

2009 Committees (continued)

Trustee Development & Nominating: Ms. Jodi Penwell, Chair
Ms. Garalynn Tomas
Mr. Homer Virden

Lorain Co. Trustees Council: Mr. Edwin Kovach
Mr. Anthony Campana
Mr. Homer Virden, Alternate

2009 Meeting Dates

President, Mr. Douglas Petersen, set the following 2009 Board meeting dates, times and locations:

<u>Month</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
February	2/19/2009	5 p.m.	Avon Branch
March	3/19/2009	5 p.m.	Main Library
April	4/16/2009	5 p.m.	South Branch
May	5/21/2009	5 p.m.	Domokas Branch
June	6/18/2009	5 p.m.	Columbia Branch
July	7/16/2009	5 p.m.	South Branch
August	8/20/2009	5 p.m.	Main Library
September	9/17/2009	5 p.m.	Avon Branch
October	10/15/2009	5 p.m.	South Branch
November	11/19/2009	5 p.m.	North Ridgeville Branch
December	12/17/2009	5 p.m.	Main Library

Appointments

#2009-002 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 2010 Organizational Meeting, upon execution of a surety bond in the amount of \$100,000.

Roll Call: yeas, unanimous

Regular Business

#2009-003 Approval of Minutes

Ms. Tomas moved, Ms. Penwell seconded that the minutes of the December 18, 2008 meeting be approved.

Roll Call: yeas, unanimous

#2009-004 Approval of Chief Fiscal Officer's (CFO's) Report

Mr. Campana moved, Mr. Kovach seconded that the CFO's Report for the year ending December 31, 2008 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$9,409,542. Revenues for the year were \$10,154,215, 102.3% of the estimated \$9,927,153 annual revenues without transfers or advances. Expenses plus encumbrances totaled \$12,741,423 or about 80.6% of the budget.

Mr. Wilson reported no correspondence received this month.

Mr. Wilson stated that the North Ridgeville library levy would be submitted by the North Ridgeville Clerk of Council, later next week.

Mr. Wilson noted the 2009 permanent budget on the agenda, and commented that the permanent budget is the same as the temporary budget.

Mr. Wilson also drew attention to other items on the agenda; changes to certified revenues, approval of Public Relations contracts, three resolutions for conferences, and that Katherine Black appears on the personnel appointments twice, once for her original appointment in December and again for the minimum wage increase.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge thanked Ms. Garalynn Tomas and the North Ridgeville Friends for the wonderful refreshments.

Ms. Eldridge asked the Board to review the several reports submitted with the agenda this month (2009 Permanent Budget Overview, 2009 Board of Trustees Roster, 2008 Board Member Event Attendance & 2008 Board Member Meeting Attendance *~apologies to Mr. Kovach for misspelled name! J.Cowan*, 2009 Printing Costs, 2009 Community Events Listing and 2009 Library Sponsored & Co-sponsored Special Events Listing).

Ms. Eldridge reported that she watched Gov. Ted Strickland's State of the State Address and that there seemed to be a tremendous show of support for public education in the Governor's address.

Report of the Director (continued)

Ms. Eldridge reported that she attended Mayor Dave Gillock's North Ridgeville State of the City Address, along with Jim Wilson, Toni Whitney, Karen Sigsworth and Terri Frederick.

Ms. Eldridge informed the Board that she would be holding a Community Engagement dialog on February 9th with the Columbia Township Trustees to provide an update to the Budget Reduction Plan and discuss hours of service.

Ms. Eldridge also informed the Board that she would be holding State of the Library Addresses at the North Ridgeville Branch Library, February 17th & February 26th, as well as at the Columbia Branch Library on February 17, 2009.

Ms. Eldridge noted to the Board a correction to the circulation statistics listed on the Board Meeting Stat Summary sheet, due to the later submission of statistics from CLEVNET. These later submissions, increased the circulation statistics for the year ending 2008, to an all time high of 2.3 million.

Ms. Eldridge commented that Ms. Debra Jackson, Public Services Coordinator of Circulation, had informed her that the Main Branch Library is very, very busy. Ms. Eldridge requested that the Board discuss the renovation of the Main Branch Library in Executive Session.

Ms. Eldridge noted the upcoming 2009 OLC Trustee Dinners. The Northeast Ohio Dinner will be held Tuesday, March 24, 2009, at Kent State University and the Northern Ohio Dinner will be held on Wednesday, April 15, 2009, at the Holiday Inn in Independence. Ms. Eldridge will send an email of interest next week.

Ms. Eldridge applauded the efforts of Bookmobile Driver Antwayne Smith and Library Associate Terry DeGracia for their patient efforts getting the Bookmobile back safely to the library on a cold and icy December evening.

Ms. Eldridge noted that the library staff enjoys seeing Board Members at different events, such as the ones listed on the 2009 Library Sponsored & Co-sponsored Special Events Listing provided.

Ms. Eldridge applauded the efforts of the Maintenance Department and the Domonkas Branch Library staff in identifying a frozen water pipe problem at the Domonkas Branch Library.

Ms. Eldridge told the Board that she had recently attended the North Ridgeville City Council Meeting with Jim Wilson, CFO, Toni Whitney, Assistant Director and Ms. Karen Sigsworth, Librarian Supervisor. She said the Mayor of North Ridgeville was very supportive of the upcoming levy.

Report of the Assistant Director

Ms. Whitney said good evening to all Board members and those present.

Ms. Whitney said that all of the branches had recently sponsored Open Houses, and she was very impressed with the professionalism put into these events, as well as the turnout at these events.

Ms. Whitney commented that the year's end circulation figures were wonderful.

Ms. Whitney commended Mr. Dale Girt, Facilities Manager, and his staff for their responsiveness and help with the frozen water pipe at Domonkas Branch Library's computer equipment room. She also thanked Mr. Robert Wenz, Technology Services Manager, and his staff for their effort fixing recent connectivity problems with the Bookmobile.

Ms. Whitney thanked the Board and stated that her first six months of employment at the Lorain Public Library System has been wonderful.

Committee Reports

There were no Committee Reports.

Communications

There were no Communications Reports.

Audience Participation

District 1199

Linda Meredith represented the union SEIU 1199. Ms. Meredith wished a good evening to all, and thanked the Board Members for coming out on this crisp winter evening. Ms. Meredith told the Board that a recent email had been circulating among library staff regarding the updating of the Main Branch Library. She also stated that Ms. Eldridge has been attending department meetings and sharing the vision of revamping the library with the staff. Ms. Meredith noted the collaboration between LCCC and the Elyria Public Library, and encouraged LPLS to start talking to local philanthropists. She also hoped that the LPLS takes a leadership role in building a new Main Branch Library.

District 1199 (continued)

Ms. Meredith then informed the Board that union representatives met with Ms. Toni Whitney, Assistant Director, and Ms. Frances Johnson, Librarian Supervisor of Outreach Services, on Tuesday, January 27th seeking further information regarding the portion of the new Family Medical Leave Policy, which requires the employee to grant the library permission to contact the employee's healthcare provider to obtain clarification; otherwise the employee's request for FMLA leave could be denied. She stated that the union completely understands the library's concerns regarding abuse of FMLA, but feels it equally important to stress the federal mandates in regards to confidentiality of the employee's medical history.

Supervisors

Ms. Karen Sigsworth, Librarian Supervisor of North Ridgeville Branch Library welcomed all to North Ridgeville. Ms. Sigsworth thanked the North Ridgeville Friends for this evening's refreshments, as well as their recent book sale. Ms. Sigsworth said she is very pleased that circulation for the year ending 2008 was over 500,000; the library had set a goal of 500,000 and not only met that goal, but surpassed it. Ms. Sigsworth also informed the Board that the North Ridgeville Branch Library had placed an ad in the North Ridgeville City Magazine (copies distributed); and thanked Ms. Terri Frederick, Public Relations Officer, for her assistance. The magazine goes to every household in North Ridgeville. The North Ridgeville Chamber of Commerce held a thank you reception on January 28th, to thank all advertisers in the magazine, at the North Ridgeville Branch Library. The Mayor of North Ridgeville, as well as 35 people attended the event, which Ms. Sigsworth said the library was very proud to host. Lastly, Ms. Sigsworth told the Board that the Sunday Programs at the North Ridgeville Branch Library are very well attended.

Friends of the Library

The Avon Friends next meeting will be held on February 26, 2009.

The Columbia Friends next meeting will be held on February 17, 2009. Mr. Kovach thanked Mr. Campana for the use of the Lorain Friends Book Sale sign. Mr. Kovach said that the Columbia Friends are looking into purchasing their own sign for roughly \$100, soon.

The Domonkas Friends next Book Sale will be held April 1, 2009.

The North Ridgeville Friends next meeting will be held on March 30, 2009. The North Ridgeville Friends made over \$2700 on their recent Book Sale, partly due to selling on Amazon.com, thanks to Tina Hathcock and Joyce Bouman. The North Ridgeville Friends requested that Campbell's Soup labels be saved, as well as informed the Board that a special 'Baby Go Cart' was trialed at the North Ridgeville branch, and that they may be purchasing one in the near future. The Friends Appreciation Dinner will be held on April 18th, with catering by Fligner's Market and will also have a DJ. The current balance for the North Ridgeville Levy Campaign is \$9,955; a total of \$7000 was spent on the last North Ridgeville Levy Campaign.

Friends of the Library (continued)

The Lorain Friends Annual Meeting was held on January 4, 2009. The last Book Sale netted \$2800. The Lorain Friends awarded three scholarships and also transferred \$5000 to the levy fund (there is a total of \$18,000 for the upcoming levy). The Lorain Friends also plan to donate \$500 to the North Ridgeville Branch Library's levy fund.

The Foundation of the Lorain Public Library System will hold its next meeting on March 10, 2009, at which time they will be voting on changes to the by-laws. There are two new potential members interested in joining the Foundation Board, one of them being Dennis Boose.

New Business

#2009-005 Approval of Personnel Appointments

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

- Katherine Black, Student Library Aide, Public Services position in the Adult Services Department at the Main Library, part-time, effective December 1, 2008, at an hourly rate of \$7.039, grade EA, step 1.
- Katherine Black, Student Library Aide, Public Services, Adult Services, Main Library increase to an hourly rate of \$7.30, effective December 28, 2008.
- Monique Sherban, Library Associate I Public Services at the Columbia Branch, part-time, effective December 15, 2008, at an hourly rate of \$15.302, grade UH, step 2. She will not be eligible for a step increase in April, 2009.
- Joanne Balice, Library Assistant, Public Services at the Domonkas Branch, part-time, effective December 15, 2008, at an hourly rate of \$11.956, grade UE, step 3. She will not be eligible for a step increase in April, 2009.
- Andrew Lewis, Library Aide, Public Services at the South Branch, part-time, effective December 22, 2008, at an hourly rate of \$7.30, grade UA, step 1. He will not be eligible for a step increase in April, 2009.
- Gregory Wendt, Library Aide, Public Services in the Circulation/Operations Department at the Main Library, part-time, effective December 22, 2008, at an hourly rate of \$7.30, grade UA, step 1. He will not be eligible for a step increase in April, 2009.
- Marion Difino, Library Assistant, Public Services at the Avon Branch, part-time, effective January 12, 2009, at an hourly rate of \$11.270, grade UE, step 1. She will be eligible for a step increase in April, 2009.
- Sylvia Wooten, Library Aide, Public Services in the Children's Department, part-time, effective January 26, 2009, at an hourly rate of \$7.30. She will not be eligible for a step increase in April, 2009.

Roll Call: yeas, unanimous

#2009-006 Approval of Surplus Property

Ms. Penwell moved, Mr. Virden seconded to approve the disposal of the following materials pursuant to Board Policy 2.02 which were withdrawn from January 1 through December 31, 2008 due to being outdated, in poor condition, or duplicate copies no longer in demand:

Books	CD's	Audiocassettes	Videos	Software	DVD's
78,950 items that have been withdrawn from circulation					

Roll Call: yeas, unanimous

#2009-007 Approval to Close All Library Buildings for Staff Development Day

Mr. Leandry moved, Mr. Kovach seconded to approve closing all library buildings and bookmobile service for Staff Development Day, Wednesday, October 7, 2009.

Roll Call: yeas, unanimous

#2009-008 Acceptance of Donations/Grant

Mr. Campana moved, Mr. Leandry seconded to approve donations/grants as follows:

Katherine Hageman Trust – Foundation Distribution	\$ 32,541.57
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Roll Call: yeas, Campana, Kovach, Leandry, Tomas, Virden, Petersen
abstention, Penwell

#2009-009 Authorization of Daily Meal Stipend for ALA, PLA & GFOA Attendees

Mr. Kovach moved, Mr. Leandry seconded to approve a pre-paid, daily meal stipend of forty dollars (\$40.00), as allowed for meals under the Board's Travel Policy, for the staff members approved to attend the Public Library Association (PLA) Conference, the American Library Association (ALA) Conference, or the Government Finance Officers Association (GFOA) Conference in 2009.

Roll Call: yeas, unanimous

#2009-010 Approval to Attend GFOA Conference in Seattle, WA

Mr. Campana moved, Ms. Tomas seconded to approve up to seven (7) days of release time and expenses for the Chief Fiscal Officer to attend the GFOA Annual Conference in Seattle, WA, June 25–July 1, 2009 at an estimated cost of \$3,243.00. The cost breakdown is:

Item	Cost
Registration Fee \$990	\$990.00
Transportation:	
Airfare	\$500.00
Ground (Airport to Hotel RT, not-to-exceed per person allowance)	100.00
Hotel: 6 nights @\$199.00US/night (plus 15% tax)	1,373.00
Meals: 7 days @\$40/day (out of state allowance)	280.00

ESTIMATED EXPENSE	\$3,243.00

Roll Call: yeas, unanimous

#2009-011 Approval to Attend PLA Conference in Nashville, TN

Mr. Kovach moved, Mr. Virden seconded to approve up to four (4) days of release time and expenses for up to seven (7) employees to attend the PLA Spring Symposium in Nashville, TN, from April 2-4, 2009 at an estimated cost of \$1,313.00 per person. The cost breakdown for each attendee is:

Item	Cost
Registration Fee \$275	\$275.00
Transportation:	
Airfare	\$430.00
Ground (Airport to Hotel RT, not-to-exceed per person allowance)	100.00
Hotel: 3 nights @\$116.00US/night (plus 15% tax, half double)	348.00
Meals: 4 days @\$40/day (out of state allowance)	160.00

ESTIMATED EXPENSE per PERSON	\$1,313.00

Total Cost for 7 Staff

\$9,191.00

Roll Call: yeas, unanimous

#2009-012 Approval to Attend ALA Annual Conference in Chicago, IL

Ms. Tomas moved, Mr. Virden seconded to approve up to six (6) days of release time and expenses for up to ten (10) employees and one Board Member to attend the ALA Annual Conference in Chicago, IL, from July 9-15, 2009 at an estimated cost of \$1,508.75 per person. The cost breakdown for each attendee is:

Item	Cost
Registration Fee \$190	\$190.00
Transportation:	
Airfare	\$300.00
Ground (Airport to Hotel RT, not-to-exceed per person allowance)	100.00
Hotel: 5 nights @\$125.00US/night (plus 15% tax, half double)	718.75
Meals: 5 days @\$40/day (out of state allowance)	200.00

ESTIMATED EXPENSE per PERSON	\$1,508.75

Total Cost for 10 Staff & 1 Board Member

\$16,596.25

Roll Call: yeas, unanimous

#2009-013 Approval of 2009 Permanent Budget (Attachment)

Mr. Kovach moved, Mr. Campana seconded to approve the 2009 Permanent Budget as follows:

Fund	Name	Amount	
101	General Fund	\$ 5,544,742	
110	N Ridgeville	1,926,446	
112	Avon	993,272	
120	Columbia	362,464	
122	Domonkas	554,837	
130	Lorain	4,397,014	\$ 13,778,775
203	Summer Reading	50,000	
204	Family Read Aloud	10,000	
205	Project Lite	6,585	
215	Book Memorial	21,750	
330	Debt Svc	477,823	
401	Building & Repair	1,500,000	
451	Capital Improvement	400,000	
701	Hageman	30,720	
702	Stocker Trust	5,000	
Total		\$ 16,280,653	

Roll Call: yeas, unanimous

#2009-014 Revisions to the Board's FMLA Policy

Mr. Campana moved, Mr. Virden seconded to approve revisions to the Board's Family and Medical Leave Act Policy as follows:

FAMILY AND MEDICAL LEAVE POLICY ~~(1998-08-15)~~ (2009-01-29)

4.11

An employee who has worked 1,250 hours in the immediately preceding twelve (12) months and has been employed with the Library for a minimum of twelve (12) months is entitled to twelve (12) weeks family/medical leave ("FMLA leave") in any of the following circumstances:

1. Family Leave

- (a) At the birth of a child;
- (b) At the adoption or placement of a child into foster care;

For purposes of family leave, the employee must take FMLA leave within twelve (12) months of the qualifying event. When a husband and wife are both employed by the Library, the aggregate number of work weeks of FMLA leave to which both are entitled is limited to twelve (12). The individual spouses are entitled to any remaining weeks of FMLA leave for their own or an immediate family member's qualifying medical condition.

2. Qualifying Exigency Leave

(a) When a covered military family member is notified of a deployment of seven (7) or less days, the employee may take up to seven (7) days of leave for any reason related to that deployment. The seven (7) days begins to run when the covered family member is provided the short-notice deployment.

(b) The employee may take leave to attend any official ceremony, program or event sponsored by the military, and to attend family support and assistance programs and information briefings sponsored by the military, military service organizations or the American Red Cross.

(c) The employee may take leave to arrange for child care or attend school functions of the son or daughter of a covered military family member related to the active duty of a covered military family member, including leave to (i) arrange for alternative school or childcare; (ii) provide childcare on an urgent, immediate need (not regular) basis; (iii) enroll or transfer a child in a new school or day care facility; or (iv) attend meetings with school or day care staff regarding discipline, parent-teacher conferences or school counseling.

(d) The employee may take leave to make or update financial or legal arrangements to address the covered military family member's absence while on active duty/call to active duty, such as preparing or executing a will or powers of attorney, transferring bank account signature authority, obtaining military identification cards or securing military service benefits such as enrollment in the Defense Enrollment Eligibility Reporting System (DEERS).

(e) The employee may take leave to attend counseling by a non-health care provider. Leave is available when the counseling is needed by the employee, the covered military member or

the son or daughter of the covered military member; provided, however, that the counseling arises from active duty service or a call to active duty.

(f) The employee may take up to five (5) days leave to spend time with a covered military member on rest and recuperation leave during a period of deployment.

(g) The employee may take leave to attend ceremonies incident to the return of the covered military family member, including arrival ceremonies, reintegration briefings and events and any other official ceremony or program sponsored by the military for a period of ninety (90) days following the termination of the covered military member's active duty status. The employee may also take leave to address issues arising from the death of a covered military family member, such as meeting and recovering the body or making funeral arrangements.

(h) The employee may take leave which arises out of a covered military member's call of service to active duty/contingency operation; provided, however, that the Library and the employee must agree on coverage, timing and duration of the leave.

For purposes of this section, a "covered military family member" is the spouse, son, daughter or parent of the employee who is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

"Contingency operation" is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations or hostilities against an enemy of the United States or against an opposing military force. The covered military member's active duty orders will reveal whether the call is for a contingency operation.

3. Medical Leave

(a) To care for an immediate family member with a "serious health condition";

(b) In the event that the employee has a "serious health condition" that makes the employee unable to perform the functions of his/her position.

"Serious health condition" is defined as an illness, injury or impairment that requires:

(a) Inpatient care in a hospital, hospice or residential medical care facility including any period of incapacity or subsequent treatment in connection with inpatient care;

(b) Continuing treatment by a health care provider involving any of the following:

(i) A period of incapacity of more than three (3) consecutive calendar days that involves: Treatment two (2) or more times by a health care provider within a 30-day period; or One (1) treatment by a health care provider that results in a regimen of continuous treatment.

(ii) Any period of incapacity due to pregnancy or prenatal care;

(iii) Any period of incapacity or treatment for incapacity due to a chronic serious health condition; provided, however, for chronic conditions requiring periodic visits for treatment, such visits must take place at least twice a year;

New Business (Resolution 2009-014 continued)

(iv) Permanent or long term conditions for which treatment may not be effective, or

(v) Any period of incapacity to receive multiple treatments either for restorative treatment or for a condition that would likely result in a period of incapacity of more than (3) consecutive calendar days in the absence of such medical treatments.

For purposes of this section, "treatment" includes, but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition. "Treatment" does not include routine physical examinations, eye examinations or dental examinations.

Also for purposes of this section, immediate family member is defined as a spouse, parent or child.

b. For all uses of FMLA leave, the twelve (12) month period will be the calendar year.

c. FMLA leave is charged in minimum units of fifteen (15) minutes.

d. While on FMLA leave, the employee is required to use sick leave, if available. If an employee does not have sick leave available, the employee is required to use all paid time off prior to being placed on unpaid status. All paid sick leave and paid time off will be included in the twelve (12) week leave period. An employee on the unpaid portion of FMLA leave does not accrue sick leave or paid time off. An employee's seniority is not affected by FMLA leave.

e. ~~When an~~ Timing of Notice. When the approximate timing of the need for leave is not foreseeable, the employee must provide notice to the Library as soon as practicable under the facts and circumstances of the particular case. It generally should be practicable for the employee to provide notice of leave that is enforceable within the time prescribed by the Library's usual and customary notice requirements applicable to such leave.

f. When the employee is granted FMLA leave for illness, injury or any other medical condition, the employee must furnish a written statement from the employee's physician confirming that the employee is unable to work and the expected date of the employee's return to work. When an employee is requesting FMLA leave to care for a family member, the employee must furnish a statement from the family member's doctor confirming the condition and the expected date of the employee's return to work.

The Library may request that the employee clarify information contained in the written statement. Furthermore, the Library's Assistant Director or the employee administering the Library's FMLA program may contact the employee's health care provider directly to verify or clarify information contained in the written statement. In the event that the employee refuses to cure the deficiencies in the written statement or does not grant the Library permission to speak to the health care provider to obtain clarification, the employee's request for FMLA leave will be denied.

After the original period of incapacity certified by the employee's or the employee's family member's physician, the Library may request recertification every thirty (30) days. If the employee requests an extension of FMLA leave, or the circumstances described by the previous certification have changed significantly (e.g., the duration or nature of the illness) or the Library receives information casting doubt upon the validity of the previous certification, then the Library may request a recertification immediately.

New Business (Resolution 2009-014 continued)

The employee must comply with any request for certification or recertification as soon as possible, but not more than fifteen (15) days as a condition of FMLA leave approval, or continuation of FMLA leave. The cost of certification or recertification will be paid by the employee.

If the Library doubts the validity of the certification provided, the Library may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by the Library. If the second opinion differs from the original certification, the Library may require, at its expense, the opinion of a third health care provider jointly approved by the Library and the employee. The opinion of the third health care provider will be considered final and binding on both the Library and the employee.

g. When the employee is granted FMLA leave for a Qualifying Exigency, the employee must furnish a written certification confirming the need for leave. The Library requires that the employee provide it with (1) a copy of the covered military member's active duty/call to active duty in support of contingency operations, and (2) a signed statement from the employee describing the facts regarding each request for leave for each form of Qualifying Exigency Leave. The Library may verify the information on the certification, including contacting the Department of Defense to verify the call to active duty, or calling a third-party to verify a meeting or appointment schedule.

fh. When an employee is granted a family leave or a leave for planned medical treatment, the employee must give thirty (30) days notice of the day FMLA leave is expected to commence and the anticipated length of the leave. When thirty (30) days is not feasible, the Library requests that the employee give as much notice as is practicable so that operational needs can be met. In the case of a planned medical leave, the Library requests that treatment be scheduled so as to cause minimal disruption to services.

gi. The Library will continue to pay the Library's portion of the employee's health care and life insurance plan during FMLA leave. The employee is required to pay the employee's premium contribution seven (7) days before the end of a month in which the employee is not on the active payroll. An employee who does not return to work at the end of the leave will be required to repay the premiums paid by the Library to retain the employee's health care and life insurance during the unpaid portion of the leave unless the reason the employee does not return to work is due to the continuation, recurrence, or onset of a serious health condition which would otherwise entitle the employee to FMLA leave or other circumstances occur which are beyond the employee's control.

hj. An employee wishing to return before the scheduled end of an FMLA leave must give two (2) working days advance notice to his/her supervisor. If the employee is on FMLA leave due to a serious health condition, the employee will be required to provide a physician's release before the employee is permitted to return to work.

ik. FMLA leave may be taken intermittently (periods of fifteen (15) minutes or more over several weeks) or on a reduced schedule (less than full-time basis) when medically necessary or the employee is needed to care for a family member with a serious medical condition. Intermittent/reduced schedules are available subject to the following conditions:

1. The employee makes a reasonable effort to schedule time off so as not to disrupt the operations of the Library. The employee provides not less than thirty (30) days notice before the date the leave is to begin, unless the medical condition requires leave to begin in less than thirty (30) days, or as soon as practicable in the event of a request for Qualifying Exigency Leave. Finally, the employee

New Business (Resolution 2009-014 continued)

provides his/her supervisor with the date on which medical treatment is expected along with the expected duration of the treatment or the length of time needed to care for a family member.

2. The Library may require an employee to transfer temporarily to an alternative position if the employee is qualified and the position has equivalent pay and benefits, and if the position better accommodates recurring periods of leave than the employee's regular position. An employee may not be transferred when qualifying exigency leave is taken on an intermittent or reduced leave scheduled basis.

jl. The time during which an employee serving a promotional trial period is on a FMLA leave will not be counted towards the employee's trial period.

km. On return from an FMLA leave, an employee will return to the same position the employee held when the leave commenced, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment.

ln. If the Library discovers that an FMLA leave that was granted for a specific purpose is not being used for that purpose, the Library may cancel the FMLA leave and direct the employee to report to work.

mq. An employee who fails to return to work at the expiration or cancellation of an FMLA leave will be terminated.

mp. The provisions of this FMLA leave policy will comply with the Family and Medical Leave Act of 1993. Nothing in this FMLA leave policy will be construed as limiting an employee's eligibility for or entitlement to leave pursuant to the Family and Medical Leave Act of 1993.

eq. This FMLA leave policy does not limit the paid or unpaid leave for which an employee may be otherwise eligible.

4. Service Member Family Leave

Eligible employees can take up to 26 weeks of leave in a single 12-month period because their spouse, child, parent or next of kin (nearest blood relative) is seriously ill or injured as a result of serving on active duty in the Armed Forces.

Roll Call: yeas, unanimous

#2009-015 Revenue Budget Changes

Mr. Campana moved, Mr. Virden seconded to approve the following Revenue Budget reduction to the 2009 PLF total budget of \$4,187,109.12, and increases/ (decreases) to the local tax levies, in accordance with a reduction in certified revenues from the Lorain County Budget Commission:

101 Fund	Public Library Funds – Central Services	(\$508,009.88)
110 Fund	North Ridgeville Tax Levy	38,371.00
112 Fund	Avon Tax Levy	5,027.00
120 Fund	Columbia Township Tax Levy	3,623.00
122 Fund	Sheffield Lake Tax Levy	(698.00)
130 Fund	Lorain CSD Tax Levy	(25,275.00)

Roll Call: yeas, unanimous

#2009-016 Approval to Give Patrons Fine-Waiver Coupons for Nat. Library Week

Mr. Kovach moved, and Ms. Tomas seconded to approve giving Five Dollar (\$5.00) fine-waiver coupons, good through 2009, to patrons during National Library Week, April 13th through the 19th.

Roll Call: yeas, unanimous

#2009-017 Approval to Enter into Printing Contract

Mr. Campana moved, Mr. Kovach seconded to approve entering into a printing contract with Bodnar Printing, Lorain, Ohio, for the printing of Dimensions and the Program Tabs in 2009, for an amount not to exceed Sixty-One Thousand, Four Hundred and Thirty-Six Dollars (\$61,436).

Roll Call: yeas, unanimous

#2009-018 Approval to Enter into PR Consulting Contract

Mr. Kovach moved, Mr. Virden seconded to approve entering into a consulting contract with Highland PR, for the Three Thousand, Seven Hundred and Fifty (\$3,750) per month, or Forty-Five Thousand Dollars (\$45,000) for the year.

Roll Call: yeas, unanimous

Board of Trustees
January 29, 2009

0017-2009

#2009-019 Approval to Enter into Executive Session to Discuss the Purchase of Real Estate.

Mr. Campana moved, Mr. Leandry seconded at 6:07 p.m. to approve adjourning to Executive Session to discuss real estate purchases.

Roll Call: yeas, unanimous

Reconvened: 7:02 p.m.

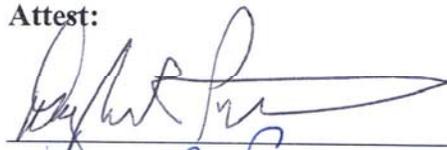
Other Agenda Items

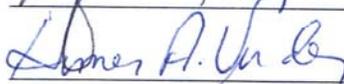
Next Meeting

February 19, 2009 at 5 p.m.
Avon Branch Library

Adjournment Time: 7:02 p.m.

Attest:


_____, President


_____, Secretary