

Board of Trustees  
October 15, 2009

0081-2009

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System  
Thursday, October 15, 2009, 5:00 p.m.  
South Branch Library, 2121 Homewood Drive, Lorain, Ohio  
Regular Business Meeting & Work Session

**Roll Call**

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

Present: Mr. Petersen, Mr. Campana, Mr. Kovach, Mr. Leandry, Mr. Virden (5:07 p.m.)

**Regular Business**

**#2009-094 Approval of Minutes**

Mr. Campana moved, Mr. Kovach seconded that the minutes of the September 17, 2009 meeting be approved.

**Roll Call:** yeas, unanimous

**#2009-095 Approval of Chief Fiscal Officer's (CFO's) Report**

Mr. Kovach moved, Mr. Leandry seconded that the CFO's Report for the month ending September 30, 2009 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$9,874,373. Revenues for the year were \$7,627,080, 84.8% of the estimated \$8,997,809 annual revenues without transfers or advances. Expenses plus encumbrances totaled \$8,624,374 or about 62.7% of the budget.

Mr. Wilson stated that most of the 2009 tax collections have been received, and that this will be the highest amount ever.

The Library received a public record's request from Mr. R. Clark Perrin. Mr. Perrin requested a copy of the Avon Branch Library Feasibility Study, which was emailed to him.

Mr. Wilson informed the Board that the Auditor of State completed and published the Library's 2007-2008 Audit, with no recommendations for management. He then thanked the Finance, Audit and Properties Committee for their pre-audit conference.

Mr. Wilson mentioned the addition of several resolutions to the agenda (# 105, 106, 107, 108, 109 and 110).

Mr. Wilson met with an American Express representative to discuss changing the library's credit card to American Express. American Express offers online access, as well as reward points, which the current Visa card does not.

Mr. Wilson informed the Board that several payroll processing firms were reviewed for processing the Library's payroll effective 2010. His recommendation is to switch the library payroll processing to Paycor, Inc. Paycor currently processes payroll for a number of other local libraries.

### **Report of the Director**

Ms. Eldridge thanked Toni Whitney, Frances Johnson and Norma Preston for the meeting's refreshments.

Ms. Eldridge mentioned ordering the Lorain Public Library System apparel with logo to the Board, and that the form was within the Board Packet.

Ms. Eldridge drew attention to her written report, outlining the state governor's three options to deal with the latest budget shortfalls. She also sent emails to the Board Members, regarding this.

Regarding library personnel, Ms. Eldridge informed the Board that 77 flu shots were provided to library employees, which were paid for out of the library's Wellness Fund. Ms. Eldridge also commended the Staff Development Day Committee, with Toni Whitney and Terri Frederick acting as ex officio. She also thanked the Board for the opportunity to have a Staff Development Day, and mentioned the excellence of the keynote speaker, Mr. Judson Laipply.

Ms. Eldridge mentioned the upcoming Lorain County Reads Author's Luncheon, featuring Mr. Michael Dirda, and that the event sold out in five minutes!

Ms. Eldridge mentioned her attendance at, and upcoming attendance at these events:

- 09.19.09 – Lorain Friends Exchange (wonderful event, over 20 members)
- 09.19.09 – NAACP Freedom Fund Banquet
- 09.20.09 – Hispanic Heritage Festival at Lakeview Park
- 09.24, 28 & 29 – Presented citizen meetings regarding new Avon Branch
- 09.30.09 – Avon Library Levy Committee began meeting. Dr. Craig Koehler, Principal of Avon Middle School, has graciously agreed to be the chairperson.
- 10.04.09 – Avon Branch Library Open House
- 10.17.09 – South Branch Library Latino Week, featuring Justo Saborit

### **Report of the Assistant Director**

Ms. Whitney said good evening to the Board, and welcome to South Branch Library on behalf of Ms. Norma Preston.

Ms. Whitney mentioned the great success of the recent Staff Development Day, held at the Spitzer Conference Center, on October 7, 2009. Ms. Whitney commended the conference center staff, and said the keynote speaker, Mr. Judson Laipply, was excellent!

Ms. Whitney said the recent Friends Exchange was a great success, with 26 people in attendance. North Ridgeville Branch Library will host next year's Friends Exchange.

### **Committee Reports**

The Library Services and Personnel Committee met on October 6, 2009, and a report will be given at the conclusion of tonight's Board Meeting.

### **Communications**

Communications received were the 2007-08 Audit, as well as a request for the Avon Branch Library Feasibility Study (see CFO Report for further details).

### **Audience Participation**

#### *District 1199*

Mr. Jim Leonard represented the SEIU District 1199. Mr. Leonard said hello to the Board. Mr. Leonard informed the Board that a few union members were present at the meeting. He said this evening's comments will be focused on the union concerns regarding the Library Budget Reduction Plan. He thanked the library for their cost savings measures, and then reported that the union members are very concerned about possible upcoming layoffs, as well as how their healthcare benefits may be affected. He stated that the library must meet with the union before any layoffs happen. He then presented/read copies of letters received from union members, describing how layoffs would affect their lives.

*Supervisors*

Ms. Frances Johnson & Ms. Norma Preston, represented the South Branch Library. Ms. Johnson welcomed the Board and thanked them for their support. Ms. Johnson then told the Board that the Bookmobile services 3,500 people per month, and makes 34 stops per week. She said that the 'BioFocal Kits' on the Bookmobile are hugely popular. She also mentioned that Project Lite is currently training four more adult literacy tutors, and that Outreach Services hosted a Recession Resources Fair on October 1<sup>st</sup>, which people waited in line for 45 minutes, that it was very well attended, with the most popular table being 'El Centro', and that there were three library staff tables with computers.

Ms. Preston welcomed the Board and told them that it was a delight to host them this evening. She informed the Board of the upcoming Latino Fest to be held on Saturday, October 17<sup>th</sup>, with Justo Saborit as the musical guest, whom she gave high accolades to.

*Friends of the Library*

The Avon Friends were thanked for the refreshments at the recent Avon Open House. The Avon Friends were also thanked for their Taste of Avon and Levy Committee participation. The next Avon Friends meeting will be held on January 28, 2010.

The Columbia Friends October 20<sup>th</sup> meeting has been cancelled. The Columbia Friends are sponsoring several programs, with Death By Chocolate having been a great success.

The Domonkas Friends are having a book sale on November 19<sup>th</sup>. The next Domonkas Friends meeting will be held on January 12, 2010.

The Lorain Friends next meeting will be held on October 27<sup>th</sup> at 6:30 p.m. The Lorain Friends are providing the refreshments for the upcoming Author's Luncheon with Michael Dirda.

The North Ridgeville Friends next meeting will be held January 7, 2010. The next book sale will be held on October 22 – 25<sup>th</sup>. The North Ridgeville Friends will hold a first time Antiques Road Show & Silent Auction on October 18<sup>th</sup>. The Friends sells books on Amazon.com. They will also make a donation to the Avon Library Levy Committee.

*Other*

Ms. Charlotte Picha, Librarian Supervisor for Avon Branch Library, was present and she spoke about the upcoming Avon Library Levy and new building bond issue.

**New Business**

**#2009-096 Approval of Personnel Appointments**

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

- Reina Cruz, Delivery Aide, in the Maintenance Department of the Library, part-time, effective September 14, 2009, at an hourly rate of \$9.736, which is grade UC, step 1.
- Anna Frashure, temporary Student Library Aide, at the Columbia Branch, part-time, effective September 21, 2009, at an hourly rate of \$7.30.
- Jennifer Schnoering, Library Assistant, Public Services, at the North Ridgeville Branch, part-time, effective September 21, 2009, at an hourly rate of \$11.495, which is grade UE, step 1.
- Judy Martin, temporary Library Assistant, Public Services-Floater, systemwide, part-time, effective September 28, 2009, at an hourly rate of \$11.495, which is grade UE, step 1.
- Yolanda Torres, temporary Student Library Aide, at the South Branch, part-time, effective October 5, 2009, at an hourly rate of \$7.30.
- Paul Fabanich, Delivery Aide, in the Maintenance Department of the Library, part-time, effective October 5, 2009, at an hourly rate of \$9.736, which is grade UC, step 1. He will not be eligible for a step increase in April, 2009.
- Sherri Buck, Library Aide, in the Technical Services Department of the Library, part-time, effective October 19, 2009, at an hourly rate of \$7.30, which is grade UA, step 1. She will not be eligible for a step increase in April, 2009.

**Roll Call:** yeas, unanimous

**#2009-097 Resolution Accepting the Tax Levy Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor**

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

**WHEREAS**, The Library Board of Trustees in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2010; and

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

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

Board of Trustees  
 October 15, 2009

0086-2009

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

<b>SCHEDULE A</b>					
<b>Summary of Amounts Required From General Property Tax Approved By Budget Commission, and County Auditor's Estimated Rates</b>					
<b>FUND</b>	Amount Requested of Budget Commission	Amount Approved by Budget Commission	Amount to be Derived From Levies Outside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to be Levied	
	Levies Outside 10 Mill Limitation	Inside 10 Mill Limitation		Inside 10 Mill Limit	Outside 10 Mill Limit
Column I	Column II	Column III	Column IV	Column V	Column VI
Lorain CSD			2,643,143		4.08
Sheffield Lake City			331,931		2.20
Avon City			428,122		1.20
North Ridgeville City			1,126,599		1.91
Columbia Township			210,201		1.44
<b>TOTAL ALL FUNDS</b>	0	0	4,739,996	0	

<b>SCHEDULE B</b>		
<b>Levies Outside 10 Mill Limitation, Exclusive of Debt Levies</b>		
<b>Fund</b>	<b>Maximum Rate Authorized To be Levied</b>	
<b>General Fund:</b>		
<b>Lorain CSD</b>		
<b>Current Expense</b> Levy authorized by voters on 05/02/2006 not to exceed 5 years. Beginning 2006 Duplicate Expiring Last Collection 2011	4.08	
<b>Special Revenue Funds:</b>		
<b>Sheffield Lake City</b>		
<b>Library Levy</b> authorized by voters on 05/02/2006 not to exceed 5 years. Beginning 2006 Duplicate Expiring Last Collection 2011	2.20	
<b>Avon City</b>		
<b>Library Levy</b> authorized by voters on 05/02/2006 not to exceed 5 years. Beginning 2006 Duplicate Expiring Last Collection 2011	1.20	
<b>North Ridgeville City</b>		
<b>Library Levy</b> authorized by voters on 05/05/2009 not to exceed 5 years. Beginning 2009 Duplicate Expiring Last Collection 2014	1.91	
<b>Columbia Township</b>		
<b>Library Levy</b> authorized by voters on 11/07/2000 not to exceed 10 years. Beginning 2000 Duplicate Expiring Last Collection 2010	1.44	

**Roll Call:** yeas, unanimous

**#2009-098 Approval of Fund Transfers**

Mr. Campana moved, Mr. Leandry seconded to authorize the following budgeted fund transfers:

<b>From</b>	<b>To</b>	<b>Amount</b>
101-01-59999 Tx Out of Gen Fund	112-00-49999 Tx In Avon Levy Fund	\$241,998
101-01-59999 Tx Out of Gen Fund	130-00-49999 Tx In Lorain Levy Fund	\$800,000
130-03-59999 Tx Out of Lorain Levy	401-00-49999 Tx In Building & Repair	\$146,369
110-10-59999 Tx Out of N Ridgeville Levy	401-00-49999 Tx In Building & Repair	\$300,000

**Roll Call:** yeas, unanimous

**#2009-099 Approval to Enter Partnership Agreement with the United States Census Bureau.**

Mr. Kovach moved, Mr. Virden seconded to authorize the Director and CFO to enter into a partnership agreement to display promotional materials, provide space for training new employees, co-sponsor community events and link to the 2010 Census website.

**Roll Call:** yeas, unanimous

**#2009-100 Authorization to Submit a Grant Application to the Stocker Foundation for the 2010 Summer Reading Program.**

Mr. Leandry moved, Mr. Kovach seconded to authorize the Library Director and CFO to submit a grant application to the Stocker Foundation, requesting funding for the 2010 Summer Reading Program.

**Roll Call:** yeas, unanimous

**#2009-101 Approve Revision to the Circulation Policies:**

Mr. Kovach moved, Mr. Campana seconded to approve the following revision to the Board's Circulation Policies, effective January 1, 2010;

**CIRCULATION POLICIES (~~2009-3-19~~ 2009-10-15 REV)**

**5.01**

**LIBRARY CARD ELIGIBILITY REQUIREMENTS**

1. All Ohio residents are eligible for a free Lorain Public Library System card.
2. Cards are issued for ~~two~~ **one** years and must be renewed every ~~two~~ years.
3. Library cards are not renewed for borrowers who have outstanding fines, fees, or unreturned overdue items.

**Roll Call:** yeas, unanimous

**#2009-102 Approve Revisions to the Wage, Leave & Benefits Policies for Exempt Staff, effective January 1, 2010.**

**Mr. Campana moved, Mr. Kovach seconded to approve the following revision to the Board's Wage, Leave & Benefits Policies for Exempt Staff:**

**III. INSURANCE**

***A. Medical Insurance***

1. The Library will make available a health care program for which full-time employees, and part-time employees who are authorized in writing and regularly assigned (on a mandatory basis) to work at least thirty (30) hours per week, may apply. The Library will not offer part-time employees extra hours solely for the purpose of making them eligible for health care coverage. ***An employee working at least thirty (30) hours per week, but less than 38, is eligible for single coverage only.***
2. The Library will offer all exempt employees eligible under Section 1 above insurance coverage through the current Anthem Blue Cross/Blue Shield PPO Blue Access 50 RxB plan.
3. Employees participating in the plan will contribute toward the payment of premiums on the following basis, twenty percent (20%) of the premium for employee only coverage and twenty-five percent (25%) of the premium for all other coverages, not to exceed the following caps:

	Through 06/30/2008	07/01/2008 – 03/31/2009	07/01/2009 – 03/31/2010	07/01/2010 – 03/31/2011
Employee only	\$130/mo.	\$107/mo.	\$123/mo.	\$141/mo.
Employee/spouse	\$301/mo.	\$293/mo.	\$337/mo.	\$387/mo.
Employee/children	\$282/mo.	\$225/mo.	\$259/mo.	\$298/mo.
Family	\$420/mo.	\$412/mo.	\$473/mo.	\$544/mo.

~~(a) A full-time employee's monthly contribution for coverage will not exceed the percentages of the employee's gross amount of monthly compensation by thirteen percent (13%) from April 1, 2008 through March 31, 2011. For this purpose, gross amount of monthly compensation will mean the employee's current hourly rate multiplied by 1,976 hours and divided by twelve (12).~~

~~(b) Part-time bargaining unit employees eligible under Section 1 above electing health care coverage will contribute toward the payment of premiums on the same basis as described above, plus a pro-rated portion of the balance based on the normal scheduled work hours. For example, in April 2008, a thirty (30) hour per week employee on the family plan with a total monthly premium of \$1,431.32 will pay \$357.83 (25% of premium), plus \$226.00 of the balance, or 21%, for a total of \$583.83 per month; the Library pays \$847.49, or 59% of \$1,431.32.~~

~~(a)~~ (e) Employee health contribution payments shall be made through biweekly payroll deductions, and shall not exceed two pays per month.

~~(b)~~ (d) ~~Full-time e~~ Employees eligible for health care coverage who elect at the annual enrollment period to waive health care coverage shall receive an annual payment of \$500 during the last month of that health plan fiscal year. The election must be made in writing to the Administration Office no later than forty-five (45) days before the health plan fiscal year begins, or such other time as the Library may require. For example, if the health plan year begins on July 1, 2008, election to waive coverage must be made by May 15, 2008, and the annual payment will be made during June 2009. New hires will not be eligible to elect a waiver bonus until the first annual enrollment period designated by the carrier after the date of employment of such new hires. The waiver shall be payable by direct deposit.

~~(c)~~ (e) The Library reserves the right to select a provider or providers of coverage equivalent to the foregoing at any time during the term of this Agreement. Any change in plan design must be negotiated with the Union.

**Roll Call:** yeas, unanimous

**#2009-103 Approval to Increase Agreement with Architect for the Preliminary Design Work of the Main Library Renovation.**

Mr. Kovach moved, Mr. Campana seconded to authorize the CFO to expend up to an additional Ten Thousand Dollars (\$10,000.00) 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.

**Roll Call:** yeas, unanimous

**#2009-104 Approval to Increase Agreement with Architect for the Preliminary Design Work of the Proposed Avon Branch Library.**

Mr. Kovach moved, Mr. Campana seconded to authorize the CFO to expend up to an additional Six Thousand, Five Hundred and Eighty-Nine Dollars and Fourteen Cents (\$6,589.14) 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.

**Roll Call:** yeas, unanimous

**#2009-105 Establishment of Joint Lorain-Education-Campus Ad Hoc Committee.**

Mr. Leandry moved, Mr. Kovach seconded to appoint Anthony Campana and Jodi Penwell as Library representatives on the Lorain-Education-Campus Ad Hoc Committee, that will work on the collaborative effort to develop a plan for an educational campus to benefit the Lorain City Schools, the Lorain Public Library System and other public partners.

**Roll Call:** yeas, unanimous

**#2009-106 Approval to Enter into Exterior Trim and Painting Contract for the North Ridgeville Branch Library**

Mr. Campana moved, Mr. Virden seconded to approve entering into a contract with Margus Co., to replace existing exterior wood trim and install new Fypon replacement trim, and paint as needed for an amount not to exceed Eighteen Thousand, Eight Hundred and Thirty-Nine Dollars (\$18,839.00).

**Roll Call:** yeas, unanimous

**#2009-107 Approval to Enter into Payroll Processing Contract for the Bi-Weekly Payroll Processing and W-2's**

Mr. Kovach moved, Mr. Campana seconded to approve entering into a contract with Paycor, Inc., to provide payroll processing software, training, processing, tax and garnishment processing and W-2 processing for an amount not to exceed Fifteen Thousand Dollars (\$15,000.00) for 2010.

**Roll Call:** yeas, unanimous

**#2009-108 Approval to Donate Used Book Shelving to the Lorain Palace Theatre**

Mr. Leandry moved, Mr. Kovach seconded to approve the in-kind donation of used reference-book shelving to the Lorain Palace Theatre, a 501(c)(3) organization.

**Roll Call:** yeas, unanimous

Board of Trustees  
October 15, 2009

0091-2009

**#2009-109 Approval to Enter into Executive Session to Discuss Administrative Salaries.**

Mr. Virden moved, Mr. Leandry seconded at 5:45 p.m. to approve adjourning to Executive Session to discuss administrative salaries.

**Reconvened: 6:32 p.m.**

**#2009-110 Authorization to Proceed with a Budget Reduction Plan**

Mr. Kovach moved, Mr. Campana seconded to authorize the Director and CFO to proceed with a budget reduction plan consistent with the certified reductions in the Public Library Funds for 2010, to discuss collective-bargaining-agreement issues with SEIU District 1199 representatives, and to then make recommendations for changes to the Exempt Wage, Leave and Benefit Policies, the Collective Bargaining Agreement and any other Board Policies as deemed appropriate.

**Roll Call:** yeas, unanimous

**#2009-111 Approval of Administrative Salaries**

Mr. Kovach moved, Mr. Leandry seconded to freeze the following Administrative salaries at the 2009 rate:

Joanne Eldridge, Director	\$90,125
Toni Whitney, Assistant Director	\$67,116
James M. Wilson, Chief Fiscal Officer	\$65,750

**Roll Call:** yeas, unanimous

**Other Agenda Items**

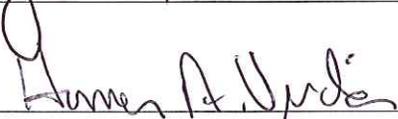
**Next Meeting**

November 19, 2009 at 5:00 p.m.  
North Ridgeville Branch Library

**Adjournment Time:** 6:33 p.m.

**Attest:**

  
\_\_\_\_\_, President

  
\_\_\_\_\_, Secretary