

**LORAIN PUBLIC LIBRARY SYSTEM**  
**Lorain, Ohio**

Minutes

Lorain Public Library System  
Thursday, January 20, 2011, 5:30 p.m.  
Avon Branch Library, 37485 Harvest Drive, Avon, Ohio  
Organizational Meeting

**Roll Call**

Ms. Tomas called the meeting to order at 5:34 p.m.

Present: Mr. Kovach, Ms. Tomas, Mr. Campana, Ms. Penwell, Mr. Petersen, Mr. Virden

**Approval of Officers**

**#2011-001 Approval of Officers**

Mr. Petersen moved, Mr. Kovach seconded that the following slate of officers for 2011 be approved:

Garalynn Tomas, President

Douglas Petersen, Vice President

Edwin Kovach, Secretary

**Roll Call:** yeas, unanimous

**Statement of Expectations for Trustees**

Board members were asked to sign the Statement of Expectations for 2011 and submit a signed copy to Mr. Wilson.

**2011 Committees**

President Ms. Garalynn Tomas appointed the following Board committees:

Library Services & Personnel:

Homer Virden, Chair

Jodi Penwell

Victor Leandry

Finance, Audit & Properties:

Douglas Petersen, Chair

Edwin Kovach

Anthony Campana

Board of Trustees  
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**2011 Committees (continued)**

Trustee Development & Nominating: Edwin Kovach, Chair  
Anthony Campana  
Jodi Penwell

Lorain Co. Trustees Council: Victor Leandry  
Douglas Petersen  
Homer Virden, Alternate

**2011 Meeting Dates**

President Ms. Garalynn Tomas set the following 2011 Board meeting dates, times and locations:

<u>Month</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
February	2/17/2011	5 p.m.	South Branch
March	3/17/2011	5 p.m.	Main Library
April	4/21/2011	5 p.m.	Domonkas Branch
May	5/19/2011	5 p.m.	Avon Branch
June	6/16/2011	5 p.m.	Columbia Branch
July	7/21/2011	5 p.m.	South Branch
August	8/18/2011	5 p.m.	Main Library
September	9/15/2011	5 p.m.	Avon Branch
October	10/20/2011	5 p.m.	South Branch
November	11/17/2011	5 p.m.	North Ridgeville Branch
December	12/15/2011	5 p.m.	Main Library

**Appointments**

**#2011-002 Appointment of Chief Fiscal Officer and Assistant Fiscal Officer**

Mr. Petersen moved, Mr. Virden seconded to appoint James M. Wilson, Chief Fiscal Officer and Clerk of the Board and Donald Norman, Assistant Fiscal Officer through the 2012 Organizational Meeting, upon execution of a surety bond in the amount of \$100,000.

**Roll Call:** yeas, unanimous

**Regular Business**

**#2011-003 Approval of Minutes**

Mr. Petersen moved, Mr. Campana seconded that the minutes of the December 16, 2010 meeting be approved.

**Roll Call:** yeas, unanimous

**#2011-004 Approval of Chief Fiscal Officer's (CFO's) Report**

Mr. Petersen moved, Mr. Virden seconded that the CFO's Report for the year ending December 31, 2010 be approved.

Mr. Wilson reported to the Board that the year-end cash balance was \$7,695,205. Of the year-end cash balance, \$3,834,153 were operating funds, of which \$3,495,249 were unencumbered. 2010 revenues were \$8,762,778, 102% of the estimated \$8,626,593 Annual Revenues without transfers or advances. 2010 expenses were \$9,525,414, 83% of the budgeted \$11,445,233. 2010 expenses plus encumbrances totaled \$9,880,458, or about 86% of the budget. Mr. Wilson noted that the 2010 deficit was \$765,637, as compared to the \$948,701 deficit in 2009. He also noted that approximately \$470,000 was spent on the renovation project at the Main Library.

Mr. Wilson also informed the Board that in past years, the percentage of the annual expenses plus encumbrances without transfers or advances are typically 60% of the budget. With leaner times like now, that percentage is closer to 86%.

Two letters of correspondence were received from the Board of the Lorain City School District. One letter confirmed the re-appointment of Mr. Douglas Petersen as Board Trustee, for the period January 1, 2011 through December 31, 2017. The second letter approved a resolution declaring it necessary to levy a renewal tax for the Lorain Public Library.

One Public Records Request was received from Gary Smittek of Avon, regarding tax payers of Avon.

Mr. Wilson said that both the Lorain City School District, and the City of Sheffield Lake, have filed at the Board of Elections, for the library to be on the upcoming May ballot.

Mr. Wilson noted that an additional item to approve the acceptance of donations and grants, had been added to this evening's agenda.

**Roll Call:** yeas, unanimous

## Report of the Director

Ms. Eldridge said good evening and welcomed all to the Avon Branch Library.

Regarding the Ohio Library Council (OLC), Ms. Eldridge informed the Board that Ms. Linda Murray would be doing an updated webcast on the budget at 1:30 p.m., on January 24, 2011. Ms. Eldridge also said to mark your calendars for Thursday, March 24, 2011, as OLC Legislative Day. She encouraged all Board Members to attend, and also asked if Ms. Tomas could write a letter to the OLC on behalf of the LPLS.

Ms. Eldridge said that the LPLS will not be collaborating with Connect Ohio as previously thought. It was determined that there were too many conditions set forth by Connect Ohio, and that it would have tied up patron use computers for Connect Ohio's needs, versus the needs of patrons and the community.

Ms. Eldridge said she was happy to report that leadership had been decided upon for the three Levy Committees, as follows:

*Avon Branch* – David Leigh, Chairperson, Judy Muzzy, Co-Treasurer

*Domonkas Branch* – Lou Suarez, Chairperson, MaryDale Rogan, Co-Chairperson, Elaine Walkden, Treasurer

*Main Library* – Stephen Angel, Chairperson, Carol Mathews – Co-Chairperson, Anthony Campana, Treasurer

Ms. Eldridge commented that the recently held Martin Luther King Program, at the Main library on January 16<sup>th</sup>, went very well. The program was sponsored by Interfaith Ministries Group, and it was very well attended. Channel 3, 5 & 8 News showed up and broadcast a story about the meeting on the news, later that evening. They have scheduled another meeting for January 29, 2011.

Ms. Eldridge thanked Barb Sutton for donating \$1,000 on December 31, 2010. She also mentioned a copy of a last will and testament from the estate of Vernetta May Super to a recent bequest of \$100,000 and 29 boxes of donated books. Ms. Super was a Lorain native, and teacher at Admiral King High School.

Regarding statistics, Ms. Eldridge said that the 2.1 million circulation in 2010 versus the 2.3 million circulation for 2009, isn't that bad of a reduction, when considering all of the cutbacks and hours reductions made in 2010. She also noted that the meeting room useage is higher for 2010, and that she has not received any complaints about reducing the hours at the branches, for quite some time.

Regarding personnel;

\* Library Associate I, Pat Mathews, donated six copies of her recently published book entitled, *Fangtastic Fiction ; ALA Publications*.

\* Ms. Eldridge thanked Valerie Smith for spearheading staff fundraising efforts for the Mary Lee Tucker Clothe-a-Child fundraiser. Nine hundred and twenty five dollars was raised.

\* Ms. Eldridge congratulated Terri Frederick for being one of the Lorain County Leadership honorees at a women's mentoring luncheon, featuring keynote speaker, Sylvia Rimm.

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

Ms. Whitney said good evening and Happy New Year!

Ms. Whitney told the Board that she attended the North Ridgeville State of the City, and that she heard many people comment about how wonderful an asset the library is, as well as saying that Karen Sigsworth does a fantastic job.

Ms. Whitney thanked Waide Harris, Web Services Coordinator, for adding the Training Tab to the LPLS Intranet. The Training Tab lists in-service training classes, and has an online calendar.

Ms. Whitney said there has been a rash of E-Reader patrons coming into the libraries recently, asking how to download E-books. In response to this, in-house training is being conducted for all staff members, and downloading software (Overdrive) has been installed at the Main Library.

Regarding statistics, Ms. Whitney said it was ironic that Columbia Branch Library's circulation statistics were the only branch libraries' statistics that had risen overall in 2010, (by .39%), since Columbia was always in the red, over the last few years.

Ms. Whitney mentioned a wonderful program held at the North Ridgeville Branch Library called 'Noon Year Party'. Angela Young presented the program, and one hundred and eighty five people attended!

Ms. Whitney said there was an information request from SEIU 1199, through Shana Song. Ms. Song is preparing for union negotiations, as the union contract will expire on March 31, 2011.

### **Committee Reports**

There were no Committee Reports.

## **Communications**

One communication, stating the reappointment of Douglas Petersen as LPLS Trustee for 7 years, was received from the Lorain City School District.

## **Audience Participation**

### *SEIU District 1199*

Ms. Isabelle Wimmer said good evening and that she hoped everyone enjoyed the holidays, the new year, and what it brings. Ms. Wimmer said that the union recently voted on several items, to include elections for their Negotiating Committee. She thanked Ms. Eldridge for allowing them to meet at the libraries, and also said the union has a busy year ahead. Ms. Wimmer spoke about a recent bargaining staff survey put together by Shana Song, that had an 85% return. Ms. Wimmer said the survey showed that the employees loved their jobs, that they felt they needed more training on Freegal and E-Media, and that health, safety, security and staff morale were at the top of their list of concerns.

### *Supervisors*

Charlotte Picha, Avon Branch Librarian Supervisor, said hello and gave a reminder to all, that there was a program meeting in this room at 6:30 p.m. Ms. Picha noted the upcoming Avon Friends Tea Party, to be held on February 12, 2011. She also noted a Browser Party on April 2, 2011. Ms. Picha commented that the computer classes taught by the new Library Associate I-Floater trainer are going well. She also told the Board that Darwynne Cozad was retiring on March 19, 2011.

### *Friends of the Library*

The Avon Friends next meeting will be held January 27, 2011. The Avon Friends will be hosting a Tea Party on February 12<sup>th</sup>, and a National Library Luncheon for Staff, in April of 2011.

The Columbia Friends next meeting will be held on February 28, 2011. The Columbia Friends have a new Vice President, Ann Frost.

The Domonkas Friends last met on January 11, 2011. The Domonkas Friends have a new President, Ken Fiore, and a new Secretary, Susan Hatch.

The Lorain Friends next meeting will be held on January 25, 2011. The Lorain Friends most recent book sale was held on January 13-17, 2011, there is no total sales to report yet. Regarding the Lorain Friends year of 2010, Anthony Campana, Lorain Friends Treasurer, said that \$5700 was spent on education, there were a lot of programs held, and that they were currently getting ready for the upcoming levy campaigns.

The North Ridgeville Friends last meeting was held January 5, 2011. The next meeting will be held March 2, 2011. Thanks was given to Terri Frederick and Toni Whitney for an expedient and thorough job on the book sale information flyer revision.

*Other*

## **New Business**

### **#2011-005 Approval of Personnel Appointments**

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

- Judy Martin, Library Assistant, Public Services - Floater position at the Avon, Domonkas and North Ridgeville Branches, temporary, part-time, effective January 13, 2011, for a period of up to six months and may be terminated at anytime subject to the needs of the Library, at an hourly rate of \$11.495.

**Roll Call:** yeas, unanimous

### **#2011-006 Approval of Surplus Property**

Mr. Campana moved, Mr. Petersen seconded to approve the disposal of the following materials pursuant to Board Policy 2.02 which were withdrawn from January 1 through December 31, 2010 due to being outdated, in poor condition, or duplicate copies no longer in demand:

<u>Books</u>	<u>CD's, DVD's</u>	
52,294	10,304	for a total of 62,598 items that have been withdrawn from circulation

**Roll Call:** yeas, unanimous

### **#2011-007 Acceptance of Donations/Grants**

Mr. Virden moved, Mr. Petersen seconded to approve donations/grants as follows:

The Friends of the Lorain Public Library	\$ 1,000.00
Katherine Hageman Trust – Foundation Distribution	\$ 24,005.56
The Estate of Vernetta Mae Super	\$ 100,000.00
29 Boxes of Books and A-V Materials from the Estate of V. M. Super	

**Roll Call:** five yeas, Ms. Penwell abstained

**#2011-008 APPROVE REVISED AGREEMENT BETWEEN THE LIBRARY AND THE CITY OF AVON "EXHIBIT A" FOR THE PROVISION OF LIBRARY SERVICES AND THE PLACEMENT OF THE 5-YEAR RENEWAL LEVY ON THE MAY, 2011 PRIMARY BALLOT.**

Mr. Petersen moved, and Ms. Penwell seconded the following resolution:

This Agreement, dated as of January 21, 2011 is by and between the City of Avon, Ohio (the "City") and the Board of Library Trustees (the "Board") of the Lorain Public Library (the "Library"); and

WHEREAS, the Library provides free public library service to the people of the City; and

WHEREAS, pursuant to Ohio Revised Code Section 3375.42, the Library and the City are desirous of entering into an agreement, pursuant to which agreement the Library will operate and pay the current operating expenses of the Avon Branch of the Library and provide library service to all inhabitants of the City on equal terms without cost to the City and pursuant to which the Library will receive for such purpose all funds derived from an operating tax levy passed for such purpose as a supplemental revenue to the Library.

NOW THEREFORE, in consideration of the mutual covenants herein contained, it is mutually agreed by and between the parties as follows:

1. The City agrees to submit, on the ballot at the May 3, 2011 election, the question of a renewal tax levy within the City at a rate not exceeding one and two tenths (1.20) mills for each one dollar of valuation, which amounts to twelve cents (\$0.12) for each one hundred dollars of valuation, for five (5) years (the "Tax Levy") for the purpose of paying the current operating expenses of the Avon Branch of the Library. The Library shall reimburse the City for costs of the election as certified by the Board of Elections of Lorain County, and legal fees associated with the election.
2. The City shall appropriate and pay to the Library each year funds derived from any tax levy heretofore or hereafter passed for the purpose of paying the current operating expenses of the Library, including the Tax Levy. The Library shall use all funds raised and paid to the Library from the collection of the Tax Levy for the current operating expenses of the Avon Branch of the Library. The Library shall not alter the allocation of revenues other than the Tax Levy in the budget of the Avon Branch of the Library as a result of any moneys received from the Tax Levy to be used for the current operating expenses of the Avon Branch of the Library.
3. The Library will provide library service to all inhabitants of the City without cost to the City during the effective period of this Agreement.
4. The Library will provide to the City each year during the effective period of this Agreement an annual report in writing as referred to in Ohio Revised Code Section 3375.42 that itemizes the expenditure of the moneys derived from the Tax Levy and other detailed information as required by the City and as requested by the City Finance Director for preparation of the City's Annual Budget.

**New Business Continued (Resolution 2011-008):**

5. The Library and the City agree that any equipment or materials purchased by the Library from the moneys derived from the Tax Levy shall remain the property of the Library for use within the City by the Avon Branch of the Library.

6. In the event that the Library shall consolidate with or transfer all of its assets to another public library system governed by the provisions of Ohio Revised Code Chapter 3375, the rights and obligations of the Library under this Agreement shall inure to and become the rights and obligations of the resulting public library system for the benefit of the branch or branches of the resulting public library system located in the City.

7. This Agreement will be effective from the date of its execution and shall continue to be effective throughout the duration of the Tax Levy, unless the voters of the City shall have failed to pass an operating tax levy for the current operating expenses of the Avon Branch of the Library between the date of this Agreement and May 3, 2011, in which case this Agreement will terminate on May 4, 2011.

**Roll Call:** yeas, unanimous

**#2011-009 Approval of 2011 Permanent Budget**

Mr. Petersen moved, Mr. Campana seconded to approve the 2011 Permanent Budget as follows:

<b>Fund</b>	<b>Name</b>	<b>Amount</b>	
101	General Fund	\$ 3,754,982	
110	N Ridgeville	1,387,772	
112	Avon	580,423	
120	Columbia	445,978	
122	Domonkas	443,551	
130	Lorain	3,493,834	\$ 10,106,540
203	Summer Reading	10,000	
204	Family Read Aloud	5,000	
205	Project Lite	5,000	
215	Book Memorial	21,750	
330	Debt Svc	476,460	
401	Building & Repair	650,000	
451	Capital Improvement	150,000	
701	Hageman	40,660	
702	Stocker Trust	5,000	
<b>Total</b>		<b>\$ 11,470,410</b>	

**Roll Call:** yeas, unanimous

**#2011-010    Renew PR Consulting Contract**

Mr. Petersen moved, Mr. Kovach seconded to authorize the CFO to renew the consulting contract with Highland PR, for the Three Thousand, Seven Hundred and Fifty (\$3,750) per month, or Forty-Five Thousand Dollars (\$45,000) for the year.

**Roll Call:** yeas, unanimous

**#2011-011    Approval to Purchase Print and Electronic Media Coverage Through Highland PR**

Mr. Campana moved, Mr. Petersen seconded to authorize the CFO to enter into an agreement with Highland PR to purchase up to Sixty-Four Thousand, Nine Hundred and Twenty-Five Dollars (\$64,925) of print and electronic media coverage from local media outlets in 2011.

**Roll Call:** yeas, unanimous

**#2011-012    Approval to Enter into Contract with Kuno Creative to Develop and Launch Social Media Sites for Library Publicity**

Mr. Kovach moved, Mr. Campana seconded to authorize the CFO to enter into an agreement with Kuno Creative to develop and launch social media Internet sites for the Library, in an amount not to exceed Fifteen Thousand Dollars (\$15,000).

**Roll Call:** yeas, unanimous

**#2011-013    Approval to Enter into Executive Session to Discuss Upcoming Negotiations with SEIU District 1199.**

Mr. Petersen moved, Mr. Campana seconded at 6:17 p.m. to approve adjourning to Executive Session to discuss upcoming negotiations with SEIU District 1199.

**Reconvened:** 6:38 p.m.

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### Other Agenda Items

Joanne Eldridge will contact Homer Virden, Chair of Library Services and Personnel Committee, to convene a meeting to review the new Social Media Policy that Managers are crafting to submit to the Board of Trustees.

Jim Wilson will contact Doug Evans, Director of OLC, to negotiate a reduction of institutional membership dues to offset higher cost of Worker's Compensation in 2011, that resulted from the changeover to the OLC group-discount plan.

Terri Frederick will inquire about reduced rates for advertising on the Internet, through our existing print media outlets.

Garalynn Tomas, Board President, said that we will need to get a Finance, Audit and Properties Committee together to start working on the financial objectives in the new Strategic Plan.

### Next Meeting

February 17, 2011 at 5 p.m.  
South Branch Library

**Adjournment Time:** 6:40 p.m.

**Attest:**

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

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