in the Computer Room at the Main Library on April 26th, without any problems.

Ms. Eldridge introduced Ms. Meagan Hayes, Marketing Communications Manager, to discuss the progress on the LPLS website redesign. Ms. Hayes said the Redesign Committee had met on May 15, 2013, that it was a constructive meeting and that they’re really moving along. The initial design was shown, input was asked for with a lot given, and they will see a revised design at the next meeting. The completely redesigned website should be up about July. Mr. Campana commented that the initial redesign looked very clean and that he liked the colors. He also said the design company has been very responsive to LPLS’ input and in general.

Donations were received during the month of May from the North Ridgeville Friends of the Library in the amount of \$580, to purchase supplies and giveaways for the 10 year anniversary. A donation of \$4,050 from the Lorain Friends of the Library for the upcoming summer programs and summer reading activities was also received.

In closing, Ms. Eldridge said there will be many parades to participate in this upcoming season, and to let her know if anyone is interested in walking. She said she is looking forward to a fun summer, and that the library is right in the mix of things!

Report of the Assistant Director

Ms. Whitney said hello and welcome to Domonkas.

Regarding the SEIU #1199:

4.15.13 – Notification of closing the Main Library on April 26th for the purpose of HVAC additions.

- 4.30.13** – Level 3 Grievance filed by Union on Wage Reopener Payout.
- 5.06.13** – Disciplinary Hearing conducted by Ms. Eldridge.
- 5.08.13** – Level 3 Grievance Hearing on Wage Reopener.

Ms. Whitney said the Labor Management Committee met in person on April 3rd and then met via phone conference on May 1, 2013. She commented that the phone conference seems to be working very well, and they will continue with that mode unless a face-to-face meeting is deemed necessary. Ms. Frances Johnson, Circulation Supervisor, asked to be removed from the committee, and Ms. Whitney thanked her for her time publicly, this evening.

Ms. Whitney mentioned these past and upcoming networking and community events, library programs, community relations and meetings:

- 4.23.13** – Lorain Friends of the Library meeting.
- 4.26.13** – Branch Tour and Library Hop with Sheila Lanning and Donna Kelly. Also visited Westlake Porter Public Library for building layout ideas, as Donna Kelly will be starting some renovations at the Avon Branch Library.
- 4.29.13** – Friends of the Columbia Library meeting.
- 5.01.13** – State of the Township Address-Columbia Township / Chamber of Commerce with Ms. Sandra Mitchell.
- 5.02-03.13** – Embrace the Future Conference sponsored by NORWELD. Very exciting speakers who talked about technology and libraries around the world. One gentleman from the Colorado State Library spoke about the Anythink Library Model, and shared two websites that Ms. Whitney thought LPLS could use.
- 5.04.13** – 10th Anniversary at North Ridgeville Branch Library. Ms. Whitney thanked both Garalynn Tomas and the Friends of the North Ridgeville Library for all their donations and help!
- 5.06.13** – North Ridgeville Friends of the Library meeting.
- 5.09.13** – 2nd session of Board Member Training with Elaine Novak.

Committee Reports

Mr. Virden reported on the Finance, Audit and Properties Committee Meeting held May 14, 2013, after thanking Mr. Wilson for leading the meeting, taking the meeting minutes and for prioritization analysis of the Capital Project. Several topics were discussed as follows – Review of the 2014 Proposed Budget, Capital Project Analysis, Prioritization and Budgeting, Reappraisal by Industrial Appraisal, Fixed-Asset Software, Audit Update and other items. Other items included Ms. Eldridge's expressed need to meet with City Officials in North Ridgeville regarding the Spring 2014 Levy Campaign; Mr. Wilson shared the proposal from Lighting America of Ohio and Ms. Eldridge reported that the air

conditioning addition for the Computer Resources Room has been completed, but that one of the two main cooling units for the Main Library has broken and will need replacing.

No calls were received on the Fraud Hotline.

Communications

Ms. Jodi Penwell letter of resignation from the Board effective June 1, 2013.

Audience Participation

Supervisors

Ms. Pamela Coghlan, Domonkas Branch Librarian Supervisor, said welcome to Domonkas Branch Library! Ms. Coghlan stated that things were going along well at the library and they were busy planning for the Summer Reading Program. She also noted a letter of resignation received from Ms. Lana Gionfriddo, Library Associate II, who has been a big help, second in charge of the branch and will be sorely missed! Ms. Coghlan wished Ms. Gionfriddo well. Ms. Coghlan thanked the Board for representing the Domonkas community via their recent appointment of Ms. Hatch to the Board! Ms. Coghlan noted recent press interest for the Domonkas Branch Library, due to the Teen Programs and Mardi Gras, for which she specifically thanked Ms. Jennifer Hirth, Library Associate I, for her hard work. In closing, Ms. Coghlan said, "We're doing well and I hope you enjoy the refreshments!"

Friends of the Library

The Avon Friends next meeting will be held June 6, 2013. The Avon Friends last book sale netted \$617.00.

The Columbia Friends next meeting will be held June 24, 2013. The Columbia Friends last book sale netted \$973.75, with a \$1,000 donation from Best Buy.

The Domonkas Friends next meeting will be held September 10, 2013. The Domonkas Friends next book sale will be held May 22-25 and 28, 2013.

The Lorain Friends next meeting will be held August 27, 2013. The Lorain Friends May book sale netted over \$3,000! A 'Community Shred Day' will be held May 25th from 9 a.m. to noon at the Main Library.

The North Ridgeville Friends next meeting will be held July 8, 2013. The North Ridgeville Friends April book sale netted \$3,794.89!

The Lorain Public Library System Foundation, Inc. is currently having their Annual Appeal. Ms. Garalynn Tomas thanked Ms. Julie Cowan, Administrative Clerk, for generating the thank you letters and for updating the donor database for the appeal contributions. Ms. Tomas also said that the Foundation, Ms. Eldridge and Mr. Wilson and she will be meeting with Mr. Leandry of El Centro to look over his Capital Campaign book for his insights and thoughts regarding the upcoming Bookmobile Replacement Capital Campaign. Ms. Tomas then noted that Ms. Virginia Warantinsky will be a speaker for Library Foundation.

Other

New Business

#2013-056 Approval of Personnel Appointments

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

- Kelsey Sikon, Student Library Aide, at the North Ridgeville Branch Library, temporary part-time, effective April 30, 2013, at an hourly rate of \$7.85, for a period of up to six months and may be terminated at any time subject to the needs of the Library.
- Jessica Ambrosi-Mickelson, Library Aide, Public Services position in the Children's Department of the Lorain Public Library System, part-time, effective May 13, 2013, at an hourly rate of \$7.968, grade UA, step 2.
- Kelly Palma, Outreach Services Librarian Supervisor of the Outreach Department of the Lorain Public Library System, full-time, effective May 28, 2013, at an hourly rate of \$22.015, grade EK of the Exempt Salary Scale.
- Jessica Lowman, Library Associate I, Public Services position in the Children's Department of the Lorain Public Library System, part-time, effective May 13, 2013, at an hourly rate of \$15.535, grade UH, step 1.
- Elizabeth Campbell, Library Associate I-Floater, Public Services position, System Wide, in the Children's Department and Branches of the Lorain Public Library System, temporary, part-time, effective May 14, 2013, at an hourly rate of \$15.535, for a period of up to six months and may be terminated at any time subject to the needs of the Library.
- Rachel Barck, Library Aide-Floater, Public Services position in the Technical Services and Operations Departments of the Lorain Public Library System, part-time, effective May 20, 2013, at an hourly rate of \$7.968, grade UA, step 2.
- Ariele Kazmierski, Library Aide-Floater, Public Services position, in the Technical Services and Operations Departments of the Lorain Public Library System, part-time, effective May 20, 2013, at an hourly rate of \$7.968, grade UA, step 2.

Roll Call: yeas, unanimous

#2013-057 Approve Relocation-Expense Reimbursement for New Outreach Manager.

Ms. Tomas moved, Mr. Kovach seconded to authorize the CFO to reimburse up to One Thousand Dollars (\$1,000) for moving relocation expenses with appropriate receipts.

Roll Call: yeas, unanimous

#2013-058 Approval of Proposed Agreement with the North Ridgeville Corn Festival Committee

Mr. Kovach moved, Ms. Tomas seconded to authorize the CFO to enter into an Agreement with the North Ridgeville Corn Festival Committee for the 2013 Corn Festival.

Roll Call: yeas, unanimous

#2013-059 Approval of 2014 Proposed Budget

Ms. Tomas moved, Ms. Hatch seconded to approve the 2014 Proposed Budget in the following amounts:

General Fund	\$ 3,642,879
Lorain Levy Fund	3,596,451
Avon Branch	670,876
Columbia Branch	464,283
Domonkas Branch	476,120
North Ridgeville Branch	1,541,316
Summer Reading Program	36,113
Family Read Aloud Program	5,000
Book Memorial	118,000
Building & Repair Fund	338,800
Capital Improvement Fund	30,000
Hageman Fund	30,860
Stocker Fund	5,000
TOTAL PROPOSED	\$ 10,955,698

Roll Call: yeas, unanimous

#2013-060 Approval to Advertise/Sponsor 2013 Labatt Blue Black River Concert Series

Mr. Kovach moved, Ms. Hatch seconded to approve a Five Hundred Dollar (\$500) level advertisement/sponsorship expenditure with the Lorain Port Authority for the 2013 Labatt Blue Black River Concert Series.

Roll Call: yeas, Ms. Novak abstained

#2013-061 Revise the Employee Meetings Refreshment Policy 2.12

Mr. Kovach moved, Ms. Novak seconded to approve the revision of the Employee Meetings Refreshment Policy.

REVISED EMPLOYEE MEETINGS REFRESHMENT POLICY (~~2011-11-17~~ 2013-05-16) 2.12

The expenditure of library funds for employee meetings shall be approved only when the occasion is significant to the affairs of the library. Approval of such expenditures will be based on careful evaluation of costs to be incurred, the anticipated benefits, and the availability of funds. Program or meeting refreshments may be approved at the discretion of the Library Director or Assistant Director. Approval for the reasonable purchase of refreshments shall require the written approval by the Director or Assistant Director on an A-55-02rev Expenditure Request Form. Any delivery charges or gratuities for delivery must be included in the request. Any expenditures in excess of the original request will require additional written approval for payment from the Director or Assistant Director.

ELIGIBLE EXPENSES FOR STAFF AND BOARD FUNCTIONS

The use of library funds to defray the costs of meals or light refreshments may be approved for the following types of library-sponsored events and circumstances:

- A. Official library employee functions scheduled by management;
- B. Library Board regular meetings, retreats, or Board committee meetings;
- C. Management retreats. (the cost of lunch for the regular management, branch, or department meetings is to be incurred by the employees);
- D. Staff orientation meetings which are held twice a year at a cost not to exceed \$75 per meeting;
- E. Monthly staff meeting informing the staff of the activities of the Board;
- F. Staff Development Day and Staff Recognition as per amount budgeted yearly by the Board of Trustees.
- G. Recruitment, selection and hiring of prospective managers and administrators;
- H. Recruitment of prospective Library Board members; and
- I. Recruitment of prospective Library Foundation members.
- J. *Program or meeting refreshments not enumerated above, as approved by the Library Director or Assistant Director.***

PURCHASE ORDER PROCEDURE

No purchases can be made without a signed purchase order. An expenditure request must be completed with the following details:

- date of meeting,
- employees and guests attending meeting,
- discussion topic, location, and
- expected length of the meeting.

PROCEDURE FOR PAYMENT OF EXPENSES

Reimbursement to employees for approved expenses is accomplished by submitting a properly completed "Staff (Library-Related) Expense Record" with **original** invoices or receipts attached up to the amount approved by the Director or Assistant Director in the original request. Receipts should include only items eligible for reimbursement (no receipts with personal items included). Payment to vendors will be made in accordance with the normal accounts payable procedures of the Library.

UNAUTHORIZED EXPENSES

The library is not responsible for expenses if prior approval is not obtained from the Fiscal Officer's office.

EFFECTIVE DATE

This revision of the Business Meetings Refreshment Policy is retroactively effective to ~~October 1, 2011~~ **May 1, 2013**.

Roll Call: yeas, unanimous

#2013-062 Acceptance of Donations

Mr. Kovach moved, Ms. Novak seconded to accept the following donation in excess of \$500.00.

Friends of the North Ridgeville Library	10th Anniversary Celebration	\$ 580.70
The Stocker Foundation	Summer Reading 2013	\$ 28,750.00
Roll Call: yeas, unanimous		

#2013-063 Approval of Student Library Aide Wage Increases to Match Collective Bargaining Unit Wages of Adult Library Aides

Ms. Hatch moved, Ms. Novak seconded to approve wage increases from \$7.850 to \$7.968 per hour for the following employees, effective May 19, 2013:

Sara Boehm	Christopher Caldera	Marie Cesaratto
Ayla Clemente	Kelsey DeCoste	Madison Kovalik
Alexander Medina	Anthony Nieves	Nicole Palur
Lauren Raicevich	Nathan Reyes	Kelsey Sikon
Brooke Weborg		
Roll Call: yeas, unanimous		

#2013-064 Approval to Enter into Executive Session to Discuss a Grievance Regarding the Tentative Contract Changes.

Ms. Tomas moved, Mr. Virden seconded at 5:37 p.m. to adjourn to Executive Session in order to discuss a grievance regarding changes to the collective bargaining agreement.

Roll Call: yeas, unanimous

Reconvened: 6:19 p.m.

#2013-065 Acceptance of Board Member Resignation

Mr. Kovach moved, Ms. Novak seconded to accept the resignation of Jodi Penwell, term expiring December 31, 2015, from the Library Board of Trustees, effective June 1, 2013.

Roll Call: yeas, unanimous

#2013-066 Approval of Resolution of Appreciation for Jodi Penwell

Mr. Virden moved, Ms. Novak seconded to approve a resolution of appreciation for Jodi Penwell:

WHEREAS, the Lorain Public Library System is fortunate to have many community volunteers who are dedicated to the Library; and

WHEREAS, Jodi Penwell in her service on the Board of Trustees from January 2002 through May 2013, has devoted countless hours to the Library and has regularly advocated for stable funding of public libraries when meeting with state elected officials; and

WHEREAS, Jodi Penwell has served in many leadership capacities as President, Vice President, and Secretary of the Lorain Public Library System Board of Trustees; and

WHEREAS, she has given thoughtful, professional advice as a member of a number of Library Board committees, such as: the Finance, Audit and Properties Committee; the Library Services and Personnel Committee, the Trustee Development and Nominating Committee; and

WHEREAS, Jodi Penwell used her immense knowledge of banking and finance to guide the Library in developing wise and strategic business procedures; and

WHEREAS, Jodi Penwell has upheld the importance of providing good customer service as a core value of the Lorain Public Library System; and has done an exemplary job representing the communities that the library system serves; and

THEREFORE, BE IT RESOLVED, that the Lorain Public Library System Board of Trustees does publicly acknowledge Jodi Penwell and her contribution to our library system, and extends its appreciation, on behalf of the Board and Staff.

Roll Call: yeas, unanimous

#2012-067 Approve 2013-2014 Healthcare Offerings

Mr. Kovach moved, Ms. Tomas seconded to approve renewals of the COSE Medical Mutual health insurance plans, and the Guardian Dental, Vision and Life plans, and ancillary UNUM insurance products offered through Employee Benefits International.

Roll Call: yeas, unanimous

Board of Trustees
May 16, 2013

0058-2013

Other Agenda Items

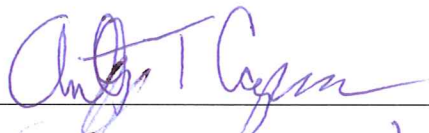
Next Meeting

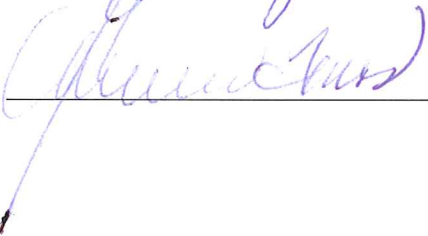
Trustee Development and Nominating Committee Meeting
June 4th and/or 5th and/or 6th at 5:00 p.m.
North Ridgeville Branch Library

Board of Trustees Regular Business Meeting
June 20, 2013 at 5 p.m.
Columbia Branch Library

Adjournment Time: 6:25 p.m.

Attest:


_____, President


_____, Secretary