

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, March 19th, 2009, 5:00 p.m.
Main Branch, 351 W. 6th Street, Lorain, Ohio
Regular Business Meeting

Roll Call

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

Present: Mr. Campana, Mr. Kovach, Ms. Penwell, Mr. Petersen, Mr. Leandry (5:15 p.m.)

Regular Business

#2009-026 Approval of Minutes

Mr. Campana moved, Mr. Kovach seconded that the minutes of the February 19, 2009 meeting be approved.

Roll Call: yeas, unanimous

#2009-027 Approval of Chief Fiscal Officer's (CFO's) Report

Mr. Kovach moved, Ms. Penwell seconded that the CFO's Report for the month ending February 28, 2009 be approved.

Mr. Wilson reported to the Board that the month-end cash balance was \$8,994,739. Revenues for the year were \$821,115, 8.6% of the estimated \$9,496,442 annual revenues without transfers or advances. Expenses plus encumbrances totaled \$2,847,319 or about 20.7% of the budget.

Mr. Wilson informed the Board that a communication had been received regarding the North Ridgeville Levy from the county prosecutor, but since, the issue has been resolved. Mr. Wilson also reported that letters had been received from Governor Ted Strickland, responding to the library's letter of concern about funding, and a letter from Melissa B. Lodge of the State Library of Ohio regarding the Opportunity Online grant, listing which libraries would be eligible to participate. One letter of correspondence was sent to State Senator Sue Morano, regarding the state funding of Ohio's local libraries.

#2009-027 Approval of Chief Fiscal Officer's (CFO's) Report (*continued*)

Mr. Wilson mentioned the change in hours for Columbia Branch Library on Saturdays, reducing hours open from 6 hours to 4 hours, and opening all year.

Mr. Wilson reported to the Board that there were three maintenance contract renewals on the agenda. The renewal for 3M reflects a 7% increase for the cost of maintenance for 2009 vs. the cost for 2008.

Mr. Wilson also noted the resolution on the agenda to approve budgeted Fund Transfers, and that there was an additional organization listed to receive donated scrap computers on resolution #2009-033.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed all to the Main Branch Library.

Ms. Eldridge commented that it was a great day in the City of Lorain, due to the press conference held this afternoon, regarding the development of a mini campus housing one Lorain high school, a new library, a civic recreation center and an extension of LCCC. She commented that the press coverage for this conference was phenomenal!

Ms. Eldridge informed the Board that Mr. Campana, Kevin Corcoran (North Ridgeville Levy Chairperson) and herself had spoken with the editors of the Morning Journal, garnering support of the North Ridgeville Levy Campaign.

Regarding the possible funding from the Opportunity Online grant being offered by The Bill and Melinda Gates Foundation, Ms. Eldridge told the Board that the library does not meet the hardware needs criterion at the Domonkas, South Branch and Main Library, although these communities meet the economic need criterions. Therefore, the library will not receive any of this grant money.

Ms. Eldridge mentioned the recent New Staff Orientation held on March 12th. Eleven employees attended and the new staff seemed to appreciate the orientation very much.

Ms. Eldridge reported to the Board that eight employees are representing the library at the upcoming ALA Annual Conference in Chicago on July 9-15, 2009.

Ms. Eldridge said that the Children's Department at the Main library is very excited about Main Library patrons winning the Judges Choice Award for the recent video submitted to the National Storytubes contest.

Report of the Director (*continued*)

Ms. Eldridge reported to the Board about Upcoming/Networking Events:

March 18, 19, 20 and 31 – meetings with Avon citizens regarding a new branch library.

March 24 – North Coast Mayor’s Luncheon. Board President Mr. Doug Petersen and Board Member Ms. Jodi Penwell are registered for this event.

March 28 – Lorain Police Awards Banquet. Ms. Eldridge and a few Library Managers are attending.

April 19 – North Ridgeville Branch Open House. Ms. Eldridge told the Board Members that she is hopeful they will attend this event.

Regarding Community Events, Library Programs and Community Relations, Ms. Eldridge informed the Board of items below:

March 3 - State Librarian Jo Budler testified to the Ohio Assembly, and Ms. Budler mentioned our library’s Summer Reading Program in her testimony.

March 11 – Ms. Eldridge attended OLC Legislative Day with Board President, Mr. Doug Petersen, Board Member Mr. Anthony Campana, Assistant Director Ms. Toni Whitney and Columbia Friend, Mr. Ken Roth. Mr. Petersen commented that there were fewer people there than last year and that everyone was very receptive. He also said that he spoke to State Representatives Mr. Terry Boose & Joe Koziura, who were very supportive of the library. Mr. Campana said that he felt it was very important that the library was well represented, and that we showed support for the library.

March – North Ridgeville Library Committee began meeting weekly.

March 9 – Ms. Eldridge met with Mayor Jim Smith in Avon.

March 19 – Lorain Press Conference.

Report of the Assistant Director

Ms. Whitney said good evening to all and welcome to Main Library.

Ms. Whitney stated that it had been a very busy month with Legislative Day and the several State of the Library talks held. Ms. Whitney agreed with Mr. Campana by

drawing attention to the extreme importance of libraries attending and representing at the recently held Legislative Day in Columbus. She said that it was especially important to show support this year and to point out library specific issues, since the budget was so vast (3,100 pages in length).

Committee Reports

Mr. Victor Leandry, Chair of the Library Services and Personnel Committee, reported on the recent meeting of the L,S & P Committee held on March 12, 2009 at South Branch Library. Mr. Leandry said the meeting was very productive and that the topics of Columbia Branch Library hours changing, and the revised Circulation Policies were discussed.

Communications

A letter was received from Governor Ted Strickland, thanking the library for the letter sent to the governor, regarding funding for Ohio's public libraries.

Audience Participation

District 1199

Linda Meredith represented the Union SEIU 1199. Ms. Meredith wished a good evening to all and apologized for not attending last months' meeting due to her attendance at the Annual SEIU Meeting held in Columbus, Ohio. Ms. Meredith attended the meeting with Mr. James Leonard and Judy Noble. Ms. Meredith informed the Board that District 1199 covers West Virginia, Kentucky and Ohio. Ms. Meredith said that she had three items of importance to address at the meeting, all regarding the upcoming North Ridgeville Levy; 1) seeking union endorsement of the North Ridgeville Levy, 2) asking for use of the predictive dialing system-valued at \$1,000, and 3) \$1500 donation to the North Ridgeville Levy campaign. Lastly, Ms. Meredith commented that State Senator Sue Morano is a very strong supporter of the Ohio library systems.

Supervisors

Mr. Robert Wenz, Technology Services Manager, represented the supervisors of the Main Branch Library. Mr. Wenz said hello to all and distributed a listing of 'Technology Goals for 2009'. There are eight goals listed as follows; Videoconferencing equipment for Main library, wiring of Conference Room C for video projection and sound, replace 37 public pc's & 23 staff pc's, development of an Intranet Server, TSD relocation, remodeling at Main library, Office 2007 upgrade for public use computers and remote installation of software upgrades via the network.

Supervisors (continued)

Regarding Videoconferencing Mr. Doug Petersen asked if it would be used by others or just the Main library. Mr. Wenz responded that it could be used by others, but he wanted to see how Main library staff does with it first, and also see how it affects the DSL line regarding traffic. Ms. Jodi Penwell asked how much the system costs, and was there a plan for who would support the use and training. Mr. Wenz replied that it cost \$7500 and that the Main library staff will support it. Mr. Wenz also noted that the current DSL connection would be used, thereby incurring no additional cost for connection. Mr. Edwin Kovach asked where the money came from to pay for the equipment to which Mr. Wenz replied that it came from the Technology budget. Mr. Victor Leandry commented that the equipment could be used for continuing education for local businesses possibly.

Additional information for Mr. Wenz's other 2009 Technology goals are; Wiring Room C-Mr. Wenz wants to make Room C like Room A for more versatility. He will try to do the wiring in house vs. an outside vendor, and would like to also hook up a TV receiver for video projection. Regarding the Office 2007 upgrade, Mr. Wenz said that the upgrade is almost complete at Main and North Ridgeville Branch libraries. The other branches will be updated this year.

Friends of the Library

The Avon Friends next meeting will be held on April 30th. The Avon Friends recent booksale netted \$550. The March Tea Party was cancelled due to lack of interest.

The Columbia Friends next book sale will be on March 23, 2009. The next Columbia Friends meeting will be held on April 21, 2009. Mr. Kovach commented that the Garage Sale applications are starting to come in, and that their recent purchase of the Book Sale Sign was a good investment!

The Domonkas Friends met on March 10th, and donated Apples and Pat Catan's gift cards to the library. The next book sale will be held on April 1, 2009.

The North Ridgeville Friends next meeting will be held on March 30, 2009 at 7 p.m. The North Ridgeville Friends will co-sponsor the Library Open House on Sunday, April 19th.

The Lorain Friends next meeting will be held on April 28, 2009 at 6:30 p.m. The Lorain Friends donated funds for the OLC Legislative Day.

The Foundation of the Lorain Public Library System met on March 10, 2009 at 6:00 p.m.; however, there was no quorum, so there was no vote on the by-law changes. The Annual Appeal begins in April 2009; support and donations are asked of all.

New Business

#2009-028 Renewal Contract with 3M for Library Security Equipment Maintenance (Attachment)

Mr. Kovach moved, Mr. Campana seconded to authorize the Chief Fiscal Officer to renew the contract with 3M Company to provide annual equipment maintenance for the Library's materials security control systems in the amount of \$26,837.00.

Roll Call: yeas, unanimous

#2009-029 Approve Contract with Reliable Lawn Service to Provide Lawn Service for the Avon and North Ridgeville Branches

Mr. Kovach moved, Ms. Penwell seconded to authorize the Chief Fiscal Officer to enter into a contract with Reliable Lawn Service to provide annual landscaping services in the amount of \$17,820.00.

Roll Call: yeas, unanimous

#2009-030 Approve Contract with Schill Landscaping and Lawn Care Services, Inc. to Provide Lawn Service for the Main Library, South and Domonkas Branches

Mr. Campana moved, Mr. Leandry seconded to authorize the Chief Fiscal Officer to enter into a contract with Schill Landscaping and Lawn Care Services, Inc. to provide annual landscaping services in the amount of \$19,492.37.

Roll Call: yeas, unanimous

#2009-031 Approval of Fund Transfers

Mr. Campana moved, Ms. Penwell seconded to approve the authorize the following fund transfers:

From	To	Amount
101-01-59999 Tx Out of General Fund	120-00-49999 Tx In Domonkas Levy	\$133,610
101-01-59999 Tx Out of General Fund	130-00-49999 Tx In Lorain Levy	\$238,170

Roll Call: yeas, unanimous

#2009-032 Approve Revisions to the Library's Circulation Policies

Mr. Kovach moved, Mr. Leandry seconded to approve the following revisions to the Library's Circulation Policies.

CIRCULATION POLICIES ~~(2006-10-19)~~ (2009 3 19) **Library Card Eligibility ~~and Procedures and Requirements:~~**

1. ~~Anyone who lives in~~ All Ohio residents are ~~is~~ eligible for a ~~FREE~~ free Lorain Public Library System card.
2. Cards are issued for two years and must be renewed every two years.
3. Library cards are not renewed for borrowers who have outstanding ~~fin~~ fines, fees, or unreturned overdue items.
4. ~~In order to have a library card issued,~~ The following rules apply in order to have a library card issued:
 - A. Children up through 8th grade must have ~~the~~ signature of a parent or a guardian on the registration form. Parents must be present to provide identification and verification of address.
 - B. Adults, and children who do not need a parent's signature, must provide a photo identification and current, ~~name and permanent~~ address. (~~A P.O.~~ A post office box is not an acceptable ~~for~~ form of identification). A birth date is required.
 - C. Children 9th grade and above, who do not have photo identification must have a signature of parent or guardian on the registration form. Parents must be present to provide identification and verification of address.
5. ~~Minors may borrow G-rated, Children's, and Non-fiction films.~~ A person must be 18 years of age to borrow audiovisual equipment or art prints.
6. An active LPLS, GAC or ~~ClevNet~~ CLEVNET card with the borrower's current name will be honored at any LPLS agency.
7. A registered borrower must present an active LPLS, GAC or CLEVNET card in order to charge out items.
8. A patron is responsible for all items checked out using his/her borrower's card. A patron must report the loss or theft of his/her library card immediately.

GENERAL INFORMATION:

Special Fees:

~~Lost or damaged materials: price listed on the terminal. If no price, the default price when entered. Patrons will be assessed fees for all lost or damaged materials.~~

~~Lost or damaged videos: Entertainment VHS tapes, \$10.00; Entertainment DVDs, \$20.00
Lost or damaged framed art prints: price of original cost of framed print, plus cost of canvas carry bag, if applicable. Repairs necessitated by out of the ordinary treatment by the borrower will be billed to the borrower at the cost the Library paid for repair.~~

The fee for replacement of a lost ~~or damaged~~ card will be \$1.00.

If a lost item is returned within six (6) months of payment, a refund will be given less a \$5.00 processing fee (receipt required).

Magazines:

Some current issues may not be borrowed. ~~Practices vary throughout the system.~~ Check with Circulation staff for details. ~~Adult Services for circulating issues~~

~~Branches: Practices vary; check with local unit.~~

Video Cassettes/DVDs:

Upon presentation of a valid library card an adult borrower may take out ten (10) video titles or DVD titles per valid adult library card, and a borrower under the age of 18 may borrow ten (10) non-fiction videos, children's videos and/or DVDs.

#2009-032 Approve Revisions to the Library's Circulation Policies (continued)

Video Games:

Upon presentation of a valid library card, a borrower may take out two (2) video game titles per valid library card. No reserves may be placed on video games and items may not be renewed.

Framed Art Prints:

Borrowers may have no more than two framed art prints checked out at one time. Borrowers must be 18 years or older.

Interlibrary Loans Fees:

~~Fee:~~ Any charge levied by the lending library or agency shall be paid by the borrower.

Reserves:

The Library accepts reserves and inter-library loans for any materials except those designated "no hold."

Renewals:

Items, except for DVDs, videos, and video games, may have five (5) renewals provided there are no reserves waiting. Except for new DVDs, all DVDs and videos may have two (2) renewals, provided that there are no reserves waiting for the item. Video games may not be renewed.

Framed art prints may have two (2) renewals.

Bookmobile items, except for DVDs and videos, may have two (2) renewals provided there are not any reserves waiting.

Patrons may renew items by telephone, Internet and in person without bringing the items into the library, provided that the borrower's account is not delinquent, the items to be renewed are not overdue, there are no outstanding requests on the items, and providing that the Circulation System is not down.

Golden Buckeye Cards:

Borrowers with Golden Buckeye cards will not be charged fines on overdue print materials and compact discs. However, card holders will be charged fines on overdue DVDs and videos, damage to equipment, and the value of damaged or lost items.

Suspension of Borrowing Privileges:

Borrowing privileges may be suspended for card holders whose fines exceed \$10.00.

Loan Periods, Fines, Fees & Miscellaneous Information:

Type of Material	Loan Period	Fines
Books**	21 Days	10 Cents per day, per item
Magazines**	7 Days	10 Cents per day, per item
Pamphlets**	21 Days	1 Cent per day, per item
Pictures	21 Days	1 Cent per day, per item
Audio Books (any format)	21 Days	10 Cents per day, per item
New DVDs	7 Days	\$1.00 per day, per item
DVDs and Videos	7 Days	10 Cents per day, per item
Video Games	7 Days	\$1.00 per day, per item
Multi-media kits	7 Days	10 Cents per day, per item
Compact Discs	21 Days	10 Cents per day, per item
Slides; Slide/Cassette	21 Days	10 Cents per day, per set
CD-ROM Discs	21 Days	10 Center per day, per item
Framed Art Print (Limit Two)	21 Days	25 Cents per day, per item

#2009-032 Approve Revisions to the Library’s Circulation Policies (continued)

Outreach Services: Loan Periods, Fines, Fees & Miscellaneous Information

Loan Periods and Fees For Outreach Services			
Type of Service	Materials	Loan Period	Fines
Books by Mail	Books Magazines Audio Books Compact Discs CD-ROMs	35 Days	No Charge
Books by Mail	Videos (VHS & DVD)	14 Days	No Charge
Bookmobile	Books Magazines Audio Books Compact Discs CD-ROMs Videos (VHS & DVD) Video Games	14 Days 14 Days 14 Days 14 Days 14 Days 7 Days 7 Days	No Charge

Equipment:

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

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

Type of Equipment	Loan Period	Loan Fee	Overdue Fines
Slide Projector (Screen is free if borrowed with the projector.)	3 Days	\$3.00	\$1.00 per day
Overhead Projector	Overnight	\$3.00	\$2.00 per day
Projection Screens	3 Days	\$3.00	\$1.00 per day

Roll Call: yeas, unanimous

#2009-033 Change in hours of operation for the Columbia Branch Library

Mr. Kovach moved, Ms. Penwell seconded to approve changing Saturday hours at the Columbia Branch Library, to be open from 10:00 a.m. - 2:00 p.m. year-round, effective April 4, 2009.

Roll Call: yeas, unanimous

#2009-034 Approval to donate scrap computer equipment to the Lorain County Solid Waste Management District, for their *Electronic Collections Days* or to the OneCommunity Green Computing Program.

Mr. Leandry moved, Mr. Campana seconded to approve the donation of scrap computer equipment to the Lorain County Solid Waste Management District's *Electronic Collections Days* or to the OneCommunity Green Computing Program.

EquipmentType	Make/Model	Mfg Serial #	LPLS #
Computer	Dell OptiPlex GX260T	6MHFY11	1734
Computer	Gateway Pro M866	0021165048	1389
Computer	Systemax Venture U14E	004257913	1513
Computer	Systemax Venture U14E	004257916	1516
Computer	Systemax Venture U19	104513072	1611
Computer	Systemax Venture	004226774	1632
Computer	Dell OptiPlex GX400	8W2FD11	1655
Computer	Dell OptiPlex GX400	CV2FD11	1659
Computer	Dell OptiPlex GX400	HT2FD11	1662
Computer	Compaq DeskPro EP	V844-CCJ7-1897	69
Computer	Dell PowerEdge 2600	7L2N521	1732
Computer	Dell Latitude C840	9L1LM21	1796
Computer	Dell OptiPlex GX260T	J4WFM21	1801
Computer	Dell OptiPlex GX260T	HDWFM21	1804
Computer	Dell OptiPlex GX260T	26WFM21	1853
Computer	Dell OptiPlex GX260T	9DWFM21	1810
Computer	Dell OptiPlex GX260T	DM8GM21	1820
Computer	Dell OptiPlex GX260T	34wfm21	1935
Computer	Dell OptiPlex GX260T	1DWFM21	1821
Computer	Dell OptiPlex GX260T	8DWFM21	1822
Computer	Dell OptiPlex GX260T	1FWFM21	1823
Computer	Dell OptiPlex GX260T	2L8GM21	1824
Computer	Dell OptiPlex GX260T	87WFM21	1825
Computer	Dell OptiPlex GX260T	HM8GM21	1826
Computer	Dell OptiPlex GX260T	4FWFM21	1808
Hub/Switch	D-Link DES-3226	0055d6cbfd3	1930
Monitor	Gateway VX720	P105297442	1458
Monitor	Gateway EV700	17004A812290	337
Monitor	Gateway EV700	17004A990292	296
Monitor	ViewSonic Graphics Series G70F	23t024700058	1889
Phone System Equipment	Nortel Norstar PLUS Compact ICS	NNTM8455JG33	5588
Printer	HP DeskJet 960c	MY2401B2FS	1724
Printer	HP OfficeJet G85	SGG11E23MN	1424
Printer	Citizen iDP3540	80525052	1313
Printer	Epson LX-300	1YLY328570	828
Printer	HP LaserJet 1100	USLG059059	384

Roll Call: yeas, unanimous

#2009-035 Approval to Enter into Executive Session to Discuss Contract Negotiations and other Personnel Matters.

Mr. Kovach moved, Mr. Leandry seconded at 5:50 p.m. to approve adjourning to Executive Session to discuss personnel matters and the purchase of real estate.

Roll Call: yeas, unanimous

Reconvened: 6:25 p.m.

#2009-036 Approval of 2009 Salaries for Unclassified Exempt Staff

Mr. Kovach moved, Mr. Leandry seconded to approve the salary adjustments and one-time merit payments for collective bargaining unit exempt staff, effective April 5, 2009.

<i>Staff Member</i>	<i>New Salary</i>	<i>One-time Merit Payment</i>
Pam Coghlan	\$44,669	
Terri Frederick	\$59,993	\$1,176
Doris Garber	\$64,729	
Dale Girt	\$55,796	
Waide Harris	\$40,290	
Debra Jackson	\$65,177	
Frances Johnson	\$49,369	
Elaine McGrew	\$43,860	
Sandra Mitchell	\$58,856	
Donald Norman	\$40,329	
Jennie Patterson	\$37,983	
Charlotte Picha	\$59,993	\$294
Norma Preston	\$59,551	
Karen Sigsworth	\$59,993	\$1,176
Valerie Smith	\$66,982	\$1,313
Robert Wenz	\$64,213	
Kathy Whitmore	\$37,314	
Toni Whitney	\$67,116	

Roll Call: yeas, unanimous

#2009-037 Approval of 2009 Salary Increases for Collective Bargaining Unit Staff and Classified Exempt Staff

Mr. Campana moved, Mr. Kovach seconded to approve the salary adjustments for collective bargaining unit and classified exempt staff, effective April 5, 2009.

Roll Call: yeas, unanimous

#2009-038 Increase to Appropriations for the Summer Reading Program Fund

Mr. Campana moved, Ms. Penwell seconded to approve the increase to budgeted revenues and appropriations for the Summer Reading Program Fund (203), to reflect the grant received for the 2009 Summer Reading Program:

To	Amount
203-01-52110 Supplies	\$ 7,050
203-01-53720 Lecturers/Speakers	\$ 3,875
203-01-53290 Printing/Publications	\$ 500

Roll Call: yeas, unanimous

#2009-039 Authorization to Lease Real Property

Mr. Kovach moved, Mr. Leandry seconded to authorize the CFO to enter into a lease of real property for off-site operations, at an annualized rent not to exceed Thirty-thousand dollars (\$30,000.00).

Roll Call: yeas, unanimous

#2009-040 Resolution of Cooperation with the City of Avon

Mr. Campana moved, Mr. Kovach seconded to approve the following resolution:

Whereas, the City of Avon has expressed interest in providing the citizens of the City of Avon with a larger public library, and

Whereas the City of Avon has recognized the need for additional land upon which to build a new library, and

Whereas the City of Avon has offered to support the library in securing the funding needed for the purchase of land, building construction and increased operating support for a new library, and

Board of Trustees
March 19, 2009

0037-2009

#2009-040 Resolution of Cooperation with the City of Avon (continued)

Therefore, the Board of Trustees of the Lorain Public Library System is resolved in its commitment to work with the City of Avon and its citizens to develop a comprehensive plan that will provide for the funding, the purchase of land, the construction and the on-going operations of a larger public library in the City of Avon.

Roll Call: yeas, unanimous

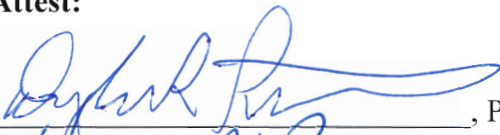
Other Agenda Items


Next Meeting

April 16, 2009 at 5 p.m.
South Branch Library

Adjournment Time: 6:31 p.m.

Attest:


_____, President


_____, Secretary