LORAIN PUBLIC LIBRARY SYSTEM  
Lorain, Ohio  
Minutes  
Lorain Public Library System  
Thursday, June 18, 2009, 5:00 p.m.  
Columbia Branch Library, 13824 West River Road North, Columbia Station, 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, Ms. Tomas, Mr. Virden (5:06 p.m.)

Regular Business

#2009-058 Approval of Minutes

Mr. Kovach moved, Ms. Tomas seconded that the minutes of the May 21, 2009 meeting be approved.

Roll Call: yeas, unanimous

#2009-059 Approval of Minutes

Mr. Campana moved, Ms. Tomas seconded that the minutes of the May 30, 2009 meeting be approved.

Roll Call: yeas, unanimous

#2009-060 Approval of Chief Fiscal Officer's (CFO's) Report

Ms. Penwell moved, Mr. Kovach seconded that the CFO's Report for the month ending May 31, 2009 be approved.

Mr. Wilson reported to the Board that the month end cash balance was $9,829,445. Revenues for the year were $4,223,097, 44.5% of the estimated $9,496,442 annual revenues without transfers or advances. Expenses plus encumbrances totaled $5,568,438 or about 40.5% of the budget.
Mr. Wilson stated that correspondence was received from Mr. Duane Van Dyke, thanking the Board, Ms. Eldridge, Ms. Picha and Mr. Girt, for selecting them as the architect for the Avon Branch Library and Main Library projects.

Mr. Wilson commented that there were additional resolutions added to the agenda.

Report of the Director

Ms. Eldridge said, “Good afternoon and thank you for coming to Columbia Branch library for this afternoon’s meeting”. Ms. Eldridge also thanked the guests; Alan & Mary Melnyk, Mr. Jack Kilroy from the Lorain County Auditor’s Office, and members of the Columbia Friends for attending the meeting. She then thanked the Columbia Friends for the refreshments.

Ms. Eldridge drew attention to the Senate’s Finance & Budget Update on her monthly report. She informed the Board that the loss of 20% from 2008 to 2009 that was projected earlier this year is still quite probable.

Ms. Eldridge informed the Board that the Technical Services Department began moving to a temporary facility located at 1909 North Ridge Road, #6, Lorain, on June 18, 2009.

For Networking Events, Ms. Eldridge told the Board that she and Mr. Jim Wilson attended the Lorain County Auditor’s meeting on June 9th. Ms. Eldridge also mentioned the upcoming Lorain County Fair Breakfast in Wellington at 8 a.m. on August 24th, and the OLC Annual Conference in Cleveland, Ohio, October 21st through the 23rd. Ms. Eldridge said she would email later to the Board members, for interest in attending the OLC Conference and the Fair Breakfast.

Regarding Community Events, the following items were mentioned;

6.02.09 – Levy de-briefing at North Ridgeville Branch.
6.09.09 – Wind turbines installed at Sheffield Lake boat launch.
6.12.09 – Ms. Eldridge manned a booth at the Jazz on the Black River event.
6.19.09 – Meeting scheduled with Mayor Jim Smith and architects at 9a.m.

Meetings with architect Duane Van Dyke scheduled for the staff and community on June 11, 23, 26, July 2 and 15.

The library has received 1,035 copies of ‘You, Me and the ABC’s’ for distribution to day care providers. This is a well put together book that Ms. Elaine McGrew will be training Early Childhood educators to use.
The library participated in two Memorial Day Parades. The Duct Tape, Juneteenth, International, Columbia Homecoming, Sheffield Lake Community Days, and Corn Fest parades are forthcoming. Ms. Eldridge asked that the Board members please let her know if they are interested in walking in the parades with her.

Ms. Eldridge informed the Board that the new website was launched on June 9, 2009.

New Website Demonstration

Ms. Terri Frederick introduced Mr. Waide Harris, Web Services Coordinator, who provided a tour of the new library website. Ms. Frederick mentioned that she was very happy with the new site, and that Public Relations is working internally with a Website Review Committee.

Mr. Waide Harris presented the website tour to the Board and highlighted the key differences and upgrades made to the site, as below;

* Split calendars in two and moved to the front page.
* The new home page presents like a billboard, easier to read and navigate.
* Added banner on left side of page, and a News Notes area.
* Updated Calendar of Events and added a Bookmobile Calendar, as well as new calendar sorting options.
* Expanded kids and teens sections to offer more information and the ability to edit this section more frequently.
* Standard links on the right side of page.

Mr. Harris then explained that the top ribbon on the website page is what is most important to, and most read by viewers, and the other less read items were placed at the bottom of the page.

In closing, Mr. Harris demonstrated the new Share Module Tool to the Board. This tool allows one to instantly share bookmarks with others via email, Twitter, MySpace, etc.

Report of the Assistant Director

Ms. Whitney said good evening to all and thanked Ms. Sandra Mitchell for hosting.

Ms. Whitney mentioned to the Board that Browser has been out and about. She said that both Browser and the Bookmobile have been to thirteen events, just in June! Browser was also at the Summer Reading Program kickoff held at Lakeview Beach in Lorain.
Regarding recent areas of concern expressed by SEIU 1199 Executive Board members, Ms. Whitney mentioned the following:

1. Request to discuss ‘deliveries on SDD’
2. Undisclosed Topic
3. TSD move
4. Scheduling of employees in the Outreach Department
5. North Ridgeville extra hours & temp
6. Management Notice of Union Deductions
7. Notice of Staff Scheduling at Columbia Branch to Union

Committee Reports

No reports.

Communications

Letter received from Mr. Duane Van Dyke, thanking the Board for selecting them as the architect for the Main library project.

Audience Participation

District 1199

Ms. Linda Meredith represented the SEIU District 1199. Ms. Meredith commented that the SEIU and the library have had a lot of communication lately, which is great, and much appreciated. She stated that many issues have been resolved.

Supervisors

Ms. Sandra Mitchell represented the Columbia Branch Library. Ms. Mitchell welcomed all to the Columbia Branch library, and said she was glad to see everyone again. Ms. Mitchell said there were many exciting programs at Columbia Branch library this summer. She mentioned the Summer Reading Program, Adult Summer Reading Program titled ‘Master D Art of Reading’ and giveaway (donations from Malley’s Chocolate, Dairy Queen and Convenient Food Mart), Preschool Reading Program, Animal Program and the Antiques Roadshow. These programs have been well attended, with 86 people attending the Animal Program, and 61 attending the Antiques Roadshow. Ms. Mitchell also mentioned and thanked the Columbia Garden Club for their yearly planting and weeding of the Columbia Branch library gardens.

Friends of the Library

The Avon Friends next meeting will be held on September 24th at 7:00 p.m. The Avon Friends will be participating in the Duct Tape Festival and parade on Saturday, June 20th.
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The Columbia Friends President, Mr. Edwin Kovach, informed the Board that he is no longer President of the Columbia Friends; they have elected a new president, Ms. Pam Coleman. Mr. Alan Melynk, of the Columbia Friends, thanked Mr. Kovach for his service. Mr. Kovach said he will still help with the levy campaign. The most recent book sale netted $138, and there is a current balance of $8500 in the Columbia Friends account. The Columbia Friends are hosting a ‘Death by Chocolate’ program on October 10th.

The Domonkas Friends next meeting will be held on September 8th. The Domonkas Friends donated $100 for the Sheffield Lake Community Days giveaway.

The next North Ridgeville Friends meeting will be held on June 29th at 7:00 p.m. The next North Ridgeville Friends book sale will be in July, and they are hosting a Car Show on July 18th.

The Lorain Friends next meeting will be held on July 28th at 6:30 p.m. at the South Branch Library. The Lorain Friends donated funds to the Outreach Department for the Adult Summer Reading Program. The Lorain Friends will be hosting the Annual Friends Exchange Dinner on September 19th, and also sponsoring an author’s luncheon featuring Mr. Michael Dirda.

The Foundation of the Lorain Public Library System’s next meeting will be held on September 8th at 6 p.m. at the Avon Branch Library. The Annual Appeal will begin in June, with envelope stuffing and mailing on June 29th.

\[ Other \]

New Business

#2009-061 RESOLUTION REQUESTING THE LORAIN COUNTY AUDITOR TO CERTIFY THE CURRENT ASSESSED VALUATION OF THE CITY OF AVON, OHIO AND THE NUMBER OF MILLS NECESSARY TO PRODUCE ONE MILLION, TWO HUNDRED AND FIFTY THOUSAND DOLLARS ($1,250,000), ONE MILLION, FIVE HUNDRED THOUSAND DOLLARS ($1,500,000) AND ONE MILLION, SEVEN HUNDRED AND FIFTY THOUSAND DOLLARS ($1,750,000) OF REVENUE TO BE GENERATED BY AN ADDITIONAL TAX LEVY FOR CURRENT OPERATING EXPENSES OF THE LORAIN PUBLIC LIBRARY SYSTEM.

[R.C. Sections 5705.03, 5705.19(D)]
Public Library Operating Levy

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the City of Avon, Ohio (the "City"), the question of an additional tax levy for current operating expenses for the Library;
NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library System, Lorain County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. The Lorain County Auditor is hereby requested to certify the current assessed valuation of the City and the number of mills necessary to produce One Million, Two Hundred and Fifty Thousand Dollars ($1,250,000), One Million, Five Hundred Thousand Dollars ($1,500,000), and One Million, Seven Hundred and Fifty Thousand Dollars ($1,750,000) of revenue, to levy an additional tax outside the ten-mill limitation for the purpose of current operating expenses for the Library.

Section 2. The question of such tax levy shall be submitted to the electors of the City at the election to be held therein on November 3, 2009 and such tax levy shall be placed upon the tax list and duplicate for the current tax year, beginning in 2009, first due in calendar year 2010, for a continuing period of time if a majority of the electors voting thereon vote in favor thereof.

Section 3. The Chief Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Lorain County Auditor.

Section 4. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Mr. Kovach moved, Mr. Virden seconded the motion and, after discussion, a roll call vote was taken and the results were:

Roll Call: yeas, unanimous

#2009-062 A RESOLUTION REQUESTING THE CITY OF AVON TO SUBMIT TO THE ELECTORS OF THE CITY THE QUESTION OF A NEW TAX FOR THE BENEFIT OF THE LORAIN PUBLIC LIBRARY SYSTEM FOR THE PURPOSE OF CURRENT EXPENSES OF THE LORAIN PUBLIC LIBRARY SYSTEM, INCLUDING THE OPERATION OF A BRANCH LIBRARY LOCATED IN THE CITY

Mr. Virden moved, Ms. Tomas seconded the motion to approve the resolution.

Roll Call: yeas, unanimous
Mr. Kovach moved, Ms. Penwell seconded the motion to approve the agreement.

Roll Call: yeas, unanimous

#2009-064 Approval of Personnel Appointments

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

- Sara Sperry, temporary Student Library Aide, in Outreach Services, part-time, effective May 27, 2009, at an hourly rate of $7.30. The temporary position will end in August, 2009.
- Judy Martin, temporary Library Assistant, at the North Ridgeville Branch, part-time, effective June 1, 2009, at an hourly rate of $11.495. The temporary position is for a period of up to six months and may be terminated at anytime subject to the needs of the Library.
- Jennifer Dispenza, temporary Student Library Aide, in Outreach Services, part-time, effective June 1, 2009, at an hourly rate of $7.30. The temporary position will end in August, 2009.
- Anna Danese, temporary Student Library Aide, at the Avon Branch Library, part-time, effective June 1, 2009, at an hourly rate of $7.30. The temporary position will end in August, 2009.
- Katelin Bonko, temporary Student Library Aide, at the Avon Branch Library, part-time, effective June 1, 2009, at an hourly rate of $7.30. The temporary position will end in August, 2009.
- Anna Vanche, temporary Student Library Aide, at the North Ridgeville Branch Library, part-time, effective June 1, 2009, at an hourly rate of $7.30. The temporary position will end in August, 2009.
- Jacqueline Flanagan, temporary Student Library Aide, at the North Ridgeville Branch Library, part-time, effective June 1, 2009, at an hourly rate of $7.30. The temporary position will end in August, 2009.

Roll Call: yeas, unanimous

#2009-065 Withdrawal of Approval to Enter into Contract with Great Lakes Flooring for the purchase and installation of replacement carpeting and floor tile at the Main Library.

Mr. Campana moved, Mr. Kovach seconded to withdraw the authorization for the CFO to enter into a contract with Great Lakes Flooring for the replacement and installation of new carpeting and floor tile at the Main Library for a total amount not to exceed Fifteen Thousand Dollars ($15,000.00) under prior Board Resolution #2009-056.

Roll Call: yeas, unanimous
#2009-066 Approval to Enter into Contract with Kimmel Corp. for the purchase and installation of replacement carpeting and floor tile at the Main Library.

Ms. Tomas moved, Ms. Penwell seconded to authorize the CFO to enter into a contract with Kimmel Corp. for the replacement and installation of new carpeting and floor tile at the Main Library for a total amount not to exceed Seventeen Thousand Dollars ($17,000.00).
Roll Call: yeas, unanimous

#2009-067 Approval of Agreement with the State Library of Ohio, for Statewide Delivery Services 7/1/2009 – 6/30/2010

Mr. Campana moved, Mr. Kovach seconded to authorize the CFO to renew the Agreement with the State Library of Ohio for the 2009-10 Statewide Delivery Services.
Roll Call: yeas, unanimous

#2009-068 Approval to donate scrap computer equipment to the Lorain County Solid Waste Management District, or to the OneCommunity Green Computing Program.

Ms. Tomas 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.

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Roll Call: yeas, unanimous
Revision to the Board’s Meeting Room Policy and Fee Schedule.

Mr. Kovach moved, Mr. Virden seconded to approve the revisions to the Board’s Meeting Room Policy and Fee Schedule:


The primary purpose of Lorain Public Library System's meeting rooms is to provide facilities for Library-related activities. Needs of the library for use of the meeting rooms take precedence over use by outside groups. The needs of the Library for in-house use of the meeting rooms takes precedence over the use of meeting rooms by outside groups.

When Library meeting rooms are not being used for Library-related programs, the rooms are available for non-profit use by local community groups. The groups may use meeting rooms for private meetings or to present programs for the general public. Groups may not charge admission or require donations for their meetings unless it will offset the cost of program supplies or refreshments. Programs for the public must be consistent with the informational, educational or cultural purposes of the Library and must be non-solicitational and/or non-commercial in nature.

Meetings, events, programs or activities that might disturb regular Library operations are not permitted. If a meeting or event in progress does disturb regular Library operations, the Library reserves the right to immediately terminate the meeting or event. The group, upon notification of a disturbance, will immediately discontinue the disturbance or vacate the premises.

**Fee Schedule:**

FREE—— If meeting or program is held during library hours.

$10.00 — If meeting or program extends past library closing hours.

(Prograns should not extend more than one half-hour past normal closing time at the library site involved. — 9 p.m. or 6:30 p.m.)

Programs should be scheduled to begin and end during the hours the Library is open.

$10.00 — If refreshments are served in the meeting room.

Light refreshments are permitted in the meeting rooms.

The applicant, who must be 18 years of age or older, assumes the responsibility for complying with the Meeting Room Policy and is responsible for room cleanup and shall return the room to the posted standard meeting room arrangement. Library staff is not available to assist in any way during set up or use of meeting rooms.
An applicant will be billed for any clean up costs and damages. The applicant accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear and tear.

The adult who is requesting to use a Library meeting room must be a Library cardholder who resides, goes to school or works in the Lorain Public Library System's service district. In general, by requesting to use a Library meeting room, a group acknowledges its willingness to be addressed sometime during its meeting by Library staff member(s) concerning Library services if such address can be scheduled by Library staff.

Library sponsored programs, The Foundation of the Library Public Library System, Inc. programs or Friends of the Library programs, are exempt from this policy since their activities and programs fall within the service goals of the Library.

Roll Call: yeas, unanimous

#2009-070 A RESOLUTION REQUESTING THE CITY OF AVON TO SUBMIT TO THE ELECTORS OF THE CITY THE QUESTION OF ISSUING BONDS FOR THE PURPOSE OF ACQUIRING A FREE PUBLIC LIBRARY BUILDING AND ITS SITE FOR THE AVON BRANCH OF THE LORAIN PUBLIC LIBRARY SYSTEM

Mr. Kovach moved, Mr. Virden seconded to approve the resolution.

BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library, Lorain County, Ohio, that:

Section 1. This Board hereby finds, determines, declares and recites that the Lorain Public Library was established prior to September 4, 1947, by resolution adopted by the Board of Education of the Lorain City School District, as a free public library and that the City of Avon Branch of said Public Library was established as a free public library to serve the City of Avon; and this Board wishes to initiate, or cause to be initiated, proceedings pursuant to Section 133.18 of the Ohio Revised Code and other applicable provisions of law for the submission of the question of issuing bonds for the purpose of acquiring a free public library building and its site for the City of Avon Branch of the Lorain Public Library, located in the City of Avon, to the electors of that City.

Section 2. This Board hereby requests the Council of the City of Avon to submit to the electors of that City at an election to be held therein on November 3, 2009, the question of issuing bonds in the aggregate principal amount not to exceed Twelve Million Dollars ($12,000,000), to be repaid annually over a maximum period of 25 years for the purpose of acquiring a free public library building and its site for the City of Avon Branch of the Lorain Public Library, and levying annually property taxes in excess of the ten-mill limitation imposed by Section 2 of Article XII of the Ohio Constitution to pay the annual debt charges on those bonds, and on any notes issued in anticipation of those bonds.

Section 3. The Chief Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Council of the City of Avon at the earliest possible time.
Section 4. This Board hereby finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board, and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

Roll Call: yeas, unanimous

#2009-071 Approval to Enter into Contract with Highland PR to Perform a Quantitative Survey and Report of Avon Residents.

Mr. Campana moved, Mr. Tomas seconded to authorize the CFO to enter into a contract with Highland PR to conduct a quantitative survey of Avon residents for a total amount not to exceed Fifteen Thousand Dollars ($15,000.00).

Roll Call: yeas, unanimous

#2009-072 Acceptance of the In-kind Contribution of a Bust of Epicurus for the Main Library, from Donna Wachholz in Loving Memory of Her Brother, Theodore J. Richards, Poet and Writer (Attachment)

Mr. Kovach moved, Ms. Penwell seconded to accept the in-kind donation of a bust of Epicurus from Donna Wachholz, in loving memory of her brother, Theodore J. Richards, Poet and Writer.

Roll Call: yeas, unanimous

#2009-073 Approval to Attend OLC Annual Conference

Mr. Campana moved, Ms. Tomas seconded to approve up to three days of release time of up to eight (8) hours per day (including travel time), and expenses for up to fifty (50) employees and five (5) Board Members to attend the OLC Annual Conference in Cleveland, OH, October 21 through October 23, 2009, at an average cost not to exceed $355 per person.
#2009-073  Approval to Attend OLC Annual Conference (cont.)

COST BREAKDOWN

The estimated costs for attendance are based on the following:

Registration: $230 per person (includes $100 additional for conference meal programs)
Meals: $105 per person (2.5 days, in-state allowance)
Mileage: $19 pro-rated for car-pooling
Parking: $12 pro-rated for car-pooling

Total per person $366

Hotel Room: $800 2 Rooms for Library Hospitality use (2 nights)

$ 800

TOTAL/PERSON $366 x 55 $ 20,130

TOTAL ESTIMATED COST: $ 20,930

Roll Call: yeas, unanimous

#2009-074  Approval to Allow Library Staff to Volunteer at the OLC Annual Conference.

Mr. Kovach moved, Mr. Virden seconded to allow Library staff to volunteer at the OLC Annual Conference.

Roll Call: yeas, unanimous

#2009-075  Approval to Engage Bricker & Eckler for Legal Services

Mr. Kovach moved, Ms. Tomas seconded to authorize the Fiscal Officer to engage the law firm of Bricker & Eckler to serve as legal counsel for the building projects at the Main Library and the proposed Avon Branch Library.

Roll Call: yeas, unanimous
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#2009-076 Approval of Agreement with Architect for the Preliminary Design Work of the Main Library Renovation.

Mr. Virden moved, Ms. Tomas seconded to authorize the CFO to enter into a contract with the firm Arkinetics, Inc., to provide initial schematic design, consultation work and drawings, in order to establish a scope of work and basic design for the Main Library Renovation, in the amount of Seven Thousand Dollars ($7,000.00), plus reimbursable expenses.

Roll Call: yeas, unanimous

#2009-077 Approval of Agreement with Architect for the Preliminary Design Work of the Proposed Avon Branch Library.

Ms. Tomas moved, Mr. Kovach seconded to authorize the CFO to enter into a contract with the firm Van Dyke Architects, LLC, to provide initial schematic design, consultation work and drawings, in order to establish a scope of work and basic design for a new Avon Branch Library, in the amount of Sixty Thousand Dollars ($60,000.00), plus reimbursable expenses.

Roll Call: yeas, unanimous

#2009-078 Approval to Enter into Contracts with Maintenance Systems of Northern Ohio, Inc. to Patch Repair, Crack Seal, Apply Two Seal Coats and Re-Stripe Parking Lots.

Ms. Tomas moved, Ms. Penwell seconded to authorize the CFO to enter into contracts with Maintenance Systems of Northern Ohio, Inc. to patch repair, crack seal, apply two (2) seal coats and re-stripe the parking lots at the Main Library, South Branch Library, North Ridgeville Branch Library, Avon Branch Library and Domonkas Library for a total amount not to exceed Twenty-Six Thousand, Four Hundred and Seven Dollars ($26,407.00).

Roll Call: yeas, unanimous

#2009-079 Resolution of Recognition and Remembrance of Barbara Doane.

Ms. Penwell moved, Mr. Kovach seconded the following resolution:
WHEREAS, the late Barbara Doane was affiliated with the Lorain Public Library System as a community volunteer, an employee, or a trustee for 49 years, and

WHEREAS, in her 10-year tenure as Library Board President, she provided strong leadership that resulted in a major building expansion for the Main Library in Lorain, and the creation of many diverse library services, such as books by mail, the adult literacy program, and the purchase of computers to be used by the public; and

WHEREAS, the late Barbara Doane devoted her time, knowledge and energy to ensure that the Lorain Public Library System is a vital and welcoming community resource;

THEREFORE, BE IT RESOLVED, that the Lorain Public Library System Board of Trustees does publicly acknowledge the late Barbara Doane for her vision and commitment that has established the Lorain Public Library System as a source of lifelong learning, changing and growing to meet the needs of our communities.

Roll Call: yeas, unanimous

Other Agenda Items

Next Meeting

Regular Meeting
August 20, 2009 at 5:00 p.m.
South Branch Library

Adjournment Time: 6:00 p.m.

Attest:

[Signature]
President

[Signature]
Secretary