

Board of Trustees  
January 17, 2013

001-2013

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System

Thursday, January 17, 2013, 5:00 p.m.

North Ridgeville, 35700 Bainbridge Rd., North Ridgeville, OH

Organizational Meeting

**Roll Call**

Mr. Campana called the meeting to order at 5:09 p.m.

Present: Mr. Kovach, Mr. Campana, Mr. Virden (5:11 p.m.), Ms. Tomas, Ms. Penwell

**Oath of Office**

Susan Hatch and Elaine Novak were sworn in by Mr. Wilson, as Clerk of the Board of Trustees.

**Approval of Officers**

**#2013-001 Approval of Officers**

Mr. Kovach moved, Ms. Tomas seconded that the following slate of officers for 2013 be approved:

Mr. Campana, President

Mr. Virden, Vice President

Ms. Tomas, Secretary

**Roll Call:** yeas, unanimous

**Statement of Expectations for Trustees** were signed and submitted to Mr. Wilson, as Clerk of the Board of Trustees.

**2013 Committees**

President Campana appointed the following Board committees:

Library Services & Personnel:

Ms. Tomas, Chair

Ms. Novak

Mr. Virden

**2013 Committees (continued)**

Finance, Audit & Properties:	Mr. Virden, Chair Ms. Hatch Mr. Kovach
Trustee Development & Nominating:	Mr. Kovach, Chair Ms. Penwell Ms. Tomas
Lorain Co. Trustees Council:	Mr. Campana Ms. Hatch Ms. Penwell, Alternate

**2013 Meeting Dates**

President Campana set the following 2013 Board meeting dates, times and locations:

<b>2013 Board Meetings</b>	
<b>Dates*</b>	<b>Location</b>
February 21, 2013	Main Library
March 21, 2013	South
April 18, 2013	Main Library
May 16, 2013	Domonkas
June 20, 2013	Columbia
July 18, 2013	Avon
August 15, 2013	North Ridgeville
September 19, 2013	Columbia
October 17, 2013	Avon
November 21, 2013	South
December 19, 2013	Main Library

*\*All meetings begin at 5:00 p.m.*

**Appointments**

**#2013-002 Appointment of Chief Fiscal Officer and Assistant Fiscal Officer**

Mr. Kovach moved, Mr. Virden seconded to appoint James M. Wilson, Chief Fiscal Officer and Clerk of the Board and Donald Norman, Assistant Fiscal Officer through the 2013 Organizational Meeting, upon execution of a surety bond in the amount of \$100,000.

**Roll Call:** yeas, unanimous

## **Regular Business**

### **#2013-003 Approval of Minutes**

Ms. Tomas moved, Mr. Kovach seconded that the minutes of the December 20, 2012 meeting be approved.

**Roll Call:** yeas, unanimous

### **#2013-004 Approval of Chief Fiscal Officer's (CFO's) Report**

Mr. Kovach moved, Ms. Penwell seconded that the CFO's Report for the month and year ending December 31, 2013 be approved.

Mr. Wilson reported to the Board that the month end cash balance for December was \$8,871,117. Of the month end cash balance, \$5,667,989 were operating funds, of which \$5,491,598 were unencumbered. Year-to-Date Revenues were \$8,762,244, 100% of the estimated \$8,740,870 Annual Revenues without transfers or advances. Expenses year-to-date were \$8,200,670, 82% of the budgeted \$10,005,039. Expenses plus encumbrances totaled \$8,376,369, or about 84% of the budget.

Mr. Wilson said that a request was received from a patron of the North Ridgeville Branch Library, who slipped in the parking lot. The patron was seeking injury compensation, and was given insurance-claim filing information. Mr. Wilson said that he told the patron that the Library's insurance company would probably not cover the fall, since Ohio courts have long recognized ice and snow as being a natural condition in Ohio.

Mr. Wilson noted that the Permanent Appropriations budget had one minor modification from the Temporary Appropriations budget that was passed in December. This was an increase to the Building and Repair Budget appropriations.

Mr. Wilson reported that Assistant Fiscal Officer, Don Norman, was out for surgery and expected to return on January 30<sup>th</sup>, 2013. He also said that Maureen Turner, the Administrative Clerk for Purchasing and Central Supply, is making a career change. Her last day will be January 18<sup>th</sup>. A farewell party was held for her yesterday at the Main Library.

**Roll Call:** yeas, unanimous

## Report of the Director

Ms. Eldridge said good afternoon and welcome to North Ridgeville! She thanked the North Ridgeville Friends of the Library for the refreshments.

Ms. Eldridge asked the Board to mark their calendars for OLC Legislative Day at the Westin Hotel in Columbus, Ohio on March 6, 2013. She said she would contact the Board after tonight's meeting regarding possible minivan rental for this event. Ms. Eldridge also asked the Board to again mark their calendars for the 2013 OLC Trustees Dinner at The Holiday Inn in Independence, Ohio on April 17, 2013.

Ms. Eldridge noted that date confirmation of either March or April 2013, for the tentatively scheduled Board Retreat, is also needed.

Governor Kasich's 2013-2014 budget is set to be unveiled on February 6<sup>th</sup>, according to Ms. Eldridge. Ms. Eldridge said she expects sweeping tax reform legislation.

Ms. Eldridge asked the Board to please review the 2013 Maintenance Priorities listing from Mr. Dale Girt, which she distributed at this evening's meeting. Ms. Garalynn Tomas commented that the listing needed several revisions, questioning the order of priority/timeline given, and whether or not the costs listed were accurate estimates or ballpark guesses. Ms. Tomas also said that the Board needs 'real/solid' costs, a 'real' timeline and more rationale behind the estimated costs being supplied. Mr. Edwin Kovach suggested that Mr. Girt come to the next Finance, Audit and Properties Committee Meeting with a revised listing.

Regarding personnel, Ms. Eldridge excused Ms. Whitney from this evening's meeting, saying that Ms. Whitney had a prior family commitment. Ms. Eldridge also said Youth Services Librarian Supervisor Elaine Betting delivered twins on December 26, 2012. Ms. Eldridge then said Ms. Doris Garber, Technical Services Public Service Coordinator, is currently on FMLA.

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

*12.27.12* – Ms. Eldridge was the Mistress of Ceremonies for the Kwanzaa celebration at the Harrison Cultural Community Center.

*01.17.13* – Attended the North Ridgeville State of the City Address today with Jim Wilson, Meagan Hayes and Karen Sigsworth.

*01.20.13* – Attending two MLK Celebrations, one at the Second Baptist Church in Lorain and the other at the Greater Victory Church in Lorain.

*01.21.13* – As part of the Children's MLK Celebration Day, Ms. Eldridge is presenting 'Three Bodacious Women; Readers' Theatre', which she created in 2006.

Ms. Eldridge notified the Board that all library facilities closed early at 5 p.m. on December 26<sup>th</sup>, due to the impending snow storm.

Ms. Eldridge, along with Ms. Meagan Hayes, noted receiving a lot of positive press coverage lately. The Press did a great story on the Domonkas Branch recently, and the North Ridgeville Press did a good spread on the Noon Years' Eve program. Ms. Eldridge commented that the press is taking a look at what we have to offer, and giving lots of favorable comments and stories.

Regarding circulation, Ms. Eldridge said library visits at the Columbia Branch, South Branch and the Main Library were all up compared to last year at this time. She also said that the CLEVNET usage and the computer bookings had also risen.

Ms. Eldridge said Congresswoman Bettye Sutton donated 12 copies of 'Women in Congress', 1917-2006; 3 hardbacks and 9 paperbacks. The volumes are too large for circulation, therefore Ms. Eldridge is distributing them as follows; 1 copy each for reference collections at the Main Library, North Ridgeville, Avon, Domonkas, South and Columbia Branch Libraries, and the remaining 6 copies will be given to the book sale or Better World Books.

### **Committee Reports**

There were no committee reports this month.

### **Communications**

One communication received (see CFO's report).

### **Audience Participation**

#### *Supervisors*

Karen Sigsworth, North Ridgeville Branch Librarian Supervisor, said welcome to our building. She stated that it had been a busy day here at North Ridgeville and that they have received good publicity about recent programs held at the branch. Ninety-six people attended the Amelia Earhart program last Sunday. Ms. Sigsworth also noted the Sunday Programs brochures she handed out, that the Kindle Classes are very popular in her community, and that Senator Gayle Manning brings her grandchild to story time! Ms. Sigsworth ended by saying thank you to the Board.

*Friends of the Library*

The Avon Friends next meeting will be held April 4, 2013. The Avon Friends next book sale will be held April 18-20, 2013. The Avon Friends are hosting a Tea Party on February 9, 2013.

The Columbia Friends next meeting will be held February 25, 2013. The Columbia Friends next book sale will be held April 23-27, 2013.

The Domonkas Friends next meeting will be held May 7, 2013. The Domonkas Friends next book sale will be held January 16-19 & 21, 2013.

The Lorain Friends last book sale netted \$2,620.00. The Lorain Friends donated a total of \$5,000.00 to the levy campaign during the year 2012. The Lorain Friends also donated \$1,000.00 to the Lorain Public Library System Foundation, Inc., during the 2012 calendar year.

The North Ridgeville Friends next meeting will be held March 25, 2013. The North Ridgeville Friends next book sale will be held January 24-27, 2013. On May 4, 2013, the North Ridgeville Friends will host a '10 Year Open House' celebration at the North Ridgeville Branch Library. The 10<sup>th</sup> year celebrations will occur only on that day, in contrast to previous years.

The Foundation of the Lorain Public Library System, Inc. received a letter of resignation from its member, Mr. Terry Boose. The Foundation will be holding their annual organizational meeting, and is expecting several new members to be joining.

**New Business**

**#2013-005 Approval of Personnel Appointments**

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

- Brittany Helmink, Student Library Aide position at the North Ridgeville Branch Library, temporary, part-time, effective January 7, 2013, at an hourly rate of \$7.850.

**Roll Call:** yeas, unanimous

**#2013-006 Approval of Surplus Property**

Mr. Kovach moved, Ms. Penwell seconded to approve the disposal of the following materials pursuant to Board Policy 2.02 which were withdrawn from January 1 through December 31, 2012 due to being outdated, in poor condition, or duplicate copies no longer in demand:

for a total of 89,837 items that have been withdrawn from circulation

**Roll Call:** yeas, unanimous

**#2013-007 Acceptance of Donations/Grants**

Mr. Kovach moved, Ms. Tomas seconded to accept donations/grants as follows:

Katherine Hageman Trust – Foundation Distribution	\$ 26,465.10
Barbara Sutton – NR Branch Library	\$ 1,000.00
The Foundation of the LPLS, Inc. – Summer Reading 2013	\$ 5,000.00
Friends of the Domonkas Branch Library	\$ 710.00

**Roll Call:** yeas, with one abstain from Ms. Penwell

**#2013-008 Approval of 2013 Permanent Budget**

Mr. Kovach moved, Ms. Hatch seconded to approve the 2013 Permanent Budget as follows:

Fund	Name	Amount	
101	General Fund	\$ 4,012,961	
110	N Ridgeville	1,450,000	
112	Avon	700,000	
120	Columbia	460,000	
122	Domonkas	475,000	
130	Lorain	3,568,060	\$ 10,666,021
203	Summer Reading	42,250	
204	Family Read Aloud	5,000	
205	Project Lite	0	
215	Book Memorial	116,000	
401	Building & Repair	338,800	
451	Capital Improvement	36,000	
701	Hageman	30,860	
702	Stocker Trust	5,000	
<b>Total</b>		<b>\$ 11,239,931</b>	

**Roll Call:** yeas, unanimous

**#2013-009 Approval of Fund Transfers**

Mr. Kovach moved, Ms. Penwell seconded to authorize the following fund transfers, as per the 2013 Appropriations Budget:

<b>From</b>	<b>To</b>	<b>Amount</b>
101-01-59999 Tx General Fund	110-00-49999 Tx In N. Ridgeville Levy	\$ 301,870
101-01-59999 Tx General Fund	112-00-49999 Tx In Avon Levy	\$ 217,047
101-01-59999 Tx General Fund	120-00-49999 Tx In Columbia Levy	\$ 77,214
101-01-59999 Tx General Fund	122-00-49999 Tx In Domonkas Levy	\$ 93,555
101-01-59999 Tx General Fund	130-00-49999 Tx In Lorain Levy	\$ 557,712
702-01-59999 Tx Stocker Fund	101-00-49999 Tx In General Fund	\$ 5,000

**Roll Call:** yeas, unanimous

**#2013-010 Ratification of the Submission of Grant Application**

Ms. Penwell moved, Mr. Kovach seconded to ratify the Director's application for funding from the ALA StoryCorps@ your library program for \$2,500 and to share the equipment with the eight other library systems in Lorain County.

**Roll Call:** yeas, unanimous

**#2013-011 Approval for Fine Forgiveness Month**

Mr. Kovach moved, Ms. Tomas seconded to approve *Let's Celebrate 2013 National Library Week "Communities Matter@Your Library* from April 1–30, 2013, and to forgive outstanding fines during that month.

**Roll Call:** yeas, unanimous

**#2013-012 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Ms. Tomas moved, Mr. Kovach seconded at 6 p.m. to approve adjourning to Executive Session to discuss administrative salaries.

**Roll Call:** yeas, unanimous

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



Board of Trustees  
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**Other Agenda Items** - none

**Next Meeting**

Library Services and Personnel Committee Meeting  
January 31, 2013 at 5 p.m.  
Main Library

Finance, Audit and Properties Committee Meeting  
February 19, 2013 at 5 p.m.  
Avon Branch Library

Board of Trustees Meeting  
February 21, 2013 at 5 p.m.  
Main Library

**Adjournment Time:** 6:50 p.m.

**Attest:**

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

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