

Board of Trustees
October 18, 2012

0084-2012

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, October 18, 2012, 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 5:02 p.m.

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

Regular Business

#2012-094 Approval of Minutes

Mr. Kovach moved, Mr. Petersen seconded that the minutes of the September 20, 2012 meeting be approved.

Roll Call: yeas, unanimous

#2012-095 Approval of Chief Fiscal Officer's (CFO's) Report

Mr. Petersen moved, Mr. Kovach seconded that the Treasurer's Report for the month ending September 30, 2012 be approved.

Mr. Wilson reported to the Board that the month end cash balance for September 2012 was \$9,849,549. Operating funds were at \$6,654,682 down from \$6,753,520 last month. \$5,847,961 was unencumbered down from \$5,888,195 last month. Encumbrances for all funds totaled \$855,419. Expenses for the month were \$622,722. Expenses year-to-date without transfers or advances of \$5,998,956 are at 60.2% of the budgeted \$9,971,039 Annual Expenses. Expenses plus encumbrances totaled \$6,854,375, or about 68.7% of the Budgeted Expenses without transfers of advances.

Mr. Wilson noted that there were no public records requests.

Mr. Wilson told the Board that the credit card system was converted over from First Data to Neil Group which will give us an estimate savings of around \$1,000.00 a year.

Mr. Campana asked if there would be a surplus in the budget this year. Mr. Wilson stated there would be as we are still benefiting from the 2010 Budget Reduction.

Mr. Wilson also mentioned that he had received a communication from the Auditor of the State asking if the Lorain Public Library System would pair up the Rocky River Public Library to be audited by an independent auditor. Mr. Wilson stated that there was not time to prepare due to the Assistant Fiscal Officer's pending leave of absence. The Auditor of the State will be the auditor for the 2011-2012 year audit.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed the Board to the South Branch Library and thanked Norma Preston for the refreshments.

Ms. Eldridge said the Governor signed the OPERS Pension Reform Legislation.

Ms. Eldridge mentioned there would be a webcast entitled "Beyond Boundaries" on October 24, 2012 given by Randy Cole. There will be a link to view the webcast and it will be archived.

Ms. Eldridge informed the Board that Mr. Wilson has been obtaining a facilitator for a Board Retreat and thanked him for that. If the Board approves this tonight, they will start picking dates.

Ms. Eldridge thanked Ms. Whitney for all of her hard work on the in-house staff training day. She noted that many staff members helped and that it was an awesome day.

Ms. Eldridge thanked staff who donated almost \$4,000.00 to the United Way and who participated in the United Way Health and Wellness Drive.

Ms. Eldridge told the Board that the newly created position of Circulation Services Manager had been offered to Frances Johnson.

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

09.20.12 – Candidates' Breakfast Forum and noted there was a DVD available and also available on the Intranet.

10.06.12 – South Branch Hispanic Heritage Program and said many people attended and commended Norma Preston on it.

10.16.12 – Meteorologist Jon Laufman program at South Branch and noted it was well received and that Mr. Laufman makes the weather interesting.

Ms. Eldridge mentioned that the carpets were cleaned in all the facilities. She noted that some of the carpets show wear and will need to be replaced which will be included in the capital projects in 2013.

Ms. Eldridge passed out an article in the Lorain Morning Journal about Terri Frederick's retirement.

Ms. Eldridge thanked the North Ridgeville Friends of the Library for a \$15,000.00 donation to be used for internal and external signage. She informed the Board the Lorain High School Class of 1957 A & B will be sending a check in the amount of \$700.00 to purchase an educational toy for the Children's Department and said it was wonderful that they wanted to do this.

Lastly, Ms. Eldridge told the Board that Norma Volek (member of the Lorain Friends) had asked her for some ideas on how to help the library. Ms. Eldridge said it is nice when people come to the library to offer help and how people can make a difference in our local community.

Report of the Assistant Director

Ms. Whitney gave a thanks to the Friends of the North Ridgeville Library for the donation for the electronic signs.

Regarding SEIU #1199, Ms. Whitney said there were some discussions about the scheduling of Sunday hours. She noted that there was a notice to hire a Temporary Library Associate I/Floater for Avon/Domonkas due to some staff on present and upcoming medical leave. Ms. Whitney told the Board there was a grievance filed regarding the scheduling of PTO hours, but that is was not filed properly and was withdrawn. It will be discussed at the Level 1 status.

Ms. Whitney noted there was no meeting of the Labor Management Committee in September, but they did meet in October for training by Federal Mediation and Conciliation Service.

Recent meeting attendance from Ms. Whitney included the LCLAC Candidates' Breakfast, the Friends Exchange at Columbia Branch and a meeting with Wagner Sign Company to discuss an outdoor sign for North Ridgeville.

Committee Reports

Mr. Kovach of the Trustee Development and Nominating Committee stated they had met at the Avon Branch to review the applications of all five Board Candidates. Ms. Tomas mentioned at that time she suggested a Board retreat which is on the Agenda to be discussed in executive session. Mr. Kovach stated they interviewed four and recommended two. The fifth candidate had a scheduling conflict and did not make it to the interview. He also noted that they were nominating Mr. Campana as President, Mr. Virden as Vice President and Ms. Tomas as Secretary for the 2013 LPLS Board slate of officers.

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

Communications

None reported.

Audience Participation

Supervisors

Norma Preston, South Branch Library Supervisor, asked that everyone enjoy the food that was prepared. She passed out pictures of the Hispanic Heritage Concert and of the Jon Loufman Weather Program for the Board to view.

Friends of the Library

Virginia Warantinsky spoke as a Friend of the Library. She thanked the Board members for all their time and effort and noted that this kind of dedication and hard work keeps this institution running. She said we have a very strong Board.

Mr. Kovach thanked Mr. Campana for all his help with the evaluations of the potential new Board members.

Ms. Tomas reported on the Library Foundation and stated they have not had a meeting, but she would try to get a meeting scheduled so they could work through a new marketing plan.

Ms. Tomas also thanked Mr. Wilson for signing the Foundation up for the American Express Rewards Program and for the Rock Pile Rewards. They have received checks and they are very helpful.

New Business

#2012-096 Acceptance of Donations

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

The Foundation of the Lorain Public Library System, Inc. - Fall Family Read Aloud \$6,500.00

Roll Call: yeas, unanimous

#2012-097 Approval to Submit Grant Application

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

Roll Call: yeas, unanimous

#2012-098 Resolution Accepting the Tax Levy Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

Mr. Petersen introduced the following resolution and moved its passage. Mr. Kovach seconded the motion:

WHEREAS, The Library Board of Trustees in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2013; and

WHEREAS, The Budget Commission of Lorain County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Library Board of Trustees of the Lorain Public Library System, Lorain County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A					
Summary of Amounts Required From General Property Tax Approved By Budget Commission, and County Auditor's Estimated Rates					
FUND	Amount Requested of Budget	Amount Approved by Budget	Amount to be Derived From Levies	County Auditor's Estimate of Tax Rate to be Levied	
	Commission Levies Outside 10 Mill Limitation	Commission Inside 10 Mill Limitation	Outside 10 Mill Limitation	Inside 10 Mill Limit	Outside 10 Mill Limit
Column I	Column II	Column III	Column IV	Column V	Column VI
Lorain CSD			2,631,531		4.08
Sheffield Lake City			333,255		2.20
Avon City			431,706		1.20
North Ridgeville City			1,194,440		1.91
Columbia Township			370,969		1.74
TOTAL ALL FUNDS	0	0	4,961,901	0	11.13

SCHEDULE B		
Levies Outside 10 Mill Limitation, Exclusive of Debt Levies		
Fund	Maximum Rate Authorized To be Levied	
General Fund:		
Lorain CSD		
Current Expense Levy authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016	4.08	
Special Revenue Funds:		
Sheffield Lake City		
Library Levy authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016	2.20	
Avon City		
Library Levy authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016	1.20	
North Ridgeville City		
Library Levy authorized by voters on 05/05/2009 not to exceed 5 years. Beginning 2009 Duplicate Expiring Last Collection 2014	1.91	
Columbia Township		
Library Levy authorized by voters on 5/04/2010 not to exceed 5 years. Beginning 2010 Duplicate Expiring Last Collection 2015	1.74	

Roll Call: yeas, unanimous

#2012-099 Approval of Resolution of Appreciation for Susanne Braun

Mr. Petersen moved, Mr. Kovach seconded to approve the resolution of appreciation for Susan Braun upon her retirement.

RESOLUTION OF APPRECIATION

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

WHEREAS, Susanne Braun has been a loyal, dedicated and dependable employee for 6 ½ years; and

WHEREAS, she has performed her duties in a professional and personalized manner; and

WHEREAS, Susanne Braun's excellent customer service skills assured that patrons of the Avon and North Ridgeville Branch Libraries received good library service; and

WHEREAS, she shared her love of reading with children who participated in after-school activities; and

WHEREAS, Susanne Braun was an exemplary mentor to other Avon Branch staff; and

WHEREAS, her involvement in the community resulted in patron support of the Avon Branch Library;

THEREFORE BE IT RESOLVED, that the Lorain Public Library System Board of Trustees does publicly acknowledge Susanne Braun 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

#2012-100 Approve Renewal of Contract with Schill Landscaping to Provide Snow Removal Service for the Main Library, South, Avon, Domanakas and North Ridgeville Branches.

Mr. Petersen moved, Mr. Virden seconded to authorize the Chief Fiscal Officer to renew the contract with Schill Landscaping to provide annual snow removal services an amount not to exceed Fifteen Thousand Dollars (\$15,000.00), for the 2012-13 winter season.

Roll Call: yeas, unanimous

#2012-101 Authorization to Donate DVD Security Cases to Other Ohio Libraries

Mr. Kovach moved, Mr. Petersen seconded to authorize the Library to donate excess used DVD cases to other libraries in Ohio.

Roll Call: yeas, unanimous

#2012-102 Enter into Contract with CDW

Mr. Virden moved, Ms. Penwell seconded to authorize the CFO to enter into a contract with CDW for the replacement purchase of a Telephone System for the North Ridgeville Branch Library, in an amount not to exceed Thirteen Thousand, Two Hundred and Eight-Eight Dollars and Ninety Cents (\$13,288.90).

Roll Call: yeas, unanimous

#2012-103 Enter into Contract with Bayscan Technologies

Mr. Kovach moved, Mr. Petersen seconded to authorize the CFO to enter into a contract with Bayscan Technologies for the purchase and installation of digital video signage at the Main Library and the North Ridgeville Branch Library, in an amount not to exceed Thirteen Thousand, Four Hundred and Seventy-Six Dollars (\$13,476.00).

Roll Call: yeas, unanimous

#2012-104 Approval of Personnel Appointments

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

- Ayla Clemente, Student Library Aide, Public Services temporary position at the South Branch Library, part-time, effective October 1, 2012, at an hourly rate of \$7.70.

Roll Call: yeas, unanimous

#2012-105 Tabled until after executive session

#2012-106 Tabled until after executive session

#2012-107 Appropriation Increases to Annual Appropriations Budget

Mr. Virden moved, Mr. Kovach seconded to approve the following appropriation increases of Thirty-Four Thousand Dollars (\$34,000.00) to cover the cost of standing orders of printed reference materials expected to be received before December 31, 2012, and to cover the cost of a new outdoor sign at North Ridgeville:

130-02-54109	\$ 14,000.00
110-10-55410	\$ 20,000.00

Roll Call: yeas, unanimous

#2012-108 Approval to Enter Contracts to Install New Outdoor Sign at the North Ridgeville Branch Library

Mr. Petersen moved, Mr. Kovach seconded to authorize the CFO to enter into contracts with Wagner Electric Sign Company and other contractors for the purchase and installation of digital LED signage at the North Ridgeville Branch Library, in an amount not to exceed Thirty Thousand Dollars (\$30,000.00).

Roll Call: yeas, unanimous

#2012-109 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Petersen moved, Mr. Virden seconded at 5:30 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Reconvened at 6:05 p.m.

#2012-105 Approval of Recommendation for Appointment of Board Member

Mr. Petersen moved, Mr. Kovach seconded to recommend to the Lorain City School District, Board of Education the appointment of Susan Hatch to fill the unexpired term of Douglas Petersen as Trustee, for the period January 1, 2013 through December 31, 2017.

Roll Call: yeas, unanimous

#2012-106 Approval of Recommendation for Appointment of Board Member

Mr. Petersen moved, Mr. Kovach seconded to recommend to the Lorain City School District, Board of Education the appointment of Elaine Novak for a term as Trustee for the period January 1, 2013 through December 31, 2019.

Roll Call: yeas, unanimous

#2012-110 Scheduling of 2013 Board Retreat

Mr. Petersen moved, Mr. Virden seconded to schedule a Board Retreat for Saturday, in the spring of 2013, and to authorize the CFO to enter into a contract with Agon Leadership to facilitate the retreat, and to purchase necessary supplies for a total cost not to exceed Two Thousand, Five Hundred Dollars (\$2,500.00).

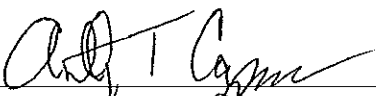
Roll Call: yeas, unanimous

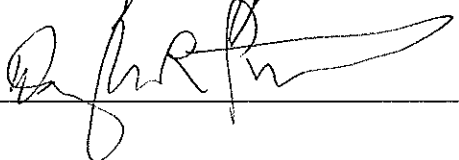
Next Meeting

Board of Trustees Meeting
November 15, 2012 at 5 p.m.
North Ridgeville Branch Library

Adjournment Time: 6:10 p.m.

Attest:


_____, President


_____, Secretary