

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, December 16, 2010, 5:00 p.m.
Main Library, 351 W. 6th Street, Lorain, Ohio
Work Session and Regular Business Meeting

Roll Call

Ms. Tomas called the meeting to order at 6:13 p.m.

Present: Mr. Kovach, Ms. Tomas, Mr. Campana, Ms. Penwell, Mr. Leandry, Mr. Petersen, Mr. Virden (excused at 6:29 p.m.)

Regular Business

#2010-140 Approval of Minutes

Mr. Petersen moved, Mr. Campana seconded that the minutes of the November 18, 2010 meeting be approved.

Roll Call: yeas, unanimous

#2010-141 Approval of Fiscal Officer's Report

Mr. Petersen moved, Ms. Penwell seconded that the Fiscal Officer's Report for the month ending November 30, 2010 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$8,126,527. Of the month end cash balance, \$4,318,818 were operating funds, of which \$3,736,575 were unencumbered. Year-to-Date Revenues were \$8,439,383, 98% of the estimated \$8,626,593 Annual Revenues without transfers or advances. Expenses year-to-date were \$8,734,698, 76% of the budgeted \$11,445,233. Expenses plus encumbrances totaled \$9,373,099, or about 82% of the budget.

Mr. Wilson greeted the Board with wishes of the happiest of holidays this year.

Mr. Wilson said there is an addition to this evening's agenda, there was no correspondence received this month, and one public records request was received.

The public records request from Mr. Bob Butkowski of Avon requested all salary and benefit information for the library's employees, as well as a breakout of monies spent on library materials purchases for the Avon Branch. Both Mr. Petersen and Mr. Wilson met with Mr. Butkowski on December 2nd.

Mr. Wilson noted that he attended the Lorain City School Board's meeting yesterday evening, December 15th; the LCSD Board approved placing a renewal levy on the ballot for May, and also reappointed Mr. Douglas Petersen to the Lorain Public Library System's Board of Directors for the 2011-17 term.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed all to the Main Library and wished a Merry Christmas to all. She then thanked Toni Whitney, Terri Frederick and Aggie Girt, for tonight's refreshments and the pumpkin roll (provided by Dale Girt's spouse, Aggie).

Ms. Eldridge gave condolences to Jennie Patterson, for the passing of her mother yesterday, December 15, 2010.

Ms. Eldridge thanked Valerie Smith, Public Service Coordinator, for her work on the Clothe-a-Child luncheon and sale fundraiser events, held at the Main Library.

Ms. Eldridge also thanked the Strategic Planning Steering Committee for their hard work, and said that the committee is currently working on a strategic action grid.

Ms. Eldridge noted to the Board the display prepared by Terri Frederick, Public Relations Officer, for tonight's meeting. The display is part of the library's Communication Plan.

Regarding the State Budget for 2011, Ms. Eldridge said that Linda Murray of the Ohio Library Council, sent an email stating that there are a lot of rumors flying around regarding what will happen with the 2011 State Budget. Ms. Murray said they are estimating a 6-8 billion dollar deficit, and that there is a tough budget ahead. She then said she will hold an informational webinar after January 3, 2011, once she has met the new legislature.

Regarding personnel;

* Ms. Eldridge said that a letter of retirement was received from Darwynne Cozad, Library Associate II at the Avon Branch, effective March 19, 2011.

* Ms. Eldridge received two requests for job re-classifications.

Ms. Eldridge mentioned these past and upcoming networking and community events, library programs and community relations:

12.01.10 – Attended the Sheffield-Sheffield Lake Schools presentation on upgrading schools. The schools indicated they need \$60 million, and will try to get in it phases, with Phase I asking for \$30 million on the May ballot.

12.03.10 – Attended the Lorain County Community Alliance business meeting with Congresswoman Betty Sutton as the guest speaker. Ms. Sutton spoke on the topic of rust and corrosion, and ways of dealing with it, in northeast Ohio.

01.26.11 – Leadership Lorain County “Maximizing Board Leadership Through the Policy Governance Model”.

02.25.11 – Leadership Lorain County Difference Makers Gala with Victor Leandry and El Centro as honorees.

Ms. Eldridge noted the monthly statistics, saying that there was not much outstanding on the monthly report. Ms. Eldridge then commented that she is proud, like Ms. Whitney, of the Columbia Branch Library for their continuing increase in circulation and visitor count numbers.

Report of the Assistant Director

Ms. Whitney said good evening and gave a formal welcome to all.

Regarding the SEIU Union 1199, Ms. Whitney said that a grievance was filed against Ms. Charlotte Picha, Avon Branch Librarian Supervisor, on November 24, 2010. The grievance was filed for placing Liz Cupp, Library Assistant/Floater, on an Attendance Improvement Plan. Ms. Whitney sent a letter to the SEIU Union, requesting that the grievance be withdrawn, and after meeting with SEIU, the grievance was withdrawn.

Ms. Whitney attended the City of North Ridgeville Planning Committee’s Stakeholder Meeting with Mrs. Karen Sigsworth, North Ridgeville Branch Librarian Supervisor. The meeting’s topic was a feasibility and use study about adding cycling, walking and recreation trails to the North Ridgeville Town Center.

Ms. Whitney thanked Mr. Dale Girt, Facilities Manager, and his staff for getting Christmas trees set-up and taking care of the library properties.

Ms. Whitney also thanked Terri Frederick and her staff for handling rapid changes to the Friends of the Library book sales information flyers.

Ms. Whitney informed the Board that she recently attended the Domonkas Branch Library Staff Meeting, and went over the Intranet use with the Domonkas Branch Library staff.

In closing, Ms. Whitney said, "I wish each of you a very Merry Christmas, and happiness into the new year!"

Committee Reports

There were no Committee Reports.

Communications

Public communications request from Mr. Bob Butkowski (see CFO's report).

Audience Participation

SEIU District 1199

Ms. Isabelle Wimmer excused herself from the meeting, and wished all Happy Holidays before she left. It was reported that the SEIU Union donated money to a local food pantry.

Supervisors

Mr. Dale Girt, Facilities Manager, said hello and then updated the Board on the recently completed renovation project. In regards to this project, the Lorain City Fire Department conducted a Fire Department inspection and cited the Main Library for outdated strobe lights and horns, and for the newly installed devices not being in sync with the old equipment. Mr. Girt said the library is currently getting quotes for updating the old equipment, and that the library may also need other new devices. The new devices will require re-wiring and installation. Mr. Girt reported that he should have the quotes shortly. Mr. Girt also told the Board that he recommends installing cabinetry alongside the self-checkout stations. The cabinetry would dress up the area and make the self-checkouts more user friendly. Mr. Girt also spoke of additional signage being necessary to complete the renovation.

Friends of the Library

The Avon Friends next meeting will be held January 27, 2011. The Avon Friends last book sale netted \$482.85.

The Columbia Friends next meeting (Christmas Party) will be held December 27, 2010. The Columbia Friends last book sale netted \$895.

The Domonkas Friends next meeting will be held January 11, 2011.

The Lorain Friends next book sale will be held January 13-17, 2011.

The North Ridgeville Friends next meeting will be held January 5, 2011. The North Ridgeville Friends provided hot chocolate cookies and sponsored a harpist at the Branch in celebration of Holiday on the Ridge, held on December 3rd.

Other

Board President, Ms. Garalynn Tomas, said 'Happy Holidays to all'. She then thanked all Board Members and all library staff for their hard work, all year long. She stated, "Working with all of you is really an honor!"

New Business

#2010-142 Approval of Personnel Appointments

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

- Julianne Hauserman, Library Associate I floater, Public Services – System Wide position, part-time, effective December 13, 2010, at an hourly rate of \$15.153, which is grade UH, step 1.
- Alexandra Morris, Library Assistant floater, Public Services position at the Columbia and North Ridgeville Branches, part-time, effective December 20, 2010, at an hourly rate of \$11.495, which is grade UE, step 1.
- Melissa Pearson, Library Aide, Public Services/Operations Department, part-time, effective November 29, 2010, at an hourly rate of \$7.542, which is grade UA, step 3.
- Jordan D'Amico, Library Aide, Public Services position in the Adult Services Department, part-time, effective December 13, 2010, at an hourly rate of \$7.40, which is grade UA, step 2.

Roll Call: yeas, unanimous

#2010-143 Approval of 2011 Estimated Revenues – General and Levy Funds

Mr. Petersen moved, Mr. Kovach seconded to approve the estimated revenues for the general and levy funds for 2011:

2011		GEN FUND	LORAIN LEVY	AVON LEVY	DOM LEVY	NR LEVY	COL LEVY	TOTAL
1100	PUBLIC LIBRARY FUND	\$3,820,419						\$3,820,419
1200	TAX LEVIES	-	\$2,809,472	\$471,180	\$338,468	\$1,194,790	\$372,850	5,186,760
3000	FINES, FEES, ETC.	127,000						127,000
4000	INTEREST ON INVEST	4,000	1,000	250	100	750	750	6,850
5000	CONTRACTS/OTHER ENT	-						-
6000	GIFTS/BEQUESTS	1,000						1,000
8000	SALES/REFUNDS/MISC.	6,600						6,600
9000	FUND TRANSFERS		831,934	82,276	142,106	135,905	33,074	1,225,295
TOTAL EST. REVENUE		\$3,959,019	\$3,642,406	\$553,706	\$480,674	\$1,331,445	\$406,674	\$10,373,924

Roll Call: yeas, unanimous

#2010-144 Approval of 2011 Estimated Revenues – Other Funds

Mr. Campana moved, Mr. Petersen seconded to approve the estimated revenues for other funds for 2011:

Fund No.	Fund Name	Account Name	Amount
203	Summer Reading	Contributions	\$ 10,000.00
204	Family Read Aloud	Contributions	5,000.00
215	Book/Memorial Fund	Interest on Investments	100.00
		Contributions	500.00
		Contributions Avon	500.00
		Contributions Columbia	200.00
		Contributions Domonkas	200.00
		Contributions N. Ridgeville	2,000.00
		Contributions South	200.00
330	Debt Service Fund	Fund Transfer	477,053.86
401	Building & Repair Fund	Interest on Investments	20,000.00
451	Capital Improvements Fund	Interest on Investments	500.00
701	Hageman Trust Fund	Interest on Investments	200.00
		Contributions	9,000.00
702	Stocker Trust Fund	Interest on Investments	50.00
801	Kurtz/Male	Interest on Investments	10.00
803	Domonkas Trust	Interest on Investments	80.00
TOTAL			\$ 525,593.86

Roll Call: five yeas, Ms. Penwell abstained

#2010-145 Approval of 2011 Temporary Budget

Mr. Kovach moved, Mr. Peteresen seconded to approve the temporary appropriations budget for 2011:

Fund	Name	Amount	
101	General Fund	\$ 3,602,856	
110	N Ridgeville	1,390,426	
112	Avon	581,621	
120	Columbia	446,526	
122	Domonkas	444,167	
130	Lorain	3,498,937	\$ 9,964,533
203	Summer Reading	10,000	
204	Family Read Aloud	5,000	
205	Project Lite	5,000	
215	Book Memorial	21,750	
330	Debt Svc	478,860	
401	Building & Repair	750,000	
451	Capital Improvement	50,000	
701	Hageman	40,660	
702	Stocker Trust	500	
Total		\$ 11,326,303	

Roll Call: yeas, unanimous

#2010-146 Not Used

#2010-147 Approval of Wage Increases to New Ohio Minimum Wage of \$7.40 Hour

Mr. Petersen moved, Mr. Leandry seconded to approve wage increases to \$7.40 per hour for the following employees:

Sherri Buck	Marie Cesaratto	Kenia Chavez
Lisa Ciarrone	Anna Danese	Kelsey DeCoste
Stephanie Doucette	Jacqueline Flanigan	Mallory Haslage
Jordan Hirth	Kristen Kaczay	Jessica Lash
Abigail Leigh	Andrew Lewis	Samantha Nickerson
Brandy Olsen	Patricia Pye	Kelsey Sikon
Sara Sperry	Yolanda Torres	Anna Vanche
Sylvia Wootten	Forrest Wright	

Roll Call: yeas, unanimous

#2010-148 Approve New Vision Statement, Mission Statement and Strategic Planning Goals and Objectives

Mr. Kovach moved, Mr. Campana seconded to approve the Vision Statement, Mission Statement, and Goals and Objectives as amended:

Vision Statement - Lorain Public Library System will be a gateway to the world of lifelong learning that illuminates and enriches the lives of those it serves; a catalyst for the vision and ideals of a literate society; an innovator in the use of technology and a promoter of civic engagement and the value of reading.

Mission Statement – Lorain Public Library System provides everyone with free, educational, informational and entertainment resources through responsive quality service to support lifelong learning throughout Lorain County.

Goal #1 - Continuously enhance libraries throughout the Lorain Public Library System as community destinations that are welcoming, inviting, and accessible.

Objective A - Assess the Bookmobile and each facility's ability to serve specific community interests or needs.

Goal #2 – Enhance our customer-focused libraries to offer vital, responsive, and helpful community resources.

Objective A - Provide ongoing professional training to develop versatile, flexible, customer-focused staff to address patron needs and expectations.

Objective B - Review and revise policies, procedures and human resources to support customer-focused library operations.

Objective C - Provide staff with the technology and resources to offer customer-focused service.

Objective D - Provide current materials and technological resources that meet the public's needs.

Objective E - Recognize and celebrate diversity at each library through services, programming, and collections reflective of the local community.

Goal #3 – Strive for financial stability and develop new revenue sources to sustain Lorain Public Library System's growth of services.

Objective A - Advocate for secure, stable, long-term state funding for our public libraries.

Objective B - Pass local library levies to maintain or improve library operations.

Objective C - Promote and support the activities of The Foundation of the Lorain Public Library System, Inc. and all of the Friends of the Library groups.

Objective D - Expand regional collaboration opportunities.

Objective E- Explore possible revenue streams through advocacy, partnerships and philanthropy.

Objective F - Review, revise and develop policies for budgeting and fund balances.

Goal #4 - Increase public awareness of the Lorain Public Library System.

Objective A – Sustain public support resulting in successful levy campaigns by promoting the benefits, values and importance of the library system to our communities.

Objective B - Increase use of the Lorain Public Library System resulting in growth of: circulation, headcount, in-library computer usage, program attendance, and website usage.

Objective C - Cultivate community involvement in the library system resulting in an increase in volunteer participation and in library advocacy efforts.

Objective D - Increase awareness and understanding of the Library's value to the business community and promote partnerships.

Objective E - Continue use of our brand identity that communicates a contemporary image of the library system and conveys key messages.

Objective F - Actively seek and promote strategic and purposeful collaborations with other institutions.

Roll Call: yeas, unanimous

#2010-149 Approval to Enter into Executive Session to Discuss Administrative Evaluations and Exempt Salaries

Mr. Petersen moved, Ms. Penwell seconded at 6:14 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Board of Trustees
December 16, 2010

00122-2010

#2010-150 Approval of Exempt-Employee Salaries for 2011

Mr. Petersen moved, Mr. Campana seconded to freeze all exempt-employee salaries for 2011, at the 2009-2010 rates of pay.

Roll Call: yeas, unanimous

Reconvened: 6:29 p.m.

Other Agenda Items

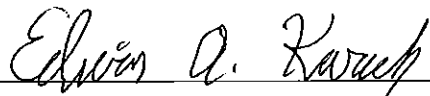
Next Meeting

January 20, 2011 at 5 p.m., Board Work Session* & Board Organizational Meeting*, Avon Branch Library (**these meetings were combined per the Board's request, vs. having another meeting on January 27th*).

Adjournment Time: 6:50 p.m.

Attest:


_____, President


_____, Secretary