

Board of Trustees
September 20, 2012

0073-2012

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, September 20, 2012, 5:00 p.m.
Avon Branch Library, 37485 Harvest Drive, Avon, OH
Regular Business Meeting

Roll Call

Mr. Campana called the meeting to order at 5:00 p.m.

Present: Mr. Kovach, Mr. Petersen, Ms. Tomas, Mr. Virden, Mr. Campana, Ms. Penwell

Regular Business

#2012-084 Approval of Minutes

Mr. Kovach moved, Mr. Petersen seconded that the minutes of the August 16, 2012 meeting be approved.

Roll Call: yeas, unanimous

#2012-085 Approval of the Chief Financial Officer's (CFO's) Report

Mr. Petersen moved, Mr. Kovach seconded that the CFO's Report for the month ending August 31, 2012 be approved.

Mr. Wilson reported to the Board that the month end cash balance for August was \$9,973,779. Of the month end cash balance, \$6,753,520 were operating funds, of which \$5,888,195 were unencumbered. Year-to-Date Revenues were \$7,005,471, 80% of the estimated \$8,740,870 Annual Revenues without transfers or advances. Expenses year-to-date were \$5,336,233, 54% of the budgeted \$9,971,039. Expenses plus encumbrances totaled \$6,254,088, or about 63% of the budget.

Mr. Wilson noted one letter of correspondence, a memo from Rebecca Princehorn with Bricker & Eckler, LLP, discussing the impact of the Ohio Omnibus Legislation that was recently passed.

Mr. Wilson said there were two additional resolutions on tonight's agenda.

Mr. Wilson attended a software conference last month, the SIRE Roundtable 2012 in Las Vegas, NV. Document storage and agenda management software features were discussed. The SIRE software can generate forms online, to include authorizations forwarding for timesheets, employment applications, etc. The software also includes records retention policy enforcement abilities. This is the next generation of software, able to drill down on vendors and can work in conjunction with document management software. There is no cost for the upgrade. Mr. Wilson said he wants to observe the software working live at Warren-Trumbull County Public Library. Mr. Wilson will be attending the SSI Annual Users Group on September 19, 2012. The users group will be discussing user tips and looking at workflows and forms software.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said, "Welcome to Avon!" She gave condolences to Ms. Donna Kelly for the passing of her father. Ms. Kelly will not be the representing supervisor at tonight's meeting.

Regarding the OPERS Pension Reform legislation, Ms. Eldridge said the governor has not signed it yet, but she thinks he will. Ms. Eldridge also feels that due to the increase from three to five years being used to determine final average salary, a lot of people are planning to retire.

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

08.11.12 – Attended NAACP Banquet. A lot of politicking went on.

09.21.12 – LCLAC Candidates Breakfast at 8:00 a.m. at the Oberlin Public Library.

Ms. Eldridge invited Board Members to attend with her.

Ms. Eldridge handed out a timeline for filling the upcoming Board Member vacancies. She asked that Board Members start thinking about it, and consider dates for meetings. The Board tentatively agreed to meet on October 11, 2012 at 6 p.m., to select applicants to interview. The Board also agreed to begin interviewing potential candidates on October 17, 2012 at 4 p.m.

Ms. Eldridge met with Ms. Terri Frederick to discuss her position classification summary and to update it. Ms. Frederick has been in the position since 1989, so the hiring documents were truly dated. The position will be renamed 'Marketing Communications Manager'. Ms. Eldridge asked the Board to review the classification and call or email her with any changes.

Regarding personnel, Ms. Eldridge received and accepted letters of retirement from Terri Frederick and Debra Jackson. Ms. Eldridge thanked Elaine Betting, Debra Jackson, Frances Johnson, Valerie Smith and Toni Whitney for assisting her in the Main Library Reorganization Project. There was a new position classification created from this process; Circulation Services Manager. Ms. Eldridge also thanked Mr. Robert Wenz, Technology Manager, for installing the ten mega bit fiber optic lines on October 8th. Thanks also went to Ms. Jennie Patterson for organizing New Staff Orientation Day in September, and to all managers and staff who made it an enjoyable experience. She then thanked Toni Whitney and staff for working at the Lorain County Fair on August 26th.

Ms. Eldridge thanked the Library Foundation of the Lorain Public Library System, Inc., for their \$6,500.00 donation for the Fall Family Read Aloud. She then thanked Mr. Ben Bonaminio, Maintenance Worker, for his donation of undercoating on the library delivery van.

Report of the Assistant Director

Ms. Whitney said hello and that Ms. Donna Kelly, Librarian Supervisor Avon Branch Library, was out this week. She then thanked the staff at Avon Branch Library, especially Ms. Nancy Tomek, for keeping things going in Avon during Ms. Kelly's absence.

Ms. Whitney spoke regarding SEIU #1199 highlights for the month of August:

- Scheduling of Sunday hours.
- Update to Extra Hours List.
- Mr. James Leonard on PTO this week.
- Grievance paperwork was received regarding PTO scheduling. However, the paperwork was wrought with numerous errors. SEIU was asked to withdraw the grievance.

In reference to the Labor Management Committee (LMC), Ms. Whitney noted:

- No August meeting.
- Training by Federal Mediation and Conciliation Service rescheduled to October 2012, for all members.

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

08.20.12 – 2012 Lorain County Fair Breakfast.

08.23.12 – Met with Dan Beeman, Wagner Sign Company and Tim Fausel, WatchFire at North Ridgeville Branch Library.

08.25.12 – 2012 Lorain County Fair Day. It was a hot day, but a good time!

08.27.12 – Columbia Friends of the Library meeting.

08.29.12 – Workshop: Servicing Patrons with Behavioral Issues presented by Ease at Work.

09.11.12 – Domonkas Friends of the Library meeting.

09.13.12 – New Staff Orientation.

09.21.12 – LCLAC Candidates Breakfast.

09.22.12 – Friends Exchange at Columbia Branch Library.

09.30.12 – North Ridgeville Friends of the Library meeting.

Committee Reports

Mr. Douglas Petersen reported that there were no messages left on the Fraud Hotline.

Communications

Ms. Eldridge included her letter to Mayor Chase Ritenauer and the Lorain City Council in the Board Packet. The letter thanked them for expediting the demolition of the abandoned property located at 476 W. Sixth Street, across from the Main Library.

Audience Participation

Supervisors

Ms. Terri Frederick substituted as the supervisory representative for Ms. Donna Kelly at this evening's meeting. Ms. Frederick handed out the Fall Dimensions, and commented that there are a number of interesting and educational programs going on. One exciting item is the partnership with the Cleveland Browns, initiated by Ms. Elaine Betting, for the Fall Reading Program. Ms. Frederick then talked about the key messages she handed out at the last Board Meeting, asking the Board to please forward any thoughts regarding them. Ms. Garalynn Tomas asked if Ms. Frederick wanted the Board to rank the order of importance of the key messages. Ms. Frederick replied that they could rank them if they wanted to, and to please

let her know if the key messages made sense to them. Ms. Frederick also said that the most common question asked today regarding libraries is, "Do you think libraries will be around in ten years?"

Ms. Frederick then asked the Board to listen to WEOL (930 AM) radio station on the following dates for staff interviews that begin at 8:10 a.m. and are played throughout the day. They are speaking on various topics listed below:

- 09.24.12 – Norma Preston, Hispanic Heritage Month
- 10.05.12 – Elaine Betting, Touch Down for Reading
- 11.19.12 – Frances Johnson, Light Up Lorain Celebration
- 12.03.12 – Joanne Eldridge, Season of Giving

Friends of the Library

The Avon Friends last meeting was September 6, 2012. The Avon Friends next book sale is November 15-17, 2012. The Avon Friends elected officers; all remained the same.

The Columbia Friends next meeting will be held October 28, 2012. The Columbia Friends August book sale netted \$850.00.

The Domonkas Friends last meeting was held September 11, 2012. The Domonkas Friends next book sale is September 26-29, 2012.

The Lorain Friends next meeting will be held October 30, 2012. The Lorain Friends cancelled a Picnic scheduled at the South Branch Library on October 6th. The Lorain Friends made a recent deposit of \$2,486.33, bolstering their account balance to \$7,200.00!

The North Ridgeville Friends next meeting will be held October 1, 2012. The North Ridgeville Friends next book sale will be held October 25-28, 2012. The North Ridgeville Friends will participate in the upcoming North Ridgeville Holiday on the Ridge festivities, and the Noon Year's Eve Party on December 31, 2012.

Other

Mr. Douglas Peterson announced the joyous birth of a grandson, Sebastian Henry.

New Business

#2012-086 Approval of Personnel Appointments

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

- Kayla Sands, Student Library Aide, Public Services temporary position at the North Ridgeville Branch Library, part-time, effective August 20, 2012, at an hourly rate of \$7.70.
- Kimberly Bacisin, Library Associate I, Public Services position at the North Ridgeville Branch Library, part-time, effective August 21, 2012, at an hourly rate of \$15.305, grade UH, step 1.
- Nicole Palur, Student Library Aide, Public Services temporary position at the Domonkas Branch Library, part-time, effective September 4, 2012, at an hourly rate of \$7.70.
- Christopher Caldera, Student Library Aide, Public Services temporary position in the Adult Services Department at the Main Library, part-time, effective September 4, 2012, at an hourly rate of \$7.70.

Roll Call: yeas, unanimous

#2012-087 Acceptance of Donations

Mr. Petersen moved, Mr. Kovach seconded to accept the following donation in excess of \$500.00.

Lorain Rotary Club Main Library (Books for Lorain) \$600.00

Roll Call: yeas, unanimous

#2012-088 Establishment of New Circulation Services Manager Position Classification

Mr. Kovach moved, Mr. Petersen seconded to establish a new job classification for a Circulation Services Manager.

Job Title: Circulation Services Manager	Date: September 2012
Grade: EK	FLSA: Exempt

Basic Function:

Performs a variety of complex technical and administrative tasks requiring considerable independent judgment and in-depth knowledge related to the management of the Main Library's Operations Department.

Distinguishing Features of the Class:

This classification is professional library work calling for the application of the principles of library science to the assignments. The distinguishing feature of this class is that the duties performed are supervisory and managerial in nature and include extensive contact with community and outside agencies served by the unit. Employees assigned to this class serve as managers of a department or branch and have hire, fire and disciplinary authority. Complex and sensitive library problems are solved independently.

Characteristic Duties and Responsibilities:

Manages and directs operations of the Main Library Operations Department by assisting in developing short-range and long-range plans, determining internal policies and procedures, and coordinating the development of goals and objectives for the unit.

Trains and makes assignments to subordinates, evaluates their performance, and recommends personnel actions.

Monitors unit operations and customer service, ensures any necessary corrections are made, and implements staff changes to improve activities.

Takes a leadership role in training and enforcing CLEVNET, Sirsi-Dynix, and LPLS circulation policies and procedures.

Works with CLEVNET Automation Services to troubleshoot system-wide circulation problems.

Works with the collection agency and handles collection agency patron accounts for the library system.

Assists in budget preparation and maintenance by forecasting department requirements and monitoring/approving expenditures.

Oversees physical plant (cleanliness, safety, security, use); works with the security detail to provide a safe and secure environment; reports problems to the appropriate managers and supervisors.

Maintains good public relations with the neighborhood, community or target populations served by the Main Library.

Attends meetings, continuing education programs and conferences to keep informed of current trends, issues and methods related to the assigned area of responsibility.

Prepares bi-weekly service desk schedules, correspondence and hears and resolves complaints.

Alternates with Public Services Coordinators, Librarian Supervisors and Librarians as the person in charge of the Main Library.

May lead and facilitate standing or special committees.

Serves as a member of the Library's Management Team.

Knowledge, Skills and Abilities:

Some knowledge of library practices, terminology, classification systems and search procedures; thorough knowledge of library circulation practices and automated circulation systems; some knowledge of cash handling practices; ability to lead, plan, train, motivate and supervise the work of others; ability to use office productivity and communications software applications in a computerized, networked environment; demonstrates courtesy, tact, and effectiveness in dealing with others; ability to handle patron complaints calmly and effectively; ability to resolve complex procedural and system related problems; ability to work in a diverse urban community and team environment; ability to speak effectively in public; excellent customer service skills in a retail or hospitality environment; uses good professional judgment.

Education, Training and Experience:

Master of library science degree issued by an ALA-accredited library school is required and five years of public library experience including supervisory experience in a unionized environment or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Roll Call: yeas, unanimous

#2012-089 Approval of Resolution of Appreciation for Paulette Gresco

Mr. Petersen moved, Mr. Kovach seconded to approve a resolution of appreciation for Paulette Gresco upon her retirement.

RESOLUTION OF APPRECIATION

WHEREAS, the primary purpose of any public library is to serve all people with qualified staff; and

WHEREAS, Paulette Gresco has been a good employee for 9½ years, performing her duties in a professional and personalized manner; and

WHEREAS, she has assured that patrons of the North Ridgeville and Columbia Branch Libraries received good library service; and

WHEREAS, Paulette Gresco exemplified team spirit in her work ethics, enthusiasm and positive attitude, helping to create a friendly workplace for staff and a welcoming face to patrons; and

WHEREAS, Paulette Gresco used her professional craft and decorating skills to make both North Ridgeville and Columbia Branch Libraries welcoming destination experiences for library patrons; and

WHEREAS, she selflessly donated items for library craft projects and numerous decorations and used her talent and creativity to teach craft and decorating classes for staff and the public; and

WHEREAS, Paulette Gresco used her creativity and organizational skills to maintain the community bulletin boards; and

THEREFORE BE IT RESOLVED, that the Lorain Public Library System Board of Trustees does publicly acknowledge Paulette Gresco and her contribution to our library system, and extends its appreciation on behalf of the Board and Staff, and wishes her well in her retirement.

Roll Call: yeas, unanimous

#2012-090 Approval of Resolution of Appreciation for Elizabeth “Betty” Smith

Mr. Petersen moved, Mr. Kovach seconded to approve a resolution of appreciation for Elizabeth “Betty” Smith upon her retirement.

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, Elizabeth “Betty” Smith 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 North Ridgeville Branch Library; and

WHEREAS, she has done an outstanding job providing accurate answers and information for both adult and children patron requests on a daily basis; and

WHEREAS, Elizabeth “Betty” Smith has made significant contributions to the collection development of the North Ridgeville Branch popular interest areas of adult fiction, movies and music CDs; and

WHEREAS, she possesses excellent reader advisory skills which allowed her to provide exceptional reading recommendations to North Ridgeville patrons; and

WHEREAS, Elizabeth “Betty” Smith over her many years of library service provided library programs by visiting schools to promote the summer reading programs, leading book discussion groups, creating and conducting a foreign film club, and leading after school story and craft programs for children; and

WHEREAS, Elizabeth “Betty” Smith created attractive and timely book displays and sorted and prepared leased books for return and shipping on a regular basis;

THEREFORE, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Elizabeth “Betty” Smith and her contributions to the library system and extends its appreciation on behalf of the Board and staff.

Roll Call: yeas, unanimous

**#2012-091 Approval of Memorandum of Understanding with Lorain County
Community Action Agency Head Start**

Mr. Petersen moved, Mr. Kovach seconded to approve the following Memorandum of Understanding with the Lorain County Community Action Agency Head Start:

Head Start shall:

1. Inform parents/guardians of services provided by the Lorain Public Library.
2. Scheduled classroom visits to Lorain Public Library.
3. Provide space during orientation for information and book mobile.

Lorain Public Library shall:

1. Provide preschool literacy program to Head Start Children.
2. Attend a parent meeting to speak to parents on literacy.
3. Assist families in obtaining library cards.

Roll Call: yeas, unanimous

#2012-092 Approval to Submit Grant Application

Mr. Petersen moved, Mr. Virden seconded to authorize the Library to submit a grant request to the Stocker Foundation for the 2013 Summer Reading Program.

Roll Call: yeas, unanimous

#2012-093 Approval to Enter into Executive Session to Discuss Personnel Matters.

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

Roll Call: yeas, unanimous

Reconvened: 6:10 p.m.

Other Agenda Items

Mr. Campana said that the Board would be following the existing policy in evaluating the performance of the Director and Chief Fiscal Officer in 2012. He noted that the Board would not be seeking input from the Managers or subordinates this year. He asked that Ms. Eldridge and Mr. Wilson provide self-evaluations to the Board before the October Board Meeting.

Ms. Tomas asked about hiring the new Marketing Communications Manager, and whether there would be an overlap for the new hire to work with Terri Frederick before year-end. Mr. Kovach said that he had always had a 2-week period to work with replacements in his business, and Mr. Virden even recommended a 30-day overlap. Mr. Kovach asked Ms. Frederick if she had worked with her predecessor when she started at the Library, and she said that she had not, because there had been three people in her position in rapid succession before she started in 1989. Ms. Eldridge told the Board that she would adjust the hiring process timeline to allow for an earlier start date, and the opportunity for the new hire to work with Ms. Frederick.

Next Meeting

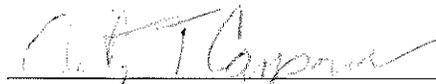
Board of Trustees Meeting
October 18, 2012 at 5 p.m.
South Branch Library

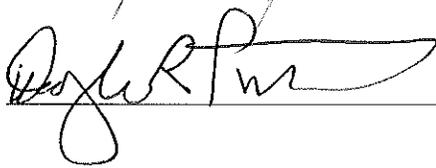
Board of Trustees
September 20, 2012

0083-2012

Adjournment Time: 6:25 p.m.

Attest:


_____, President


_____, Secretary