

Board of Trustees
December 19, 2013

00113-2013

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System

Thursday, December 19, 2013

5:00 p.m. Main Library, 351 6th Street, 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, Ms. Novak (arrived at 6:00 p.m.), Ms. Tomas, and Mr. Virden.

Regular Business

#2013-135 Approval of Minutes

Mr. Kovach moved, Ms. Tomas seconded that the minutes of the November 21, 2013 meeting be approved.

Roll Call: yeas, unanimous

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

Ms. Hatch moved, Ms. Holmes seconded that the Treasurer's Report for the month ending November 30, 2013 be approved.

Mr. Wilson reported to the Board that the month end cash balance for November was \$9,000,562. Of the November month end cash balance, \$6,611,355 were operating funds, of which \$5,901,802 were unencumbered. Year-to-Date Revenues were \$8,123,781, 96.0%, without transfers or advances. Year-to-Date Expenses for November were \$7,375,896 86.5% of the *estimated* without transfers. Year-to-Date Expenses plus encumbrances totaled \$8,224,959 are at 96.4% of the *estimated* Expenses for 2013.

Mr. Wilson stated that there are three pays in December which increased expenses. A letter was received from the Lorain Police Department stating there will be a rate increase for Auxiliary Police services starting January 1, 2014 from \$10.00 to \$15.00 per hour and that the Auxiliary Police will be paid through the Lorain city payroll. A letter was received from the Lorain School Board stating Mr. Phil Dore has been approved for the Lorain Public Library System Board serving until December 2020. A grand jury subpoena for patron records by the Cuyahoga County Prosecutor was received. A letter was received from the State Library of Ohio certifying the Elyria Public Library boundaries.

Regular Business (Cont)

Assistant Fiscal Officer Shelia Lanning is attending webinars from OPERS regarding pension liability current and past.

Mr. Wilson thanked Mr. Campana for his service and said that it had been a pleasure to work with him during his time on the Board. He wished everyone a Merry Christmas and a Happy New Year.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said, "Good afternoon and welcome to the Main Library". Ms. Eldridge asked the trustees to mark their calendars for February 27, 2014, for the Lorain County Trustee Council Meeting, to be held at 6:00 p.m. at the Oberlin Inn, on the importance of E-Media. She thanked the Lorain Friends of the Library for tonight's refreshments as we celebrated Board President Tony Campana.

The resignation of Claudia Matus, Administrative Clerk, was accepted. Ms. Eldridge thanked Toni Whitney and the AO staff for their help in tonight's meeting.

Ms. Eldridge thanked Tony Campana for all he has done for the library. She stated that the library has treasured and valued his service to the Lorain Public Library System. Ms. Eldridge presented Mr. Campana with a "Read" poster and a Browser Clock. Mr. Campana thanked Ms. Eldridge and has appreciated working with the Board.

Ms. Eldridge thanked the staff for their efforts in raising money for Clothe-A-Child and the Lorain Historical Society, and for participating in the Books for Babes program.

During the past month Ms. Eldridge has attended the following meetings:

11-22-13 Meeting with Lorain City School Board member Jim Smith
12/2 & 12/16 North Ridgeville City council meeting. A levy will be on the May ballot.
12/12/13 Meeting with Senator Gayle Manning at the Columbia Branch
12/13/13 Meeting with State Representatives Matt Lundy and Dan Ramos regarding funding, at the Avon Lake Public Library. Ms. Eldridge along with other Ohio Libraries would like the Governor's budget to become 2% of the general fund revenues.

Ms. Eldridge reported that the HVAC has been completed at the Domonkas Library. Donations in the amount of approximately \$400.00 have been received in memory of former library board member H. Scott Leeseberg for the Columbia Branch.

Regular Business (Cont)

An anonymous donation has been given to the Domonkas Branch in the amount of \$1,500. Emerson Network Power has donated \$3,000 to the Library Foundation and will be used for the 2014 Teen Summer Reading Program.

The Library received seven copies of Ted Jacob's book "It's Up To You! Change Your Attitude Change Your Life".

Toni Whitney reported she received correspondence from Danie Tarrow, Labor Organizer for SEIU. The SEIU would like to enter into negotiations for their contract which ends March 2014.

Ms. Whitney wanted to thank all main and branch managers for all their accomplishments for 2013, especially considering the staff shortages and remodeling of areas. She also wished everyone Happy Holidays. Ms. Whitney addressed Mr. Campana and thanked him for his wisdom, kindness, friendship, and service on the Board. She also thanked Pam Coleman for serving as President of the Columbia Friends of the Library for the past several years, and congratulated Edwin Kovach as the newly elected President.

Committee Reports

There were no reports.

Mr. Viriden reported there were no messages left on the Fraud Hot Line.

Audience Participation

Supervisors

Main Branch Youth Services Library Supervisor Elaine Betting reported on children services. During the summer reading program the children were awarded books. Over 8,000 books were given out in 2013. She stated the Stocker Foundation has helped fund some of the programs, but more funding is needed to help provide books for children after the 3rd grade, and especially teens. The Library has sent out letters to local businesses and banks and other community groups that might be willing to help out.

Friends of the Library

Friends of the Lorain Library, Inc. will meet on January 21, 2014. The book sale will be January 10-13. The Friends of the Lorain Library, Inc. has donated \$5,000.00 to the Levy Campaign.

Regular Business (Cont)

Friends of the Domonkas Library meeting will be January 7, 2014. The book sale will be January 23, 24, 25, 2014.

The Columbia Friends met on December 16 and elected new officers. Mr. Edwin Kovach was elected President.

The Friends of the North Ridgeville Branch Library, Inc. meeting will be January 6th. The book sale will be January 24, 25, 26, 2014. A donation from the friends group, in the amount of \$3,500.00 has been given to revitalize and spruce up the children's area.

Foundation of the Lorain Public Library

Ms. Tomas had no report.

Cheri Campbell, reference Librarian Main, and representative for SEIU extended holiday greetings on behalf of all the members of the SEIU. Ms. Campbell thanked Mr. Campana for all his years of service and stated that the staff appreciated all his efforts while being on the board. Ms. Campbell wanted the Board to know that the SEIU members are willing to help with the North Ridgeville Library Levy campaign.

New Business

#2013-137 Approval of Personnel Appointments

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

- Lisa TePas, Library Aide, part-time, at the North Ridgeville Branch Library of the Lorain Public Library System, effective December 2, 2013, at an hourly rate of \$7.968, grade UA, step 2.
- Kathleen Pollock, Library Associate I, part-time, at the Domonkas Branch Library of the Lorain Public Library System, effective December 2, 2013, at an hourly rate of \$15.535, grade UH, step 1.
- Katie O'Keefe, Library Associate I, part-time, at the South Branch of the Lorain Public Library System, effective December 2, 2013, at an hourly rate of \$15.535, grade UH, step 1.

Roll Call: yeas, unanimous

#2013-138 Approval to Enter into Contract with Bodnar Printing for the Printing of Four Issues of the Library's 2014 Dimensions Newsletter

Ms. Holmes moved, Ms. Tomas seconded to authorize the CFO to enter into an agreement with Bodnar Printing for the printing of two separate editions of all four 2014 issues of the Library's Dimensions Newsletter, for an amount not to exceed Seventy-One Thousand, One Hundred and Twenty Dollars, and Ninety-Six Cents (\$71,120.96).

Roll Call: yeas, unanimous

#2013-139 Approval to Enter into Contract with Emerge, Inc. to Host the Library Website and Support Social Media Sites for Library Publicity for 2014.

Ms. Hatch moved, Ms. Holmes seconded to authorize the CFO to enter into an agreement with Emerge, Inc. to host the Library website, and to support and maintain the Library website and social media Internet sites for the Library in 2014, in an amount not to exceed Twenty-Four Thousand Dollars (\$24,000).

Roll Call: yeas, unanimous

#2013-140 Approval to Enter into Contract with Kuno Creative Strategic Marketing for the Design and Layout of Both Versions of the *Dimensions* Newsletter

Mr. Kovach moved, Ms. Hatch seconded to authorize the CFO to enter into an agreement with Kuno Creative for the design and layout of both versions of the Dimension newsletter for the Spring, Summer and Fall, 2014 and Winter, 2015 issues, in an amount not to exceed Twelve Thousand Dollars (\$12,000).

Roll Call: yeas, unanimous

#2013-141 Approval of Resolution of Appreciation for Anthony Campana

Ms. Hatch moved, Ms. Tomas seconded to approve a resolution of appreciation for Anthony Campana:

RESOLUTION OF APPRECIATION

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

WHEREAS, Anthony T. Campana in his service on the Board of Trustees from January 1998 through December 2013 (includes an unexpired term), and while devoting countless hours to the Library, he was a caring, thoughtful and kindhearted board member; and

WHEREAS, Anthony T. Campana has served in many leadership capacities as President, Vice President and Secretary of the Lorain Public Library System Board of Trustees where he regularly advocated for stable funding of Ohio public libraries when meeting with state elected officials; and

New Business (Cont)

WHEREAS, he 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, Anthony T. Campana has been involved in building and levy campaigns to ensure that the citizens of all of the Library System's communities benefitted from up-to-date library services and technology in modern well-maintained facilities and bookmobile; and

WHEREAS, Anthony T. Campana has given above and beyond in his role as Treasurer of the Lorain Library Levy Committee and as Treasurer of the Friends of the Lorain Public Library, Inc.

WHEREAS, he has been involved in the Friends of the Lorain Public Library, Inc. activities and community events and has encouraged his family's involvement in library events and publicity; and

WHEREAS, Anthony T. Campana 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 Anthony T. Campana and his contribution to our Library System, and extends its appreciation, on behalf of the Board and Staff.

Roll Call: yeas, with one abstain from Mr. Campana

Mr. Campana stated it was his pleasure to work with the staff and has thoroughly enjoyed everyone. He has enjoyed getting to know the staff and appreciated the great cooperation though out the years. Mr. Campana thanked everyone.

#2013-142 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Kovach moved, Mr. Virden seconded at 5:40 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:30 p.m.

IX. Other Agenda Items

There were no additional agenda items.

Board of Trustees
December 19, 2013

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X. Next Meeting

Board of Trustees Organizational Meeting
January 16, 2014 at 5 p.m.
North Ridgeville Branch Library

XI. Adjournment time: 6:31 p.m.

Roll Call: yeas, unanimous

Attest:

James A. Puder, President

Susan J Hatch, Secretary