

Board of Trustees
March 21, 2013

0019-2013

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System

Thursday, March 21, 2013, 5:00 p.m.

South Branch Library, 2121 Homewood Dr., Lorain, 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, Mr. Virden, Ms. Hatch, Ms. Tomas

Regular Business

#2013-023 Approval of Minutes

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

Roll Call: yeas, unanimous

#2013-024 Approval of Chief Fiscal Officer's (CFO's) Report

Mr. Kovach moved, Ms. Novak seconded that the CFO's Report for the month ending February 28, 2013 be approved.

Mr. Wilson reported to the Board that the month end cash balance for February was \$8,392,743. Of the month end cash balance, \$5,201,397 were operating funds, of which \$3,375,241 were unencumbered. Year-to-Date Revenues were \$697,775, 8.2% of the estimated \$8,465,098 Annual Revenues without transfers or advances. Expenses year-to-date were \$1,176,148, 13.8% of the estimated \$8,530,250 Annual Expenses without transfers or advances. Expenses plus encumbrances totaled \$3,063,816 or about 35.9% of the estimated Expenses without transfers or advances.

There were no letters of correspondence or public records requests received.

Mr. Wilson noted the revised Financial Summary included in the Board Packet. He said the farthest right hand column (2013 Appropriations) had been shifted to enter a new column for estimated revenues and expenses.

Mr. Wilson said forty-two applicants applied for the open Assistant Fiscal Officer (AFO) position. Of those forty-two applicants, eight were selected for testing, and that two of the eight tested with the highest scores were interviewed yesterday. One applicant was selected after the interviews, positive reference checks were given, and an offer will be made. The selected candidate comes with fiscal experience and currently holds two part-time fiscal positions. The starting date for the new AFO will be April 1, 2013.

Regarding SSI, the library's fiscal operating software, Mr. Wilson said there have been recent updates and changes to the Annual Reporting, in compliance with changes mandated by the Auditor of the State of Ohio.

Mr. Wilson attended the State of the City Addresses for Lorain, Avon, Avon Lake, Sheffield and Sheffield Lake recently. Mr. Wilson is also attending the Ohio Library Council's Fiscal Officer Training on April 4th and 5th.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said welcome to South Lorain!

Ms. Eldridge and ten other people attended OLC's Annual Legislative Day on March 6th. Senator Gayle Manning introduced Ms. Eldridge and the LPLS on the Senate Floor! Ms. Eldridge asked the Board for help advocating for stable state funding sourcing, and also thanked Board President, Mr. Anthony Campana, for going to the event.

Both Susan Hatch and Elaine Novak (two newest Board Members) have been registered for OLC's New Trustees Workshop scheduled for Saturday, March 23rd at the Westerville Public Library.

The 2013 OLC Trustees Dinner, Northern Ohio, will be held April 17th at the Holiday Inn in Independence. Ms. Eldridge asked that the Board Members please let her know if interested in attending.

Ms. Eldridge again mentioned the tentative Board Retreat dates of March 23rd, April 13th and April 27th. Mr. Kovach stated that he is available for all of the dates. Ms. Tomas said she will check with the Agon Leadership's calendar, and will email everyone with the information.

Ms. Eldridge thanked Mr. Homer Viriden and Mr. Jim Long from the Lorain Metropolitan Housing Authority, for coming to the Main Library and doing a walk through with her to observe the recently installed security cameras and measures. They also gave Ms. Eldridge a tour of the Lakeview Plaza, to show her the security used there. Ms. Eldridge was grateful for their 'words of wisdom' and suggestions!

The Main Library offered the 'Virtual PLA Conference' yesterday in meeting Room C. About eight employees attended. The focus of the conference was library trends/changing times, and strategic planning for these upcoming trends. There were four different interest 'tracks' presented (Administration/Leadership, Youth Services, Marketing/Customer Service and Technology) with hour long sessions within each track; 'A Novel Approach to Giving Bad News', 'Building and Running the Digital Branch', and 'Hands On! Innovative YA Programming' are a few examples. The Keynote Speaker was Mr. Garry Golden, Futurist. The virtual conference will be archived and available via a link, which Ms. Eldridge offered to send to all who were interested in viewing.

Regarding personnel, Ms. Eldridge said Cheryl Payne, Tina Hanibal and Don Norman have all submitted letters of retirement.

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

3.09.13 – Speaker for National Council of Negro Women program.

3.18.13 – Lorain Port Authority Ferry Terminal Building Groundbreaking Ceremony.

3.23.13 – Lorain Police Auxiliary Banquet.

Ms. Eldridge noted copies given this evening regarding the Bookmobile Campaign. Both the "Chronicle Telegram" and the "Morning Journal" newspapers published snippet stories about the upcoming campaign. They received their information from last month's Board Agenda.

Lastly, Ms. Eldridge said the 2012 Cumulative Statistics have been completed, and she will be sharing this information in the upcoming Library Services and Personnel Committee meeting on April 10, 2013.

Report of the Assistant Director

Ms. Whitney said good evening to everyone. Ms. Whitney said her report was not in the Agenda Packet, and should have been given to everyone tonight.

These following issues will be addressed during upcoming meetings with SEIU #1199:

- Grievance about December 26th early closing.
- Grievance: Chuck Sutz.
- Wage reopener.

Ms. Whitney commented that the Labor Management Committee (LMC) has been meeting via phone conference, and that it has been working well. She also said the LMC will be meeting in person in April.

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

- **3.04.13** – North Ridgeville 10th Anniversary Planning Committee meeting.
- **3.06.13** – Legislative Day – Columbus, Ohio. Senator Gayle Manning introduced LPLS on the Senate Floor, it was very kind of her to offer!
- **3.07.13** – OPERS Webinar Retirement Information Update – Group A.
- **3.08.13** – Met with Columbia Township Trustees – EPA issues. The township is addressing issues and working with the EPA and Health Department for approval.
- **3.18.13** – Lorain Port Authority Ferry Terminal Building Groundbreaking Ceremony, attended with Ms. Eldridge.
- **3.20.13** – Attended one ‘Virtual PLA Conference’ session.
- **3.22.13** – Wage Reopener Negotiations with SEIU #1199. Ms. Eldridge, Mr. Wilson, Ms. Whitney, Attorney Joe Gross and Mediator Mathew Cockroft will be present.

Committee Reports

Ms. Tomas reported on the Library Services and Personnel Committee Meeting held March 11, 2013.

Social Media Policy re-writes, all Policies Referencing Public Relations Officer, other Potential Policy changes and the Ohio Library Council Annual Conference were discussed. The next LS&P Committee Meeting will be held April 10, 2013 at 6:30 p.m., at the South Branch Library.

No calls were received on the Fraud Hotline.

Communications

There was a letter included with the quote from Wadsworth Northeast, regarding the air conditioning in the Public Computer Room at the Main Library.

Audience Participation

Supervisors

Ms. Norma Preston, Librarian Supervisor, South Branch Library, welcomed all and said, "It is nice to see your faces, please help yourself, and there is plenty to eat." Ms. Preston mentioned National Library Week, April 14th-20th, 2013. The South Branch Library will have a program called 'Night at the Library' on April 18th to celebrate.

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 Columbia Friends next meeting will be held April 29, 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 May 22-25 and 28, 2013.

The Lorain Friends next meeting will be held April 23, 2013. The Lorain Friends Annual Meeting was held February 24, 2013. The Lorain Friends next book sale will be held May 9-14, 2013.

The North Ridgeville Friends next meeting will be held March 25, 2013. The North Ridgeville Friends next book sale will be held April 25-28, 2013.

At the Lorain Public Library System Foundation, Inc.'s (LPLSF) last meeting Mr. Tom Dake and Mr. Wilson presented quotes for printing the Annual Appeal. The target date for mailing the appeal is April 29, 2013. Ms. Tomas met with Ms. Eldridge, Jennie Patterson, Julie Cowan, Becky Whittington and Robert Wenz on March 19th to train them on the use of 'Razor's Edge', a donor database software program to be used for the appeal and future campaigns or appeals. Ms. Tomas also said she will be contacting Mr. Victor Leandry to set up a date for a meeting between the LPLSF and the LPLS Board of Trustees, regarding the Bookmobile Capital Campaign.

Other

New Business

#2013-025 Approval of Personnel Appointments

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

- Penny Miller, Library Assistant-Floater, at the Avon and North Ridgeville Branch Libraries, part-time, effective February 18, 2013, at an hourly rate of \$11.958, grade UE, step 2.
- Kayla Mihalik, Administrative Aide, in the Administrative Office of the Lorain Public Library System, part-time, effective March 18, 2013, at an hourly rate of \$7.85, grade EA.
- Lisa Work, Library Assistant, in the Operations Department at the Main Library, full-time, effective March 18, 2013, at an hourly rate of \$11.958, grade UE, step 2.
- Colleen Ridenour, Library Aide, in the Operations Department at the Main Library, part-time, effective March 18, 2013, at an hourly rate of \$7.85, grade UA, step 2.
- Denise Williams, Library Assistant, at the North Ridgeville Branch Library, part-time, effective April 1, 2013, at an hourly rate of \$11.610, grade UE, step 1.

Roll Call: yeas, unanimous

#2013-026 Renewal Contract with 3M for Library Security Equipment Maintenance

Mr. Virden moved, Mr. Kovach seconded to authorize the Chief Fiscal Officer to renew the contract with 3M Company to provide annual equipment maintenance for the Library's materials security control systems in an amount not to exceed Thirty Thousand, Two Hundred and Seventy-One Dollars (\$30,271.00).

Roll Call: yeas, unanimous

#2013-027 Approve Contract with Reliable Lawn Service to Provide Lawn Service for the Avon and North Ridgeville Branches

Mr. Kovach moved, Ms. Tomas seconded to authorize the Chief Fiscal Officer to enter into a contract with Reliable Lawn Service to provide annual landscaping services in the amount of Eighteen Thousand, Three Hundred and Thirty dollars, \$18,330.

Roll Call: yeas, unanimous

#2013-028 Approval of Resolution of Appreciation for Donald Norman

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

RESOLUTION OF APPRECIATION

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

WHEREAS, Donald Norman in his seven years of service as the Assistant Fiscal Officer at the Lorain Public Library System, has provided helpful insight to streamline payroll processing; and

WHEREAS, Donald Norman maintained a deep commitment to assuring the accuracy of employees' pay and benefits; and

WHEREAS, Donald Norman provided Finance Office and Ohio Ethics training for new employees, and served as the Library's Fiscal Officer in the absence of the Chief Fiscal Officer; and

WHEREAS, Donald Norman in particular contributed invaluable experience and assistance to the Administration Office; and

WHEREAS, Donald Norman kept his co-workers smiling with his keen sense of humor, and openness to any employee's questions; and

WHEREAS, he has given thoughtful, professional advice and efforts in preparing payroll, benefit and financial records;

WHEREAS, Donald Norman has assisted in the smooth running of the Administration Office;

THEREFORE, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Donald Norman and his contribution to the Library System and extend its appreciation on behalf of the Board and staff.

Roll Call: yeas, unanimous

#2013-029 Acceptance of Donation

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

The Community Foundation of Greater Lorain County \$ 754.00

Roll Call: yeas, unanimous

#2013-030 Approve Redaction of Equipment Section of the Circulation Policies

Ms. Novak moved, Mr. Virden seconded to approve the following redaction to the Circulation Policies.

EQUIPMENT

~~Individuals 18 years of age or over may borrow AV equipment. Personal identification, such as a driver's license, must be presented along with a valid library LPLS card at time of loan. Borrowing privileges may be suspended or revoked if rules and regulations are violated.~~

~~Responsibility for repairs due to mishandling while in the possession of the borrower must be assumed by the borrower.~~

Notes:

- ~~1. Three Day loans are due by closing time of the third open day.~~
- ~~2. Overnight loans are due by closing time of the next open day.~~
- ~~3. The non-refundable fee is due at the time of check-out.~~
- ~~4. Projection Screens are free if borrowed with a projector.~~
- ~~5. Sundays are not considered in computing fines for overdue materials.~~

Roll Call: yeas, unanimous

#2013-031 Approve Replacement of Social Media Policy

Ms. Novak moved, Mr. Kovach seconded to approve the following replacement of the Social Media Policy.

SOCIAL MEDIA POLICY (REPLACED 2013-03-21)

5.08

At LPLS, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all library employees who work for the Lorain Public Library System.

GUIDELINES

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with LPLS, as well as any other form of electronic communication. The same principles and guidelines found in LPLS policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct

New Business Continued (Social Media Policy - Replaced 2013-031):

that adversely affects your job performance, the performance of fellow library employees or otherwise adversely affects board members, library patrons, vendors, library volunteers who work on behalf of LPLS or LPLS's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the Ohio Ethics Law, Media Policies and Procedures, the LPLS Employee Acceptable Use for Technology Policy, the Workplace Violence Policy and the Workplace Anti-Harassment Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow library employees, library patrons, board members, vendors or library volunteers who work on behalf of LPLS. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or management than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage library patrons, library employees or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or library policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered.

Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about LPLS, fellow library employees, library patrons, vendors, library volunteers working on behalf of LPLS or other libraries.

Post only appropriate and respectful content

- Maintain the confidentiality of LPLS private or confidential information. Do not post internal reports, policies, procedures or other internal library-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.
- Do not create a link from your blog, website or other social networking site to a LPLS website without identifying yourself as a LPLS employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for LPLS. If LPLS is a subject of the content you are creating, be clear and open about the fact that you are a library employee and make it clear

that your views do not represent those of LPLS, fellow library employees, board members, library patrons, vendors or library volunteers working on behalf of LPLS. If you do publish a blog or post online related to the work you do or subjects associated with LPLS, make it clear that you are not speaking on behalf of LPLS. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of LPLS."

Using social media at work

When taking a break and not on duty, Library employees are allowed to use the Internet and library equipment for personal use as defined in the Employee Acceptable Use For Technology Policy but should refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager.

Retaliation is prohibited

LPLS prohibits taking negative action against any library employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any library employee who retaliates against another library employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Library employees should not speak to the media on the Lorain Public Library System's behalf without prior approval of the Marketing Communications Manager. All media inquiries should be directed to the Marketing Communications Manager.

For more information

If you have questions or need further guidance, please contact the Director or Marketing Communications Manager.

Roll Call: yeas, unanimous

#2013-032 Revise Board Policies to Change Public Relations Officer to Marketing Communications Manager.

Mr. Kovach moved, Ms. Tomas seconded to revise all Board Policies to reflect the change in title from Public Relations Officer to Marketing-Communications Manager:

Friends of the Library Groups 1.04
Media Policies and Procedures 1.05
Credit Card Policy 2.08
Community Information Exchange 3.03

Roll Call: yeas, unanimous

#2013-033 Approve Contract with Wadsworth Northeast to Supplement the Library's Air Conditioning System for the Computer Resources Room

Mr. Virden moved, Ms. Novak seconded to authorize the Chief Fiscal Officer to enter into a contract with Wadsworth Northeast to install a supplemental air conditioning system for the Computer Resources Room at the Main Library in the amount of Thirty-five Thousand, Five Hundred and Eighty-Three Dollars, \$35,583.

Roll Call: yeas, unanimous

#2013-034 Approval of Resolution of Appreciation for Cheryl Payne

Ms. Novak moved, Mr. Kovach seconded to approve a resolution of appreciation for Cheryl Payne:

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, Cheryl Payne in her 15 years of employment with the Lorain Public Library System has been a diligent staff member at the Main Library in the Circulation/Operations Department; and

WHEREAS, Cheryl Payne provided excellent customer service to library patrons exhibiting patience, kindness and professionalism; and

WHEREAS, Cheryl Payne 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 have ensured efficient work flow in processing library materials;

THEREFORE, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Cheryl Payne and her contribution to the Library System and extends its appreciation on behalf of the Board and staff.

Roll Call: yeas, unanimous

#2013-035 Approval of Resolution of Appreciation for Tina Hanibal

Mr. Kovach moved, Ms. Novak seconded to approve a resolution of appreciation for Tina Hanibal:

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, Tina Hanibal in her 24 years of employment with the Lorain Public Library System has been a diligent staff member in the Technical Services Department; and

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

WHEREAS, Tina Hanibal has a pleasant personality, excellent attendance and contributed to a well-run and well-organized Technical Services Department; and

THEREFORE, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Tina Hanibal and her contribution to the Library System and extends its appreciation on behalf of the Board and staff.

Roll Call: yeas, unanimous

#2013-036 Resolution to Close Library on Thursday, October 10, 2013

Mr. Kovach moved, Ms. Novak seconded to approve the closing of the Library on Thursday, October 10, 2013 to allow staff to attend the Ohio Library Council Annual Conference.

Roll Call: yeas, unanimous

#2013-037 Approval to Enter into Executive Session to Discuss Bargaining-Unit-Exempt Staff Salaries.

Ms. Novak moved, Mr. Virden seconded at 5:45 p.m. to approve adjourning to Executive Session to discuss bargaining-unit-exempt staff salaries.

Board of Trustees
March 21, 2013

0031-2013

Reconvened: 6:58 p.m.

Other Agenda Items

Next Meeting

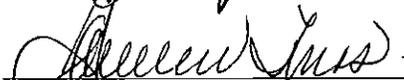
Library Services and Personnel Committee Meeting
April 10, 2013 at 6:30 p.m.
South Branch Library

Board of Trustees Regular Business Meeting
April 18, 2013 at 6 p.m.
Main Library

Adjournment Time: 7:00 p.m.

Attest:

 _____, President

 _____, Secretary