

Board of Trustees
November 21, 2013

00104-2013

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System

Thursday, November 21, 2013

5:00 p.m. South Branch Library, 2121 Homewood Drive, Lorain, OH

Regular Business Meeting

Roll Call

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

Present: Mr. Campana, Ms. Hatch, Ms. Holmes, Mr. Kovach, and Ms. Tomas.

Regular Business

#2013-122 Approval of Minutes

Mr. Kovach moved, Ms. Holmes seconded that the minutes of the October 17, 2013 meeting be approved.

Roll Call: yeas, unanimous

#2013-123 Approval of Chief Fiscal Officer's (CFO's) Report

Ms. Tomas moved, Mr. Kovach seconded that the Treasurer's Report for the month ending October 31, 2013 be approved.

Mr. Wilson reported to the Board that the month end cash balance for October was \$9,899,520. Of the October month end cash balance, \$6,880,276 were operating funds, of which \$6,044,458 were unencumbered. Year-to-Date Revenues were \$7,801,507, 92.2%, without transfers or advances. Year-to-Date Expenses for October were \$6,773,104, 79.4% of the *estimated* without transfers. Year-to-Date Expenses plus encumbrances totaled \$7,726,961 are at 90.6% of the *estimated* Expenses for 2013.

Mr. Wilson stated that there were no public record's requests. The only correspondence was from Head Start, which is referenced this month in a resolution. Shelia Lanning the Assistant Fiscal Officer is attending webinars from the Bureau of Workers Compensation and GASB rules from the State Auditor's office and OPERS. Mr. Wilson reported that he would be consolidating bank accounts, that he submitted a temporary 2014 budget and a capital projects plan that includes a transfer of \$376,000.00 from the Building and Repair fund into the City of Lorain's budget in order to adhere to the fund balance policy.

Regular Business Continued

Mr. Wilson again thanked all of the library staff members and spouses who attended the Rotary Trivia night. He commended the Bookworms for their 3rd place finish. The members were; Jeff Sigsworth from TSD, his brother Bob, Kelly Palma from Outreach, and Doris Garber's husband Terry Cook.

Mr. Campana thanked Mr. Wilson for an excellent audit.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said, "Good afternoon and welcome to the South Branch Library". She reported that the Senate Committee had a hearing on eBooks on November 20, 2013. She thanked the Lorain Friends of the Library for tonight's refreshments as we celebrate Branch Librarian Supervisor Norma Preston. Ms. Eldridge introduced Cheryl Grizzell the new South Branch Librarian Supervisor. Ms. Eldridge thanked Jim Wilson for preparing the documentation for the 2011-2012 audit that was a clean audit. She also acknowledged managers and staff that made sacrifices during the 2010 budget reduction.

Ms. Eldridge reported that staff members are raising money for the following charities: Clothe-A-Child, Books for Babes and the Lorain Historical Society.

Ms. Eldridge, Mr. Girt, Ms. Mitchell, Ms. Whitney and Mr. Kovach attended a meeting with the Columbia Township Trustees on October 22, 2013. The Library will need to hire a civil engineer regarding the flooding issue. On October 24, 2013 Lorain County Reads event with Neal Zurcher was well attended with over 280 people in attendance. Ms. Eldridge thanked Meagan Hayes and staff for assistance in organizing the program along with photographs of Neal Zurcher and his famous automobile. Ms. Eldridge attended the North Ridgeville City Council meeting on November 4, 2013. North Ridgeville is on a fast track to put a 1.9 mill levy on the May ballot. Senator Gayle Manning held a town hall meeting at the South Branch on November 8th and a meeting will be held on December 12th at the Columbia Branch. November 12, 2013 Ms. Eldridge attended the YWCA Women of Achievement Award Luncheon with 16 local women being honored. Ms. Eldridge reported that the CFO's office has been fully repaired.

Ms. Eldridge is making a careful review of Library Journal's Star Libraries article. The library will be looking at counting WiFi usage, website visits, and eMedia circulation and adding them to the statistics. "A closer look will also be given to the outcomes, where people comment on the value the Library provides," Ms. Eldridge remarked.

Regular Business Continued

There will be a memorial service on Saturday November 23, 2013 for former board member H. Scott Leeseberg. The obituary asked for everyone to make donations to the Library on behalf of Columbia Branch and to the Columbia schools.

Committee Reports

Mr. Campana reported on the Finance, Audit and Properties Committee meeting held on November 19, 2013. The committee reviewed the 2014 temporary appropriations budget, capital repairs and maintenance and discussed a consolidation of Library bank accounts.

Ms. Tomas reported on the Library Services and Personnel Committee meeting held on November 19, 2013. The committee heard a presentation on Workers Compensation presented by Minutemen HR, and reviewed library policy regarding Internet use.

Mr. Kovach reported on the Trustee Development and Nominating Committee. The committee met at 3:30, November 21, 2013 and interviewed a candidate, with recommendation to follow. Mr. Kovach also reported the slate of officers for next year will be the following: President, Mr. Virden; Vice President Mr. Kovach; Secretary Ms. Hatch. Ms. Tomas recommended having a Board retreat in March or April 2014, since there are new members to the Board.

There were no messages left on the Fraud Hot Line.

Audience Participation

Supervisors

South Branch Librarian Supervisor Norma Preston thanked everyone for the positive memories that she has of 22 years with the Lorain Library System. Ms. Preston reminisced about the 1st meeting she had on Grove Avenue and the many adventures she has had in the past 22 years. Ms. Preston reported that over 120 people attended the "Night at the Library" program. Ms. Preston gave a heartfelt thank you to her staff and the Board for all the good years. Mr. Campana thanked Ms. Preston for her 22 years and the library's always gracious hospitality.

Friends of the Library

Friends of the Lorain Library, Inc. met on October 29, 2013. The Lorain Friends donated \$300.00 for refreshments for the upcoming Board and Staff meetings and awarded a \$400.00 scholarship.

Regular Business Continued

Friends of the Domonkas Library have changed their meeting date to January 7, 2014.

The Friends of the Columbia Library, Inc.'s next meeting will be held December 16, 2013. Mr. Kovach will run for President of the Friends group.

Ms. Tomas reported The Friends of the North Ridgeville Branch Library, Inc. next meeting will be January 6th, with an emphasis on the levy for 2014. The friends group has been contributing all year long to the levy fund so they have a good footing for the campaign. Holiday on the Ridge will be December 7th, and the Noon Year's Eve Celebration will be December 31, 2013.

Foundation of the Lorain Public Library

Ms. Tomas reported that a final report is being prepared for the end of the year. The first meeting for 2014 will be in February. Mr. Campana will be joining the Foundation Board in 2014. Mr. Wilson reported that the Foundation tab on the website should be in place by the end of the year. Ms. Tomas thanked Jennie Patterson and Claudia Matus for their help in getting thank you letters out to contributors.

New Business

#2013-124 Approval of Personnel Appointments

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

- Robert McCarthy, Student Library Aide, part-time, at the Domonkas Branch Library of the Lorain Public Library System, effective October 28, 2013, at an hourly rate of \$7.968, grade EA.
- Cheryl Grizzell, Branch Librarian Supervisor, full-time, at the South Branch Library of the Lorain Public Library System, effective December 2, 2013, at an hourly rate of \$22.015, grade EK.
- Annalisse Strippoli, Library Associate I, part-time, in the Children's Department at the Main Library of the Lorain Public Library System, effective November 25, 2013, at an hourly rate of \$15.535, grade UH, step 1.
- Ross Croghan, Library Associate I, part-time, in the Children's Department at the Main Library of the Lorain Public Library System, effective December 4, 2013, at an hourly rate of \$15.535, grade UH, step 1.

Roll Call: yeas, unanimous

#2013-125 Approve Renewal of Contract with Schill Landscaping to Provide Snow Removal Service for the Main Library, South, Avon, Domonkas and North Ridgeville Branches

Ms. Holmes moved, Ms. Tomas seconded to authorize the CFO to renew the contract with Schill Landscaping to provide annual snow removal services an amount not to exceed Eighteen Thousand and One Dollars (\$18,001.00), for the 2013-14 winter season.

Roll Call: yeas, unanimous

#2013-126 Approval of Recommendation for Appointment of Board Member

Mr. Kovach moved, Ms. Hatch seconded to recommend to the Lorain City School District, Board of Education the appointment of Philip Dore for a term as Trustee for the period January 1, 2014 through December 31, 2020.

Roll Call: yeas, unanimous

#2013-127 Approval of Resolution of Appreciation for Norma Preston

Mr. Kovach moved, Ms. Tomas seconded to approve a resolution of appreciation for Norma Preston:

RESOLUTION OF APPRECIATION

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

WHEREAS, Norma J. Preston, during her twenty-two years of employment as a branch librarian supervisor for the South Branch Library, has guided with political astuteness that has made a positive impact on the Lorain Public Library System; and

WHEREAS, she has been a valuable member of the management group and her outstanding commitment to professional librarianship has enriched the lives of many in the South Lorain community; and

WHEREAS, Norma J. Preston was a tireless advocate for improving library services in the South Lorain community, resulting in building a new branch library on Homewood Drive; and

WHEREAS, her vast community outreach efforts led to many beneficial partnerships with local community groups, as well as increased community awareness about the Library System and garnered support for operating levies; and

WHEREAS, Norma J. Preston was instrumental in developing a diverse materials collection for the South Lorain community, and community programming that contributed to a welcoming South Branch Library; and

WHEREAS, she has promoted continuous learning, provided educational opportunities for staff and mentored and groomed clerical and paraprofessionals to attend library school to assist the Library in succession planning; and

New Business Continued (Resolution #2013-127)

WHEREAS, Norma J. Preston has earned the admiration and respect of the library administrators and staff members by the ways in which she has carried out her responsibilities with creativity, initiative, and passion for the South Lorain community;

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

Roll Call: yeas, unanimous

#2013-128 Approval to Enter into Memorandum of Understanding (MOU)

Ms. Hatch moved, Mr. Kovach seconded to enter into an MOU with Lorain County Community Action Agency – Head Start Program in order to provide early literacy programs for Head Start students.

Roll Call: yeas, unanimous

#2013-129 Approval of Resolution of Appreciation for H. Scott Leeseberg

Mr. Kovach moved, Ms. Holmes seconded to approve a resolution of appreciation for H. Scott Leeseberg:

RESOLUTION OF APPRECIATION

WHEREAS, in his years of service, the late H. Scott Leeseberg was a dedicated library board member; and

WHEREAS, the late H. Scott Leeseberg made major contributions to the Lorain Public Library System Board of Trustees by serving as president, vice-president and chairman of the Library System's personnel committee where he used his knowledge of personnel and human relations to assist management in contract negotiations and strategic planning; and

WHEREAS, the late H. Scott Leeseberg assisted the Library System in developing stronger community ties with the Columbia Township community;

THEREFORE, BE IT RESOLVED that the Lorain Public Library System's Board of Trustees does publicly acknowledge the late H. Scott Leeseberg and his contributions to the Library System, and on behalf of the Board and Staff, a book will be donated to the Columbia Branch Library collection in his memory.

Roll Call: yeas, unanimous

#2013-130 Approval of 2014 Estimated Revenues – General and Levy Funds

Ms. Hatch moved, Mr. Kovach seconded to approve the estimated revenues for the general and levy funds for 2014:

2012		GEN FUND	LORAIN LEVY	AVON LEVY	DOM LEVY	NR LEVY	COL LEVY	TOTAL
1100	PUBLIC LIBRARY FUND	\$3,693,304						\$3,693,304
1200	TAX LEVIES	-	\$2,252,799	\$432,713	\$328,035	\$1,216,875	\$355,961	4,586,383
3000	FINES, FEES, ETC.	135,000						135,000
4000	INTEREST ON INVEST	1,620	380	120	35	240	40	2,435
5000	CONTRACTS/OTHER ENT	-						-
6000	GIFTS/BEQUESTS	1,000						1,000
8000	SALES/REFUNDS/MISC.	6,000						6,000
9000	FUND TRANSFERS		766,209	151,860	65,457	211,207	54,024	1,248,757
TOTAL EST. REVENUE		\$3,836,924	\$3,019,388	\$584,693	\$393,527	\$1,428,322	\$410,025	\$9,672,879

Roll Call: yeas, unanimous

#2013-131 Approval of 2014 Estimated Revenues – Other Funds

Mr. Kovach moved Ms. Holmes seconded to approve the estimated revenues for other funds for 2014:

Fund No.	Fund Name	Account Name	Amount
203	Summer Reading	Contributions	\$ 55,681.00
204	Family Read Aloud	Contributions	-0-
215	Book/Memorial Fund	Interest on Investments	100.00
		Contributions	9,900.00
		Contributions Avon	2,000.00
		Contributions Columbia	2,000.00
		Contributions Domonkas	2,000.00
		Contributions N. Ridgeville	2,000.00
		Contributions South	2,000.00
401	Building & Repair Fund	Interest on Investments	8,000.00
451	Capital Improvements Fund	Interest on Investments	180.00
701	Hageman Trust Fund	Interest on Investments	100.00
		Contributions	27,000.00
702	Stocker Trust Fund	Interest on Investments	15.00
801	Kurtz/Male	Interest on Investments	1.00
803	Domonkas Trust	Interest on Investments	15.00
TOTAL			\$ 110,992.00

Roll Call: yeas, unanimous

#2013-132 Approval of 2014 Temporary Budget

Ms. Holmes moved, Ms. Hatch seconded to approve the temporary appropriations budget for 2014:

Fund	Name	Amount	
101	General Fund	\$ 3,744,587	
110	N Ridgeville	1,431,906	
112	Avon	691,838	
120	Columbia	452,138	
122	Domonkas	458,170	
130	Lorain	3,602,836	\$ 10,381,475
203	Summer Reading	57,200	
204	Family Read Aloud	0	
205	Project Lite	0	
215	Book Memorial	100,000	
401	Building & Repair	668,800	
451	Capital Improvement	31,000	
701	Hageman	40,785	
702	Stocker Trust	5,000	
803	Domonkas Trust	50,000	
Total		\$ 11,334,260	

Roll Call: yeas, unanimous

#2013-133 Revision of the Library Internet and Computer Use Policy

Ms. Tomas moved, Mr. Kovach seconded to approve the following revision to the Library's Internet and Computer Use Policy:

INTERNET AND COMPUTER USE POLICY (~~2005-08-11~~ 2013-11-21 Rev.)
5.03

PARENTS, CHILDREN AND THE INTERNET

Parents, guardians and other caregivers are responsible for their child's use of the Internet. The Library and its staff do not assume parental responsibility for a child using the Internet.

The Library supports the right and responsibility of parents to monitor the use of the Internet of their own children. Most Library locations provide some computers which filter content inappropriate for children. ~~The Library website also provides links to child friendly search engines which do filtering.~~ However, parents must realize that no filtering system is 100% accurate or effective.

~~Each person who requests to reserve a public Internet access computer at the Library must present a library card or photo identification before being assigned a computer to use.~~

LIBRARY'S RESPONSIBILITY

It is the Library's intention to provide all patrons and staff Internet and computer access for educational, informational and recreational purposes, while making sure public funds are used appropriately. To this end, Library locations may set restrictions such as:

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New Business Continued (Resolution #2013-133)

- Requiring reservations or using a first come, first served basis.
- Time limits on use.
- Bandwidth restrictions
- Content filtering
- Limiting the number of people at a computer

Roll Call: yeas, unanimous

#2012-134 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Kovach moved, Ms. Holmes seconded at 5:52 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:05 p.m.

Other Agenda Items


There were no additional agenda items.


Next Meeting

Board of Trustees – Regular Business Meeting
December 19, 2013, at 5:00 p.m.
Main Library

Adjournment Time: 6:06 p.m.

Attest:


_____, President


_____, Secretary