

Board of Trustees
November 15, 2012

0094-2012

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System

Thursday, November 15, 2012, 5:00 p.m.

North Ridgeville Branch Library, 35700 Bainbridge Road, North Ridgeville, OH

Regular Business Meeting

Roll Call

Mr. Campana called the meeting to order at 5:05 p.m.

Present: Mr. Kovach, Mr. Petersen, Mr. Campana, Mr. Virden (5:08 p.m.),
Mr. Leandry (5:08 p.m.)

Regular Business

#2012-111 Approval of Minutes

Mr. Petersen moved, Mr. Kovach seconded that the minutes of the October 18, 2012 meeting be approved.

Roll Call: yeas, unanimous

#2012-112 Approval of Chief Fiscal Officer's (CFO's) Report

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

Mr. Wilson reported to the Board that the month end cash balance for October was \$9,642,052. Of the month end cash balance, \$6,433,293 were operating funds, of which \$5,681,691 were unencumbered. Year-to-Date Revenues were \$7,967,475, 91% of the estimated \$8,740,870 Annual Revenues without transfers or advances. Expenses year-to-date were \$6,629,966, 66% of the budgeted \$10,005,039. Expenses plus encumbrances totaled \$7,444,760, or about 74% of the budget.

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

Mr. Wilson also noted that the Lorain City School Board acted last night, approving both of the new LPLS Board Members candidates.

Regarding correspondence, Mr. Wilson said CLEVNET has notified all members that they are now accepting fine payments online through Biblio Commons, collected throughout the month, which will then be credited back to the individual libraries. They will issue daily cash reports on all fines collected at LPLS locations. This will provide a good internal audit trail.

Mr. Wilson passed out a spreadsheet containing yellow columns to which he drew the Board's attention. Mr. Wilson explained the spreadsheet, highlighting the projected year end net income and carry forward, and also detailing the amount of funds available for 2013.

Mr. Wilson thanked the spouses of Doris Garber, Karen Sigsworth, Valerie Smith and Robert Wenz for participating in the annual Rotary Trivia. The team came in fourth place.

Mr. Wilson attended the Ohio Library Fiscal Officer's meeting in Zanesville last month, and the Lorain National Bank's Economic Forecast meeting.

Mr. Campana spoke at the end of Mr. Wilson's report, commending the LPLS staff and administration on their great financial management of the 2012 Annual Budget!

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said good afternoon and welcome to North Ridgeville! She thanked Karen Sigsworth and the North Ridgeville Friends for the evening's refreshments.

Ms. Eldridge said the LPLS was in conversation with the Lorain County Board of Elections on November 6th, regarding the use of the Main Library as an emergency polling place if needed, to which the LPLS agreed. Ms. Eldridge also thanked the staff at both Avon and North Ridgeville branches for letting poll workers in at very early morning hours on the day of the recent elections.

Ms. Eldridge noted an invitation from the Cleveland Public Library (CPL) to the Board Members for their attendance at a seminar, 'Linking the Mission to Money', by Dr. Allen Proctor, on Tuesday, December 4th at the CPL Main Library.

Ms. Eldridge spoke of the upcoming Board Retreat, to be scheduled for either March or April of 2013. She said it would likely be from 9 a.m. to 2 p.m. on a Saturday. Current Saturdays open on Agon Leadership's calendar are: March 2nd or 23rd, and April 13th or 27th. Ms. Eldridge suggested waiting to decide on the date until the two new Board Members are 'on board'.

Ms. Eldridge provided an invitation to all Board Members to a Celebration Luncheon in honor of Terri Frederick and Debra Jackson on December 12th at 11:30 a.m., at the Main Library.

Regarding personnel, Ms. Eldridge said interviews for the Marketing Communications Manager position had begun, and the final selection will be made by this coming Monday. She also thanked both Jim Wilson and Toni Whitney for being co-interviewers. Ms. Eldridge thanked Ms. Whitney for organizing and attaining Andrew Sanderbeck as a presenter recently at the LPLS. She also mentioned the recent recognition of Chuck Sutz, Library Assistant/Bookmobile Driver, as a local veteran by the Lorain City School District Board. She then thanked Mr. Campana for attending the Lorain City School District Board meeting last night.

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

11.02.12 – Rotary Trivia Contest

11.06.12 – City of Lorain Income Tax levy passed. This tax will impact LPLS staff living in Lorain, and will also hopefully provide for the fixing of 6th Street.....finally!

11.09.12 – Black River Historical Society meeting. Carolyn and Frank Sipkovsky, long time library patrons, were honored at this meeting.

11.14.12 – Lorain City School District Board meeting. Approval of two new LPLS Board Members.

Ms. Eldridge reported regarding circulation statistics that groups meeting in the library were up, as well as visitors and circulation.

In closing, Ms. Eldridge said a donation of \$700.00 was received from the Lorain High School Class of 1957 A & B.

Report of the Assistant Director

Ms. Whitney greeted the Board and then apologized for her report not making the Board Meeting Proposed Agenda packet. She said her report should have been received with this evening's informational handouts.

Regarding SEIU #1199, Ms. Whitney listed the following highlights:

- Notification of Intent and subsequent correspondence concerning the intent to hire a FT, Library Associate I/Floater for Avon and Domonkas.
- Notification of Intent to hire a FT, Temp, Library Assistant Floater for Circ/Op at the Main Library. Ms. Whitney said she spoke with Mr. James Leonard about this.

- Meeting with SEIU #1199 on October 29th for Pre-Discharge Hearing.
- Pre-Discharge/Disciplinary Hearing on October 23rd.
- Acknowledgement of request for a five (5) day extension for grievance preparation on October 30th. The time has lapsed, and no more has been heard regarding this matter.

Ms. Whitney said a meeting of the Labor Management Committee was held in October at which training by Federal Mediation and Conciliation Services occurred. She said it was a good meeting and very worthwhile. The trainer, Mr. Matthew Cockroft, will be returning in December.

Lastly, Ms. Whitney mentioned these upcoming meetings which she will be attending:

- **12.07.12** – LCLAC at the Avon Lake Public Library
- **12.17.12** – Columbia Friends of the Library

Committee Reports

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

There were no committee reports for the month of October. Mr. Wilson requested a meeting of the Finance, Audit and Properties Committee be scheduled to discuss next year's budget. The meeting was tentatively scheduled for Thursday, December 13th at 5 p.m. at the Avon Branch Library.

Communications

None reported.

Audience Participation

Supervisors

Karen Sigsworth, North Ridgeville Branch Librarian Supervisor, welcomed the Board to North Ridgeville and thanked the North Ridgeville Friends of the Library for tonight's refreshments. Ms. Sigsworth handed out copies of the 'North Ridgeville Magazine', which contains an interview with Ms. Sigsworth and Ms. Terri Frederick on page 11, an advertisement for LPLS on page 23 and a current map of the city of North Ridgeville. Ms. Sigsworth noted that the publication is mailed to every household in North Ridgeville and that it reaches a lot of people. Ms. Sigsworth also noted a brochure given, promoting North Ridgeville's 'Holiday on the Ridge' December 1st, which the North Ridgeville Friends

participate in by providing hot chocolate, cookies and a harpist. Ms. Sigsworth said the NR Branch Library's meeting rooms have been very busy lately; it was a polling place for the recent election, the Chamber of Commerce had a luncheon there, and there was a video conference sponsored by NEO-RLS from 9-3 p.m. today. In closing, Ms. Sigsworth said that the North Ridgeville school levy had passed, which was a relief, as it may have caused issues with overcrowding the library after school if it had failed. Non-passage of the levy would have drastically shortened the NR school day, thereby increasing library traffic.

Friends of the Library

The Avon Friends next meeting will be held January 3, 2013. The Avon Friends next book sale is currently happening from November 14-16th.

The Columbia Friends next meeting will be held December 17, 2012. The Columbia Friends next book sale will be held April 23-27, 2013.

The Domonkas Friends next meeting will be held January 8, 2013. The Domonkas Friends next book sale will be held January 16-19 & 21, 2013.

The Lorain Friends met on Tuesday, November 13, 2012. The Lorain Friends awarded a scholarship to Ms. Julie Cowan, Administrative Clerk at the Main Library, and set meeting dates for 2013. The next book sale will be held January 10-14, 2013.

The North Ridgeville Friends next meeting will be held January 7, 2013. The North Ridgeville Friends next book sale will be held January 24-27, 2013. The North Ridgeville Friends October book sale netted \$3,470.40.

New Business

#2012-113 Approval of Personnel Appointments

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

- Diane Dalton, Library Associate I, Public Services position at the North Ridgeville Branch Library, full-time, effective November 5, 2012, at an hourly rate of \$15.305, grade UH, step 1.
- Christine Bettinger, Library Associate I - Floater, Public Services temporary position at the Avon and Domonkas Branches, full-time, effective November 5, 2012, at an hourly rate of \$15.305, for a period of up to six months and may be terminated at any time subject to the needs of the Library.

- Jennifer Thomas, Library Assistant, Public Services temporary position in the Circulation/Operations Department at the Main Library, full-time, effective November 5, 2012, at an hourly rate of \$11.610, for a period of up to six months and may be terminated at any time subject to the needs of the Library.
- Kerri Williams, Library Associate I, Public Services position at the Columbia Branch Library, part-time, effective November 12, 2012, at an hourly rate of \$15.305, grade UH, step 1.
- Johnson, Frances, Circulation Services Manager, Public Services position at the Main Library, full-time, effective December 9, 2012, at an hourly rate of \$25.810, grade EK.

Roll Call: yeas, unanimous

#2012-114 Acceptance of Donations

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

The Lorain High School Class of 1957	Childrens Learning Equipment	\$ 700.00
Friends of the NR Library	New Outdoor Sign	\$ 15,000.00
Friends of the Lorain Library	Program Support	\$ 1,550.00

Roll Call: yeas, unanimous

#2012-115 Approval of Resolution of Appreciation for Terri Frederick

Mr. Petersen moved, Mr. Leandry seconded to approve a resolution of appreciation for Terri Frederick upon her retirement.

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

WHEREAS, Terri Frederick in her 24 years of employment as the Public Relations Officer for the Lorain Public Library System, has been an outstanding employee and has made a lasting impact on the Lorain Public Library System; and

WHEREAS, Terri Frederick has delivered the message of the public library's importance and value to our communities with enthusiasm, sincerity, and professionalism; and

WHEREAS, Terri Frederick has been the guiding force behind 27 library levy campaigns, serving as advisor and confidant to the citizen volunteers who chair and lead the campaigns. Without exception, these volunteers have praised her knowledge, helpfulness and positive, friendly attitude. Terri was instrumental in the Library achieving 24 levy victories; and

WHEREAS, during Terri Frederick's tenure as Public Relations Officer, she has led the achievement of many wonderful projects that promote community awareness and support of the Library, a few of which include:

- The formation of The Friends of the Lorain Public Library in 1996, guiding its incorporation as a 501(c)(4) non-profit organization.
- The Dedication of the Toni Morrison Reading Room in 1994-95, which included bringing the Nobel Prize winning novelist and Lorain native to the January 22, 1995 event, attended by over 1,000 people.
- The Library's first "State of the Library Breakfast" which was attended by over 500 local community leaders, an event subsequently repeated with equal success.
- The Library's year long Centennial Celebration for 2001, including: developing two centennial logos, a banner campaign for the major streets in Lorain, a "100 Reasons to Use Your Library" brochure, a publication of "100 Favorite Children's Books," a billboard campaign identifying the Library as "Entering a Second Century of Excellence," and arranging for Lorain Public Library System to be the "Spotlight Industry" during the annual 2001 Lorain International Festival.
- The creation of the Lorain Public Library System mascot, "Browser®" a friendly canine character whose mission is to promote the Library, books and reading.
- The coordination of the Library's annual presence at the Lorain International Festival, where thousands of visitors to the Library's Booth obtain information about the Library while they peruse notebooks of the history of the Festival, including photos and stories of its many princesses and queens.
- The formation of a Marketing Advisory Committee resulting in the development of the Library's marketing plan and brand identity guidelines; and

WHEREAS, Terri Frederick oversees hundreds of promotional pieces each month, a quarterly newsletter, and hundreds of news releases each year. The quality of Terri's work has been recognized by the Ohio Library Council where she received the 2001 Ohio Library Council Support Person of the Year Award, she received the 1996 YWCA Women of Achievement Award, and Terri was instrumental in the Lorain Public Library System receiving multiple awards from the ALA/LAMA Public Relations Section for its entries in the Public Relations Swap and Shop; and

WHEREAS, Terri Frederick lives and breathes a positive attitude about public libraries, about Lorain Public Library System, about her community and about herself that is infectious and inspiring. Terri is not only a treasure for Lorain Public Library System and her hometown of Lorain, but also for the entire Ohio Library Community.

WHEREAS, Terri Frederick's vast community outreach efforts led to many beneficial partnerships with schools and other community organizations, the Library's participation in local community events and parades as well as increased community awareness about the library system; and

WHEREAS, Terri Frederick has earned the respect of the library administration and staff members for her leadership, hard work ethic, dedication, and passion for public libraries; and

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

Roll Call: yeas, unanimous

#2012-116 Approval of Resolution of Appreciation for Debra Jackson

Mr. Petersen moved, Mr. Kovach seconded to approve a resolution of appreciation for Debra Jackson 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, Debra Jackson in her 26 years of employment as the Supervisor of the Children's Department at the Main Library, and as Public Services Coordinator supervising the Main Library Circulation Department, has been an invaluable staff member and has made a long lasting impact on the Lorain Public Library System; and

WHEREAS, Debra Jackson's outstanding commitment to family literacy helped initiate the many achievements of the system-wide Fall Family Read-Aloud; and

WHEREAS, Debra Jackson's enthusiasm, ingenuity and dedication to improving children's reading skills have sparked the success of the system-wide Summer Reading Program; and

WHEREAS, Debra Jackson has served on the negotiating team for all of the Library's contract negotiations maintaining the history of the collective bargaining agreement and ensuring a sound process; and

WHEREAS, Debra Jackson has played an instrumental role in the Library's involvement in the CLEVNET consortium; and

WHEREAS, Debra Jackson has done an outstanding job in training employees in the proper use of the Sirsi automation system; and

WHEREAS, Debra Jackson has made invaluable contributions by representing the Lorain Public Library System at the CLEVNET Circulation Special Interest Group; and

WHEREAS, Debra Jackson's work as a volunteer at the Lorain Palace Civic Center has led to an increased community awareness about the library system; and

WHEREAS, she has played a pivotal role in being the point person with the Lorain Police Auxiliary to ensure that the Main Library is a safe and comfortable environment; and

WHEREAS, Debra Jackson has earned the respect of the library administration and staff members for being a tireless advocate for excellent customer service when serving all patrons in the Library's communities;

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

Roll Call: yeas, unanimous

Board of Trustees
November 15, 2012

00102-2012

#2012-117 Approval of Participation in NEO-RLS for 2013-2014

Mr. Petersen moved, Mr. Kovach seconded to approve participation in the Northeast Ohio Regional Library System for the period July 1, 2013 through June 30, 2014 with the following fees:

Membership Assessment - \$ 5,250.00

Roll Call: yeas, unanimous

#2012-118 Approval of Notice of Intent to Withdraw from NEO-RLS July 1, 2014

Mr. Kovach moved, Mr. Petersen seconded to approve a notice of intent to withdraw from the Northeast Ohio Regional Library System effective July 1, 2014.

Roll Call: yeas, unanimous

#2012-119 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Leandry moved, Mr. Petersen seconded at 5:44 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:13 p.m.

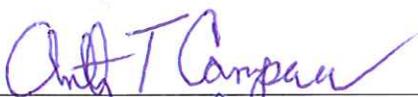
Other Agenda Items

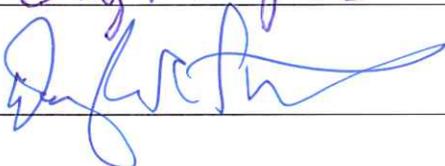
Next Meeting

Board of Trustees Meeting
December 20, 2012 at 5 p.m.
Main Library

Adjournment Time: 6:15 p.m.

Attest:


_____, President


_____, Secretary