

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, February 17, 2011, 5:30 p.m.
South Branch, 2121 Homewood Drive, Lorain, OH 44055
Regular Business Meeting

Roll Call

Ms. Tomas called the meeting to order at 5:05 p.m.

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

Regular Business

#2011-014 Approval of Minutes

Mr. Petersen moved, Ms. Penwell seconded that the minutes of the January 20, 2011 meeting be approved.

Roll Call: yeas, unanimous

#2011-015 Approval of Chief Financial Officer's (CFO's) Report

Mr. Campana moved, Mr. Petersen seconded that the CFO's Report for the month ending January 31, 2011 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$7,521,216. Of the month end cash balance, \$3,660,882 were operating funds, of which \$1,360,248 were unencumbered. Year-to-Date Revenues were \$336,177, 4% of the estimated \$9,197,169 Annual Revenues without transfers or advances. Expenses year-to-date were \$510,166, 5% of the budgeted \$10,125,505. Expenses plus encumbrances totaled \$1,919,937, or about 19% of the budget.

Mr. Wilson reported that one Letter of Correspondence was received from The Book Farm, and one Public Records Request was received from Charlene Helsel-Kather, of the Elyria Public Library's Union, requesting salaries and statistical information.

Mr. Wilson noted that an additional item to approve fund transfers was added to this evening's agenda.

Mr. Wilson said that all levies (3), had been filed with the Lorain City Board of Elections.

Mr. Wilson then requested a meeting of the Finance, Audit and Properties Committee be called, to start developing financial policies from the strategic plan, and financial planning activities.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said good afternoon and welcome to South Lorain. Ms. Eldridge then thanked Doris Garber, the Lorain Friends, and Norma Preston for the refreshments and set-up.

Ms. Eldridge recapped a communication from Lynda Murray at the Ohio Library Council. She stated that Ms. Murray said that she has met with many of the freshman legislators and most of the new leadership, and is very impressed that most of the new legislators know their library directors or branch managers by name. Ms. Murray was also impressed that many have already held district office hours in their libraries, two have served on their library levy campaigns, and all have expressed how important their libraries are in their communities.

Ms. Eldridge said she was pleased with the Levy Committees and their chosen leadership. She also said that the committees will meet in the libraries, and that the meeting rooms have been booked. Ms. Eldridge noted that the Lorain Levy Committee would be convening on February 25th, and that she was looking forward to working with all three committees.

Ms. Eldridge commented that Debra Jackson, Public Services Coordinator at the Main Library, discussed the new collection agency being used for collection of overdue fines and materials for the library system. Ms. Jackson stated that the library has had a lot of materials returned, due to the collection agency working with the patrons.

Regarding personnel, Ms. Eldridge said that contract negotiations with the S.E.I.U. District 1199 begins on March 4, 2011. Ms. Eldridge then drew attention to the handouts provided from the LLC Board Policy Governance Workshop.

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

02.04.11 – Ms. Eldridge thanked Victor Leandry and Homer Virden for attending a meeting with State Representatives Matt Lundy & Dan Ramos at the Avon Lake Public Library.

02.18.11 – Meeting with Senator Gayle Manning at the North Ridgeville Branch Library. Ms. Eldridge invited Board Members to attend, and said that Lorain will be well represented.

02.19.11 – N.A.A.C.P. Living Black History honoring Dotty Anderson.

02.24.11 – Mayor Tony Krasienko's State of the City of Lorain Luncheon.

02.25.11 – Leadership Lorain County Difference Makers Gala with Victor Leandry and El Centro as honorees. Ms. Eldridge will not be attending, as the cost is prohibitive (\$150/ticket).

03.04.11 – Meeting with Rep. Terry Boose at the New London Public Library.

03.16.11 – North Coast Chamber of Commerce Mayors' Luncheon meeting at Tom's Country Place in Avon. Ms. Eldridge will email Board Members for interest in attending.

03.24.11 – OLC Legislative Day. Ms. Eldridge asked for interest of Board Members in attending, and also said she would encourage the Columbia Friends to attend.

Ms. Eldridge said that two Levy Committee meetings had already taken place (Avon on 02.15.11 and Domonkas on 02.16.11), with a third committee convening meeting scheduled for the Lorain Levy Committee on February 25th at 12 p.m., at the Main Library.

Ms. Eldridge reported that the Main Library had passed and met all regulations for the recent inspection of fire alarms throughout the building.

Statistically speaking, Ms. Eldridge said that the headcounts at both Columbia Branch Library and the Main Library were up for the year 2010. She also indicated that programs offered, and program attendance had increased in the year 2010. Ms. Eldridge then commented that the A/V materials had surpassed the printed materials, and that this trend would likely continue in 2011.

Lastly, Ms. Eldridge thanked the Community Foundation, for donating a check in the amount of \$259, for support and operations of the LPLS. The Krieg-Winterton Family Fund, which Ms. Eldridge was not familiar with, was the provider.

Report of the Assistant Director

Ms. Whitney said good evening and thanked Norma Preston for hosting the meeting.

Regarding the S.E.I.U. District 1199 Union, Ms. Whitney reported that the requested management information package was given to Shana Song. Ms. Whitney said that the LPLS management informed the union of job elimination, currently held by Ms. Nancy Tomek, at the Avon Branch Library. A new, 24 hour per week, part time, Library Assistant Floater position was created, for Avon and Domonkas. Ms. Whitney also said that negotiations between the LPLS and the S.E.I.U. District 1199 Union start on Friday, March 4, 2011.

Ms. Whitney expressed the concern of many employees regarding the upcoming three levies. Employees are concerned about staffing cutbacks, if the levies are not passed. Ms. Whitney asked for the support of the S.E.I.U. District 1199 Union, during the levy campaigns.

Ms. Whitney ended her report by informing the Board that she has been called for Jury Duty on Friday, February 18, 2011.

Committee Reports

Board Member, Ms. Jodi Penwell, reported on the Library and Personnel Committee Meeting, held February 10, 2011. Ms. Penwell said many items were discussed, to include:

- Library Advocacy
- Drafting of a Social Media Policy
- Service Alerts; Ms. Eldridge shared a recent Service Alert, and indicated that both Media Policies and Procedures were reviewed in regard to this alert.
- 2011 Hours of Service
- Prevent Blindness Ohio
- Continuing Education; Ms. Penwell said that LPLS and the Board fully support continuing education.
- Lorain Rotary Gerald Prukha Grant; the committee will go forward in conjunction with the Lorain Rotary.
- Lorain County Reads; the library's Stocker Fund will expend \$5,000 during the week of October 17-23rd, to pay for author Michael Ruhlman to speak during Lorain County Reads Week.

Communications

One Letter of Correspondence was received from The Book Farm, and one Public Records Request was received from Ms. Charlene Helsel-Kather, of the Elyria Public Library (see CFO's Report).

Audience Participation

SEIU District 1199

Ms. Isabelle Wimmer said good evening and that the S.E.I.U. District 1199 Union held elections on January 20, 2011. Jim Leonard, Chuck Sutz, Jennifer Schnoering, Kate Dake, Isabelle Wimmer (Chairman), Jolene Adkins (alternate), and Cheri Campbell (alternate), are the newly elected S.E.I.U. District 1199 Union Negotiating Team.

Supervisors

Doris Garber, Technical Services Public Services Coordinator, said good evening to the Board. Ms. Garber then said that the library system has purchased three E-Readers for training of library staff and patrons, on how to use and download eMedia to an E-Reader. Three brands of E-Readers were purchased; an iPad, a Sony Reader, and a color Nook Reader. One reader will be available at the Main Library, one at the North Ridgeville Branch Library, and the third reader will travel between the six libraries. Three interesting statistics mentioned by Ms. Garber regarding the shift away from traditional library mediums such as printed books and CD's were: 1) Harper Collins, one of the largest book publishers, recently released 150 titles, only two of which were on CD, the rest were digital downloads, 2) 7.5 million iPads have been sold since their release, and 3) LPLS is cutting back on CD purchasing. Ms. Garalynn Tomas commented that she thought it was great that LPLS is offering this service, and then asked, "How will the program work, and who will know about it?" Ms. Garber replied that the LPLS staff will be available, with Valerie Smith currently working to set up guidelines for use and training. She also said that it will be a cooperative learning experience between LPLS staff and patrons, and that LPLS managers and associates will be trained, and then conduct classes for patrons. Mr. Douglas Petersen voiced concern that the 'have nots' of society will be limited in their access to E-Readers. Ms. Garber answered saying that E-Readers and their availability to the public will be discussed at the upcoming annual American Library Association conference, hopefully helping with this issue.

Friends of the Library

The Avon Friends next meeting will be April 28, 2011. The Avon Friends next book sale will be from March 24-26th. The Avon Friends recently held 'Tea Party' was a great success, with 46 people in attendance.

The Columbia Friends next meeting will be held on February 28, 2011.

The Domonkas Friends next meeting will be held April 12, 2011. The Domonkas Friends last book sale netted \$560.75, and received a \$236 check for Community Days participation.

The Lorain Friends held an Annual Membership Meeting on January 30, 2011. Ms. Valerie Smith provided a demonstration on downloading eMedia at the meeting. The Lorain Friends next meeting will be held on April 12, 2011.

The North Ridgeville Friends next meeting will be held on March 2, 2011. Thanks was given to the North Ridgeville Friends for their donation of three, one-hundred dollar checks, for each of the Levy Committees.

Other

New Business

#2011-016 Approval of Personnel Appointments

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

- Kate Schudel, Student Library Aide, in the Adult Services Department, Main Library, part-time, effective February 8, 2011, at an hourly rate of \$7.40.
- Nancy Tomek, Library Associate II/Assistant to the Branch Librarian Supervisor, Public Services position at the Avon Branch Library, full-time, effective March 21, 2011, at an hourly rate of \$18.948, grade UI, step 5.
- Judy Martin, Library Assistant, at the North Ridgeville Branch Library, part-time, effective February 21, 2011, at an hourly rate of \$11.495, grade UE, step 1.

Roll Call: yeas, unanimous

#2011-017 Appropriation Adjustments to Annual Appropriations Budget

Mr. Petersen moved, Ms. Penwell seconded to approve the following appropriation decrease and increase in the Project Lite and Debt Service Funds.

205-20-52110	Project Lite Supplies	(\$ 20.03)
330-01-56210	Debt Service Interest	\$ 2,400.00

Roll Call: yeas, unanimous

#2011-018 Revenue Budget Changes

Mr. Campana moved, Mr. Petersen seconded to approve the following Revenue Budget changes in the amount of Ninety-Two Thousand, Two Hundred and Thirty-Three Dollars and Seventeen Cents (\$92,233.17), in accordance with the first *Amended Official Certificate of Estimated Resources* from the Lorain County Budget Commission, dated January 14, 2011:

101 Fund	Public Library Funds	\$ 89,380.17
110 Fund	North Ridgeville Levy	\$ 23,709.00
112 Fund	Avon Levy Fund	(\$ 2,151.00)
120 Fund	Columbia Levy Fund	\$ 1,077.00
122 Fund	Domonkas Levy Fund	\$ 534.00
130 Fund	Lorain Levy Fund	(\$ 20,316.00)

Roll Call: yeas, unanimous

#2011-019 Approval of Fund Transfers

Mr. Petersen moved, Mr. Kovach seconded to authorize the following fund transfers, as per the 2011 Appropriations Budget:

From	To	Amount
101-01-59999 Tx General Fund	110-00-49999 Tx In N. Ridgeville Levy	\$135,905
101-01-59999 Tx General Fund	112-00-49999 Tx In Avon Levy	\$ 82,276
101-01-59999 Tx General Fund	120-00-49999 Tx In Columbia Levy	\$ 33,074
101-01-59999 Tx General Fund	122-00-49999 Tx In Domonkas Levy	\$ 42,106
101-01-59999 Tx General Fund	130-00-49999 Tx In Lorain Levy	\$331,934
401-01-59999 Tx Out of Bldg & Repair Fund	122-00-49999 Tx In Domonkas Levy	\$100,000
401-01-59999 Tx Out of Bldg & Repair Fund	130-00-49999 Tx In Lorain Levy	\$500,000

Roll Call: yeas, unanimous

#2011-020 Acceptance of Donations/Grants

Mr. Petersen moved, Mr. Kovach seconded to accept donations/grants as follows:

Barbara Sutton – for North Ridgeville Branch \$ 1,000.00

Roll Call: yeas, unanimous

#2011-021 Approval to Enter into Contract with Shamrock Graphics to Purchase Library Cards for Patrons

Mr. Kovach moved, Mr. Petersen seconded to authorize the CFO to enter into an agreement with Shamrock Graphics for an amount not to exceed Thirteen Thousand Dollars (\$13,000.00) for the purchase 25,000 Library Cards.

Roll Call: yeas, unanimous

#2011-022 Approval to Apply for a 2011 Grant from the Lorain Rotary Club, Gerald Prucha Fund, to Purchase Books for the Lorain Library – South Branch

Mr. Campana moved, Mr. Petersen seconded to authorize the Library Administration to submit a grant application to the Lorain Rotary Club, Gerald Prucha Fund, for the purchase of books for the South Branch Library.

Roll Call: yeas, unanimous

#2011-023 Approval to Enter into Executive Session to Discuss Upcoming Negotiations with SEIU District 1199.

Mr. Petersen moved, Mr. Kovach seconded at 5:34 p.m. to approve adjourning to Executive Session to discuss upcoming negotiations with SEIU District 1199.

Reconvened: 7:06 p.m.

Other Agenda Items

Board of Trustees
February 17, 2011

0020-2011

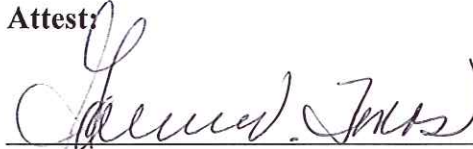
Next Meeting

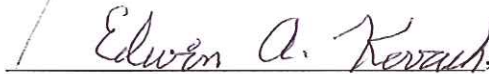
March 17, 2011 at 5 p.m.
Main Library

Finance, Audit and Properties Committee Meeting
March 15, 2011
North Ridgeville Branch Library

Adjournment Time: 7:09 p.m.

Attest:


_____, President


_____, Secretary