

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System

Thursday, November 19, 2009, 5:00 p.m.

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

Regular Business Meeting

**Roll Call**

Mr. Petersen called the meeting to order at 5:03 p.m.

Present: Mr. Petersen, Mr. Campana, Mr. Kovach, Mr. Leandry (5:04 p.m.),  
Mr. Virden (5:15 p.m.), Ms. Penwell, Ms. Tomas

**Regular Business**

**#2009-111 Approval of Minutes**

Mr. Campana moved, Ms. Tomas seconded that the minutes of the October 15, 2009 meeting be approved.

**Roll Call:** yeas, unanimous

**#2009-112 Approval of Chief Fiscal Officer's (CFO's) Report**

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

Mr. Wilson reported to the Board that the month end cash balance was \$9,685,610 (of the month end cash balance, \$3,375,645 were *cash* Operating Funds, while \$2,694,170 were *unencumbered* Operating Funds). Revenues for the year were \$8,271,100, 91.9% of the estimated \$8,997,809 annual revenues without transfers or advances. Expenses plus encumbrances totaled \$9,233,960 or about 68.0% of the budget.

The Library received two public records requests on the eve of the Avon City elections, regarding distribution of funds, from R. Butkowski and P. Farnsworth.

Mr. Wilson informed the Board that Mr. Don Norman, Assistant Fiscal Officer, was attending a Summit on Local Government Sustainability today. Mr. Wilson gave the Board a handout on what the summit would be covering.

Mr. Wilson gave a special thanks to Mr. Doug and Kathy Petersen, and many others for their participation in the recent Rotary Trivia Contest.

## **Report of the Director**

Ms. Eldridge welcomed all to North Ridgeville Branch Library. Ms. Eldridge thanked both Garalynn Tomas and the North Ridgeville Friends of the Library for the evening's refreshments and noted that it was wonderful to come to North Ridgeville Branch Library.

Ms. Eldridge spoke of the recent Avon City elections, and said that the voters said loudly that they weren't sure if they wanted a new library in a new location. Ms. Eldridge also said that behind the scenes we had a great committee, we had a lot to learn from this campaign, we've won more levies than lost, and that next time we should start the Community Engagement Meetings much earlier.

Ms. Eldridge stated that the library had met once with the Union regarding the effects of the elimination of 32 bargaining unit positions.

Ms. Eldridge drew attention to her written report, stating that the November 2009 PLF distribution is 22% lower than the November 2008 distribution. She also said that throughout the state, 37 levy issues and one bond issue appeared on local ballots, and 81% of the issues were approved – including 24 new levies. Unfortunately we did not pass ours, in Avon, but she did give thanks to Charlotte Picha, Doug and Kathy Petersen, Terri Frederick, Toni Whitney and all of the individuals who worked very hard to pass the levy.

Ms. Eldridge mentioned the upcoming Leadership Lorain County Difference Makers Gala, and noted that Leadership Lorain County commended the Lorain Public Library System for their efforts.

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

- 10.28.09 – Michael Dirda Luncheon – was magical, 59 people attended and there is a podcast of the event on the library website.
- 10.20, 29 & 30.09 – presented citizen meetings regarding Avon Branch Library.
- 11.09.09 – Avon Library Levy Committee wrap-up meeting held.
- 11.10.09 – Library Foundation meeting.
- 11.18.09 – Meeting with Lorain City Schools Super., Dr. Cheryl Atkinson.
- 11.19.09 – Accepted a charitable contribution from Emerson Network Power for the Library Foundation in the amount of \$4,000, for the Fall Family Read Aloud.

Ms. Eldridge commended Facilities Manager, Mr. Dale Girt and his staff on their hard work this year. All projects slated for completion are done, and they are currently working on bay windows and shutters for the North Ridgeville Branch Library.

In closing, Ms. Eldridge noted that both circulation and library visitors in 2009 will surpass the numbers for 2008. Staff are to be commended for all their hard work to serve the public!

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

Ms. Whitney said good evening.

Ms. Whitney said the Ad Hoc Mural Committee had met some time ago, and that they were responsible for the painting of tonight's meeting room and the computer room. She said they had also met with Mr. Jim Messenheimer regarding artwork for walls by the bay window. She was excited by the ideas generated at the meeting, and said they were considering creating three pieces of artwork for installation next year. Window treatments, pricing for lighting and surround sound for the meeting room were also being discussed. Another possibility for next year is display of North Ridgeville City Schools artwork.

Ms. Whitney said the SEIU 1199 Union had submitted an information request regarding Staff Development Day, which was provided. The Union also sent a Memo on Sunday Hours, to which a prompt response was sent. Lastly, the Union filed a Memo & Grievance regarding Staff Development Day, which they then withdrew, after discussion.

Regarding attendance at Continuing Educ./Professional Mtgs., Ms. Whitney noted:

10.05.09 – North Ridgeville Friends of the Library Meeting. The Friends heard plans for upcoming art projects and pledged \$2500. Ms. Whitney thanked them.

10.07.09 – Staff Development Day

10.07.09 – Avon Levy Committee Meeting

10.21, 29 & 30.09 – Avon Community Engagement Meetings

10.27.09 – Lorain Friends of the Library Meeting

10.28.09 – Michael Dirda Luncheon (project of 2 years in planning, culminating in a wonderful event).

Ms. Whitney ended her report with a quote from Albert Einstein, "In the middle of every difficulty lies opportunity". She then said she is hoping we find the wisdom and courage to act constructively in the face of the funding cuts. She ended by thanking Ms. Linda Meredith and the SEIU 1199 Union for their dedication in representing union concerns during this past year.

## **Committee Reports**

The Finance, Audit and Properties Committee met on October 26, 2009, and discussed the State Auditor having completed their recent audit, with no recommendations. Ms. Garalynn Tomas, Committee Chair, said they were very pleased.

The Trustee Development and Nominating Committee met on October 26, 2009. Ms. Jodi Penwell, Committee Chair, said that a slate of officers for 2010 had been nominated; to include Ms. Garalynn Tomas as Board President, Mr. Doug Petersen for Board Vice President and Mr. Edwin Kovach for Board Secretary. She also said that Mr. Edwin Kovach has been nominated for a second 7 year term for the Board of Trustees.

## **Communications**

Public records requests from R. Butkowski and P. Farnsworth.

## **Audience Participation**

### *District 1199*

Ms. Linda Meredith represented the SEIU District 1199. Ms. Meredith said good evening to the Board. Ms. Meredith mentioned that the union will be collaborating with the library on the annual Mary Lee Tucker fundraiser, and acknowledged Mr. Edwin Kovach's recommendation for another term on the Board of Trustees. Ms. Meredith said the union must express concern that the Board would even consider on tonight's agenda, authorizing implementation of a plan for budget reduction and reduced hours, when both sides have only just begun to discuss the plans. Ms. Meredith asked the Board to at least afford the union the courtesy of time to explore options with the library, meet with their membership to vote on those options, and then base the decision on the facts the library will set before them. Ms. Meredith then spoke about the upcoming Main Library renovation, and requested that the Board scale back the \$1 million dollar renovation until economic times improve.

### *Supervisors*

Ms. Karen Sigsworth, Librarian Supervisor for North Ridgeville Branch Library, said hello to the Board and thanked the North Ridgeville Friends for the refreshments. Ms. Sigsworth then told the Board that the North Ridgeville Library visitors for October were almost 50,000 people, which is a huge increase over the past. She also said that the average monthly visitor count is almost 50,000 per month. Ms. Sigsworth drew attention to a very successful program recently presented, with thanks to Ms. Angela Young for her suggestion and help with the program. She then showed the Board pictures of the program, which has a woman come dressed as Cinderella.

Ms. Sigsworth said that the North Ridgeville Friends had a good book sale in October and made \$3100. She also said the recent auction was very good, and that the North Ridgeville Branch Library would be participating in the upcoming Holiday On the Ridge on December 5<sup>th</sup>.

Ms. Charlotte Picha, Avon Branch Library Supervisor, thanked the Board for trying for a new opportunity with the recent Avon Levy, and thanked them for their support. She also said that there is an upcoming levy in 2011.

### *Friends of the Library*

The Avon Friends next meeting will be held January 28, 2010. The Avon Friends last book sale on November 12<sup>th</sup> – 14<sup>th</sup> netted \$600.

The Columbia Friends next meeting will be held December 15, 2009. Their next book sale is December 5<sup>th</sup> and 6<sup>th</sup>, 2009. The Columbia Friends hosted a Teddy Bear Tea on November 14<sup>th</sup>, which was very successful and had 38 people in attendance.

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 January 26, 2010 at 6:30 p.m. The Lorain Friends donated to the Avon Levy Fund. The Lorain Friends are hosting the 2010 Annual Membership Meeting on February 28, 2010 at 2:00 p.m.

The North Ridgeville Friends next meeting will be held January 7, 2010. The next book sale will be held in January 2010. The North Ridgeville Friends will participate in the Holiday On the Ridge on December 5, 2009.

### *Other*

### **New Business**

#### **#2009-113 Approval of the Agreement with Architect for the Main Library Renovation.**

Mr. Kovach moved, Mr. Virden seconded to approve the agreement with Arkinetics, Inc., for a total amount of Fifty Thousand Dollars (\$50,000.00), plus additional reimbursement at cost for: printing, reproductions, and copies of the specifications required to submit for permit review by the City of Lorain; and renderings, models, mock-ups, professional photography, and presentation materials requested by the Library.

**Roll Call:** yeas, unanimous

**#2009-114 Approval of Recommendation for Appointment of Board Member**

Mr. Virden moved, Mr. Leandry seconded to recommend to the Lorain City School District, Board of Education the re-appointment of Edwin Kovach for a term as Trustee for the period January 1, 2010 through December 31, 2016.

**Roll Call:** yeas, unanimous

**#2009-115 Scheduling of the January, 2010 Organizational Meeting**

Ms. Penwell moved, Mr. Kovach seconded to change the scheduled 2010 Organizational Meeting from the third Thursday in January (as called for by Board By-Laws Article III, section 1) to the fourth Thursday, January 28, 2010 at 5 p.m., at the North Ridgeville Branch.

**Roll Call:** yeas, unanimous

**#2009-116 Approval of Participation in NEO-RLS for 2010-2011**

Mr. Campana moved, Mr. Virden seconded to approve participation in the Northeast Ohio Regional Library System for the period July 1, 2010 through June 30, 2011 with the following fees:

Membership Assessment - \$ 5,250.00

**Roll Call:** yeas, unanimous

**#2009-117 Approval of Notice of Intent to Withdraw from NEO-RLS July 1, 2011**

Mr. Kovach moved, Ms. Tomas seconded to approve a notice of intent to withdraw from the Northeast Ohio Regional Library System effective July 1, 2011.

**Roll Call:** yeas, unanimous

**#2009-118 Approval to Engage Bricker & Eckler for Legal Services**

Mr. Campana moved, Mr. Kovach seconded to authorize the Fiscal Officer to engage the law firm of Bricker & Eckler to serve as legal counsel for the upcoming 2010 Columbia Branch Levy in May, 2010 for an amount not to exceed Two Thousand Dollars (\$2,000.00).

**Roll Call:** yeas, unanimous

**#2009-119 Approval to Submit Grant Application to the Nord Family Foundation**

Mr. Virden moved, Ms. Penwell seconded that the board approve the submission of a grant application to the Nord Family Foundation for a grant of \$7,500 to cover the cost of books and tote bag prizes for the preschool portion of the 2010 Summer Reading Program.

**Roll Call:** yeas, unanimous

**#2009-120 Approve Renewal of Contract with Schill Landscaping to Provide Lawn Service for the Main Library and the South and Domonkas Branches**

Mr. Campana moved, Mr. Leandry seconded to authorize the CFO to renew the contract with Schill Landscaping to provide annual landscaping services in the amount of \$19,303.95, for the years 2010 and 2011.

**Roll Call:** yeas, unanimous

**#2009-121 Approval to Enter into Executive Session to Discuss Contract Negotiations and other Personnel Matters.**

Mr. Kovach moved, Mr. Leandry seconded at 5:35 p.m. to approve adjourning to Executive Session to discuss contract negotiations and other personnel matters.

**Roll Call:** yeas, unanimous

**Reconvened: 7:06 p.m.**

**#2009-122 Authorization to Implement Budget Reduction Plan**

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to authorize the Director and CFO to implement 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: RESOLUTION TABLED**

**#2009-123 Approval to Change Hours of Operation**

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to approve the following changes to hours of operation, effective January 2, 2010:

Administration – Open to the public Monday – Friday, 12 p.m. – 6:00 p.m.

Avon – Closed on Wednesdays and Sundays

Domonkas – Closed on Fridays

South – Closed on Fridays

Bookmobile – Off the road on Mondays and Fridays

Main Library – Open Sundays from 1 p.m. to 4 p.m. from January to last Sunday in April, first Sunday in October to third Sunday in December.

North Ridgeville – Open Sundays from 1 p.m. to 5 p.m. from January to last Sunday in April, first Sunday in October to third Sunday in December.

**Roll Call: RESOLUTION TABLED**

**#2009-124 Approval of Exempt-Employee Salaries for 2010**

Ms. Penwell moved, Mr. Kovach seconded to freeze all exempt-employee salaries for 2010, at the 2009 rates of pay.

**Roll Call:** yeas, unanimous

**#2009-125 Authorization to Modify the Contract with the Architect for Main Library Renovations**

Mr. Virden moved, Mr. Kovach seconded to modify the contract with the architect for Main Library renovations; and to limit the base-bid scope of work to ADA compliance needs, safety, security of library materials, and ergonomic modifications for the Circulation Desk; and to limit the scope of the base-bid project to Five Hundred Thousand Dollars (\$500,000); and to develop plans for all other modifications as phased-in alternates.

**Roll Call:** yeas, unanimous

**Other Agenda Items**

**Next Meeting**

**Finance, Audit and Properties Meeting**

December 7, 2009 at 5:00 p.m.

Main Library

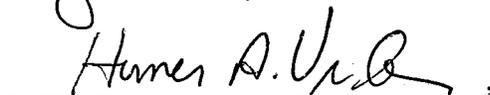
December 17, 2009 at 5:00 p.m.

Main Library

**Adjournment Time:** 7:11 p.m.

**Attest:**

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

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