

Board of Trustees  
September 26, 2013

0080-2013

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

Minutes

Lorain Public Library System  
Thursday, September 26, 2013  
5:00 p.m. Columbia Branch Library,  
13824 W. River Rd. N., Columbia Twp, OH  
Regular Business Meeting

**Roll Call**

Mr. Kovach called the meeting to order at 5:10 p.m.

Present: Mr. Kovach, Ms. Novak, Ms. Hatch, Ms. Holmes Mr. Virden (Mr. Virden arrived at 5:11 p.m.)

**Regular Business**

**#2013-096 Approval of Minutes**

Ms. Hatch moved, Ms. Novak seconded that the minutes of the August 15, 2013 meeting be approved.

**Roll Call:** yeas, unanimous

**#2013-097 Approval of Chief Fiscal Officer's (CFO's) Report**

Ms. Novak moved, Ms. Holmes seconded that the Treasurer's Report for the month ending August 31<sup>st</sup>, 2013 be approved.

Mr. Wilson reported to the Board that the month end cash balance for August were \$10,322,953. Of the August month end cash balance, \$7,238,822 were operating funds, of which \$6,255,302 were unencumbered. Revenues in August were \$2,469,538, 67.2% of the estimated \$3,677,470. Total Revenues without transfers or advances were \$6,817,562 are 80.5% of the estimated \$8,465,098. Year-to-Date Expenses for August were \$5,365,726, 62.9% of the *estimated* \$8,529,113 Annual Expenses without transfers or advances. Mid Year-to-Date Expenses plus encumbrances have totaled \$7,714,404 or about 90.4% of the *estimated* Expenses without transfers or advances.

One letter of correspondence was received. A letter from the Grafton Midview Library sent a note of thanks for attending their meeting about the library service boundary dispute with Elyria Public Library System.

Mr. Wilson added that the State Auditor and Industrial Appraisal have completed their field work. Results of the Audit will be forthcoming.

Assistant Fiscal Officer, Sheila Lanning and Mr. Wilson attended the SSI User Group conference in Cincinnati. Mr. Wilson added that feedback from public libraries that migrated to the new SSI system were positive.

Mr. Wilson and the Finance Office staff will be attending OLC Conference. Mr. Wilson and Ms. Lanning will also be attending the Fiscal Officer's OLFOA meeting on October 11<sup>th</sup>.

Mr. Wilson has not heard back from his COSE contact regarding BWC group rating. Mr. Wilson thanked Ms. Novak for recommending Minuteman HR Group regarding saving money on group rates and he will investigate this as well.

Mr. Wilson invited the board members to participate in the Lorain Rotary Trivia contest on November 1, 2013.

Mr. Wilson reported the library received the insurance proposal from Ohio Plan which covers our property and liability insurance. Ms. Weinburg from Ohio Plan, Risk Management arrived and explained the library's insurance plan. The Board, Administration and Ms. Weinburg discussed how they could collaborate to reduce the flood deductible for the Library System.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge said, "Good afternoon and welcome to the Columbia Branch Library". She stated the Columbia has been restored completely. She wrote a letter to the Columbia Trustees requesting a meeting with the Columbia Trustees to discuss the flooding issue.

Ms. Eldridge reported she received a letter from State Librarian Beverly Cain regarding library services boundaries and she has responded confirming our library system boundaries.

Ms. Eldridge reported she received revised estimates from the PLF. It is unclear how this reduction will affect the Library at this time.

Regarding personnel, Ms. Eldridge stated that the staff participated in the Lorain County Organized Labor Day Family Celebration and received a certificate of appreciation.

Ms. Eldridge thanked Toni Whitney, Jennie Patterson and all the presenters who participated in the Fall New Staff Orientation.

Ms. Eldridge received a letter of retirement from South Branch Supervisor, Norma Preston.

Ms. Eldridge and 42 staff members will be attending the OLC Annual Conference on October 8-11, 2013. Ms. Tomas will be representing the Board at the conference and Lorain FOL, Inc. President Elaine Walkden will be attending the conference as well.

Ms. Eldridge mentioned these past and upcoming networking and community events, library programs and community relations: Ms. Eldridge and Ms. Whitney attended a meeting with the Lorain County Trustees regarding the double taxation issue. They also attended the Lorain County Budget Commission meeting.

### **Report of the Assistant Director**

Ms. Whitney said good evening to everyone and welcomed them to the Columbia Branch Library. She mentioned there have been several disciplinary hearings with the Union. She stated a recent grievance had been withdrawn without prejudice.

Ms. Whitney stated the Labor Management Committee did not meet in August but did conduct a phone conference in September.

Ms. Whitney mentioned upcoming community events. She will facilitate the Friends Exchange meeting and attend various upcoming Friends' meetings.

Ms. Whitney has been working with Donna Kelly, Dale Girt and the IT department on modest renovations at the Avon Branch, (new windows, replacing carpet, blinds, shelving, etc.)

At the Domonkas Branch, the meeting room has been painted and re-carpeted. Ms. Whitney also mentioned that the entire HVAC system will be replaced this fall and she thanked the supervisors and staff at Avon and Domonkas for their patience during the building improvements.

Ms. Whitney will be attending the OLC Conference and Expo in Sandusky, Ohio.

### **Committee Reports**

No committee meetings were held in August.

Homer Virden stated there were no communications on the Fraud Hotline.

## **Communications**

Letter received from Grafton Midview Public Library.

## **Audience Participation**

### *Supervisors*

Columbia Branch Librarian Supervisor, Ms. Sandy Mitchell, welcomed all to the Columbia Branch Library.

Ms. Mitchell stated the Columbia Branch was happy to see no more flooding. She encouraged the Board to walk around the building to see the decorations and displays such as new paperbacks, collections on banned book week, football and homemade soups.

Upcoming programs will be the Pleasures of Tea on October 5<sup>th</sup> and is sponsored by the Columbia Friends of the Library. Robert Grau will be presenting his 170-day journey thru-hiking the Appalachian Trail. Zumba will be held October 9<sup>th</sup>. Former employee Mary Melnyk of the Columbia Historical Society will be presenting a history of Iroquois Indians. Lorain Metro Parks will be presenting a program on fall leaves. The Lorain County Historical Society will present "Those Eerie Victorians".

Basic Computer classes continue to be well attended. Computer Trainer- Arun Singh is doing a good job.

Ms. Mitchell thanked the Friends of Columbia for providing the refreshments.

Ms. Mitchell thanked everyone for putting Columbia back together after the flood.

### *Friends of the Library*

The Avon Friends next meeting will be held in November.

The Columbia Friends next meeting will be held October 26, 2013 and recently hosted a book sale. Proceeds will be report at the next Board meeting.

The Domonkas Friends Book sale was from September 25-28, 2013

The Lorain Friends had a meeting August 27, 2013 and their next meeting will be October 29, 2013.

The North Ridgeville Friends will be meeting October 7. 2013.

*Foundation of the Lorain Public Library*

Ms. Eldridge commented that a second appeal will be sent to frequent donors. Mr. Wilson mentioned the donation tab on the Library's website for donations to the Library or the Library Foundation.

Ms. Whitney mentioned Virginia Waratinsky attended several Friends meetings seeking donations to the Library Foundation.

*Other*

Mr. Kovach praised Meagan Hayes's work on the look and content of the Library's "Dimensions" newsletters.

Megan Hayes mentioned that White Space has been filming a video at several branches and she thanked Mr. Kovach and Ms. Holmes for their contributions.

Ms. Whitney thanked Administrative Services Office Manager, Jennie Patterson for her work with this summer's "*Let's Walk Challenge*" and other wellness activities.

**New Business**

**#2013-098 Approval of Personnel Appointments**

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

- Darayl Hall, Student Library Aide, part-time, in the Operations/Circulation Department of the Lorain Public Library System, effective September 3, 2013, at an hourly rate of \$7.968, grade EA.
- Emily Rogers, Student Library Aide, part-time, at the Avon Branch of the Lorain Public Library System, effective September 3, 2013, at an hourly rate of \$7.968, grade EA.
- Kristopher Redden, Student Library Aide, part-time, at the North Ridgeville Branch of the Lorain Public Library System, effective September 9, 2013, at an hourly rate of \$7.968, grade EA.
- Ashley Thompson, Library Aide, part-time, in the Adult Services Department of the Lorain Public Library System, effective September 16, 2013, at an hourly rate of \$7.968, grade UA, step 2.

**Roll Call:** yeas, unanimous

**#2013-099 Acceptance of Donations**

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

Idajeanne Brown –Contribution in Memory of Trevesta Robinson	\$ 500.00
Medical Mutual – Wellness Program Grant	\$ 5,000.00

**Roll Call:** yeas, unanimous

**#2013-100 Approve Purchase of 3M Self Check System for the Avon Branch**

Mr. Kovach moved, Ms. Holmes, seconded to approve entering into a contract with Ohio Net to purchase a 3M 8422 R Series Table Top Self Check System, installation and one-year service agreement for the Avon Branch Library, for an amount not to exceed Ten Thousand, Four Hundred and Fifty-Three Dollars (\$10,453.00).

**Roll Call:** yeas, unanimous

**#2013-101 Approval to Enter into Carpet Cleaning Contract**

Ms. Hatch moved, Mr. Kovach 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, One Hundred and Fifteen Dollars (\$12,115.00).

**Roll Call:** yeas, unanimous

**#2013-102 Approval to Engage Bricker & Eckler for Legal Services**

Mr. Kovach moved, Ms. Holmes seconded to authorize the Fiscal Officer to engage the law firm of Bricker & Eckler to serve as legal counsel for the upcoming 2014 North Ridgeville Branch Levy in the Spring of 2014 for an amount not to exceed Ten Thousand Dollars (\$10,000.00).

**Roll Call:** yeas, unanimous

**#2013-103 Approval of Resolution of Appreciation for Blanca Ortiz**

Ms. Novak moved, Ms. Hatch seconded to approve a resolution of appreciation for Blanca Ortiz:

**RESOLUTION OF APPRECIATION**

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

**WHEREAS**, Blanca Ortiz in her 23 years of employment with the Lorain Public Library System has been a valuable staff member in the Outreach Services Department, and at the Domonkas Branch Library; and

**WHEREAS**, she provided excellent customer service to library patrons exhibiting patience, kindness and professionalism; and

**WHEREAS**, Blanca Ortiz in her friendly and warm demeanor with staff and patrons aided the Library in being a welcoming community place for everyone; and

**WHEREAS**, her commitment to detail has ensured efficient work flow in processing library materials;

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

**Roll Call:** yeas, unanimous

**#2013-104 Adoption of State Library of Ohio Library Service Boundaries**

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

**WHEREAS**, the State Library of Ohio determined library service boundaries for Libraries in Lorain County as a means of resolving library service boundary disputes in the late 1980s and,

**WHEREAS**, the State Library of Ohio passed resolution 91-5 on December 10, 1991 redefining the library service boundaries of Lorain Public Library, Lorain, Ohio to include the following legal service areas:

Lorain City School District  
North Ridgeville City School District  
Sheffield-Sheffield Lake City School District  
Avon Local School District  
Clearview Local School District  
Firelands Local School District (those portions in Henrietta and Camden Townships) and,

**New Business Continued (Resolution #2013-104)**

**WHEREAS**, The Lorain Public Library System Board of Trustees affirms that it has provided service to the aforementioned communities by providing full service community libraries supplemented with bookmobile service and,

**WHEREAS**, The Lorain Public Library System joins with Libraries in Lorain County who desire to continue the library service boundaries that have been previously designated by the State Library of Ohio with no additional changes and

**WHEREAS**, Libraries in Lorain County support cooperative activities in order to improve library service for residents of Lorain County and have developed local partnerships and collaborative relationships to benefit all library users in Lorain County,

be it hereby

**RESOLVED** by the Lorain Public Library System Board of Trustees to maintain the current library service boundaries that were determined in 1989 and 1991 by State Library of Ohio Board Resolution for all public libraries in Lorain County, Ohio.

**Roll Call:** yeas, unanimous

**#2013-105 Approval to Submit Grant Application**

Mr. Kovach moved, Ms. Novak seconded to approve the Library's submission of a grant request to the Stocker Foundation, for the 2014 Summer Reading Program.

**Roll Call:** yeas, unanimous

**#2013-106 Approve Resolution to Declare Fixed Assets as Surplus.**

Ms. Hatch moved, Ms. Holmes seconded to declare the following items from the Avon Branch Library as surplus.

<b>Surplus List for Board 9-26-2013</b>			
<b>EquipmentType</b>	<b>Make/Model</b>	<b>Mfg Serial #</b>	<b>LPLS #</b>
Wooden Desk	Library Desks		00164
Wooden Desk	Library Desks		No #
Wooden Desk	Curved		00590
Wood Chairs - 7	Library Chairs		No #
Printer	Star SP500	150031200113	2949
CD Spinner	Wood		00596
CD Spinner	Wood		78857
CD Spinner	Wood		No #



**New Business Continued (Resolution #2013-106)**

<b>Surplus List for Board 9-26-2013</b>			
<b>EquipmentType</b>	<b>Make/Model</b>	<b>Mfg Serial #</b>	<b>LPLS #</b>
Paperback Spinner	Wood		78855
Paperback Spinner	Wood		78699
Paperback Spinner	Wood		No #
Bookshelf	65"H x 74"W Metal		No #
Magazine Shelf	88" H x 110"W Metal		00145
Magazine Shelf	88" H x 315"W Metal		00146

**Roll Call:** yeas, unanimous

**#2013-107 Increase to Appropriations for Library Materials**

Mr. Kovach moved, Ms. Novak seconded to approve the increase in appropriations of Thirty-Nine Thousand, Five Hundred Dollars (\$39,500.00) for the purchase of library materials.

101-14-54110	Books – System	\$ 19,676.00
130-02-54305	Adult Services – CD’s	\$ 1,511.00
130-05-54305	Children Services – CD’s	\$ 296.00
112-04-54305	Avon – CD’s	\$ 882.00
110-10-54305	N Ridgeville – CD’s	\$ 1,928.00
130-02-54307	Adult Services – Audiobooks	\$ 936.00
130-02-54310	Adult Services – DVD’s	\$ 7,103.00
130-05-54310	Children Services – DVD’s	\$ 1,201.00
112-04-54310	Avon Services – DVD’s	\$ 442.00
120-07-54310	Columbia – DVD’s	\$ 1,115.00
122-08-54310	Domonkas – DVD’s	\$ 1,001.00
110-10-54310	N Ridgeville – DVD’s	\$ 3,409.00

**Roll Call:** yeas, unanimous

**#2013-108 Increase to Appropriations for Conferences/Meetings and Increase to Board Resolution #2013-092 for OLC Annual Conference**

Ms. Novak moved, Ms. Holmes seconded to approve the increase in appropriations of One Thousand, Nine Hundred and Seventy Dollars (\$1,970.00) for additional Conference/ Mileage Expense, and to increase the approved expenditures to attend the 2013 Ohio Library Council Annual Conference.

101-01-53120	Conferences/Meetings	\$ 1,970.00
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**New Business Continued (Resolution #2103-108):**

	<b>Bd Res 2013-092</b>	<b>Actual Figures</b>	<b>New Bd Res</b>
OLC Registrations	6,550.00	8,450.00	1,900.00
Bus Transportation	800.00	750.00	(50.00)
Hotel	829.56	1,659.06	829.50
Meals	1,300.00	455.00	(845.00)
Mileage	361.60	497.10	135.50
Add'l Hours	1,105.80	1,105.80	-
	<b>10,946.96</b>	<b>12,916.96</b>	<b>1,970.00</b>

**Roll Call:** yeas, unanimous

**#2013-109 Increase Approval to Enter into Executive Session to Discuss the Possible Purchase of Real Estate.**

Mr. Kovach moved, Ms. Hatch seconded at 6:40 p.m. to approve adjourning to Executive Session to discuss the possible purchase of real estate.

**Reconvened: 6:45 p.m.**

**Other Agenda Items**

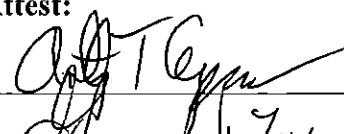
**There were no additional agenda items.**

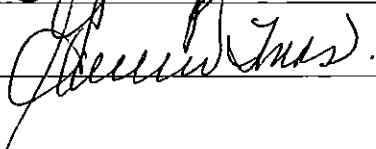
**Next Meeting**

Board of Trustees – Regular Business Meeting  
October 17, 2013 at 5 p.m.  
Avon Branch Library

**Adjournment Time:** 6:46 p.m.

**Attest:**

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

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