

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, October 20, 2011, 5:00 p.m.
South Branch Library, 2121 Homewood Drive, Lorain, OH
Regular Business Meeting

Roll Call

Mr. Petersen called the meeting to order at 5:02 p.m.

Present: Mr. Kovach, Mr. Virden, Mr. Petersen, Mr. Campana

Regular Business

#2011-102 Approval of Minutes

Mr. Kovach moved, Mr. Campana seconded that the minutes of the September 15, 2011 meeting be approved.

Roll Call: yeas, unanimous

#2011-103 Approval of Chief Financial Officer's (CFO's) Report

Mr. Kovach moved, Mr. Campana seconded that the CFO's Report for the month ending September 30, 2011 be approved.

Mr. Wilson said good evening and noted minor revisions of the new Administrative Aide position classification to the agenda.

Mr. Wilson reported that no Public Records requests were received and three communications were received;

1) Email from Lighting Sources regarding the reduction of the First Energy rebate. The rebate was reduced from the originally quoted amount for relamping Avon and Domonkas branches.

2) Letter from OPERS-GASB 27, regarding pension reporting requirements. Two recent exposure drafts concerning pension accounting and financial reporting have been issued, that would potentially require local entities to report unfunded pension liabilities for current and former employees.

3) Letter from Tucker, Ellis & West, LLP regarding the Browser's Trademark. Tucker & Ellis is the law firm that took over representation for the Browser Trademark, since the previous law firm Arter & Hadden went bankrupt. Their letter was to notify us that the Browser Trademark was renewed.

Mr. Wilson reported having attended several meetings recently, and is working to improve credit card processing and better utilization of document storage systems.

Mr. Wilson asked the Board for a volunteer to sit on the Records Commission. The Records Commission reviews records designated for destruction under the Records Retention Policy before they are sent to the Ohio Historical Society. Mr. Kovach volunteered to sit on the Records Commission.

Mr. Petersen asked Mr. Wilson if there were any realized contributions from the recent affiliations with The Rock Pile and American Express Rewards programs. Mr. Wilson responded that more than \$300 had been realized from the American Express program. Ms. Whitney mentioned that the Rock Pile receipts would be known by Ms. Tomas.

Mr. Wilson reported to the Board that the month end cash balance for September 2011 was \$9,639,186. Of the month end cash balance, \$5,849,296 were operating funds, of which \$4,974,451 were unencumbered. Year-to-Date Revenues were \$7,966,940, 88% of the estimated \$9,054,147 Annual Revenues without transfers or advances. Expenses year-to-date were \$6,022,959, 59% of the budgeted \$10,205,178. Expenses plus encumbrances totaled \$7,440,809, or about 73% of the budget.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said good afternoon and welcome to the South Branch Library. Ms. Eldridge encouraged the Board to enjoy the meal provided by Norma Preston and Toni Whitney.

Ms. Eldridge told the Board that the HVAC system's expansion tank at the Main Library has expired! The tank will need to be replaced at an estimated cost of \$10,000.

Ms. Eldridge requested the Board spend some time talking about the recent OLC proposal to increase membership dues. Ms. Eldridge feels there are inherent inequities in the amount of dues that LPLS is paying, and that it is not a fair formula that is being used. She also expressed that OLC does not care how the dues are paid, or from what source, just that they are paid. A lengthy discussion ensued.

Regarding personnel Ms. Eldridge thanked Toni Whitney for coordinating the Michael Ruhlman book discussions and cooking demonstrations. She said that Mr. Ruhlman was very charming and very informative. Ms. Eldridge said thirty five staff members will be attending the OLC Convention and Expo on October 27th, and invited the Board Members to attend and to let her know if they'd like to go. Ms. Eldridge invited the Board Members to attend one of Charlotte Picha's retirement celebrations, on 11.12.11 and 11.20.11. She also noted that a Resolution of Appreciation for Ms. Picha was received from Avon Mayor Smith today, and that is was very nice! Ms. Eldridge said that fifty-eight staff persons took advantage of free flu shots as part of the library's Wellness Program. Lastly, Ms. Eldridge said sixty-four employees with 5, 10, 15, 20, 25 and 35 years of service will be honored.

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

10.05.11 – Governance as Leadership workshop. Garalynn Tomas and Joanne Eldridge attended. The workshop was very good!

10.16.11 – Michael Ruhlman at the Lorain Palace.

11.05.11 – El Centro Gala

Ms. Eldridge said she provided both electronic and hard copies of her evaluation to the Board. She also said it was easier to submit the evaluation electronically to Mr. Virden.

Ms. Eldridge said donations of around \$300 have been received from Russ Conser in memory of Mary Conser, who worked for the LPLS for forty-eight years.

Statistically speaking, Ms. Eldridge noted that the Main Library's circulation, visits, programs and computer bookings have all increased. In regard to declining statistics, Ms. Eldridge commented that the staff of the library is up for a challenge, and that the library is still that friendly place that people come to. Mr. Virden commented that the Lorain County Job & Family Services may be adding business to the library soon with the need for completion of online applications.

Report of the Assistant Director

Ms. Whitney echoed Ms. Eldridge's sentiments regarding Mr. Pluto and Mr. Ruhlman, saying that they were both exceptional. She thanked Mark Peters, Pam Coghlan, Charlotte Picha and Sandra Mitchell for food demonstrations at the Ruhlman book discussions.

Ms. Whitney said there was a lot of correspondence with the SEIU #1199 over the last month. She provided a listing of the correspondence to the Board, and noted that her correspondence to the SEIU #1199 was italicized on the listing.

Ms. Whitney met with the stained glass artist at the North Ridgeville Branch Library.

In closing, Ms. Whitney said she was attending the OLC Convention & Expo next week.

Committee Reports

Mr. Douglas Petersen, Board Member, reported no activity on the Fraud Hotline.

The Trustee Development and Nominating Committee met this afternoon at 4 p.m. Mr. Kovach, committee Chair, reported that Board Member recommendations for 2012 were discussed with the following results; Anthony Campana-President, Jodi Penwell-Vice President, Douglas Petersen-Treasurer, Homer Virden granted another term.

Communications

Email from Lighting Sources
Letter from OPERS-GASB 27
Letter from Tucker, Ellis & West, LLP
~ *See CFO's report for Communications details*

Audience Participation

Supervisors

Ms. Norma Preston, Librarian Supervisor of the South Branch Library, thanked all for coming out 'on not an exactly stellar evening'. In reference to the Michael Ruhlman book discussions, Ms. Preston thanked Toni Whitney as facilitator for the book discussions, Pamela Coghlan for her PowerPoint presentations, and Charlotte Picha (Martha Stewart) for her food demonstrations. Ms. Preston then said Spanish Heritage Week was concluded, with 150 people having attended the events. Ms. Preston proposed an idea she had to the Board; "While observing that many buildings from South Lorain are either gone, or now used as something else, and much of this local history is vanishing, I would like to encourage a gathering of pictures and photos to permanently display at the South Branch Library." Ms. Preston will work with Ms. Eldridge and Ms. Whitney for a proposal to the Finance, Audit and Properties Committee.

Friends of the Library

The Avon Friends next meeting is January 26, 2012. The Avon Friends next book sale is November 17-19, 2011.

The Columbia Friends next meeting will be held October 24, 2011. Thanks were given to the Columbia Friends for their Levy Fund Donation.

The Domonkas Friends last meeting was held September 13, 2011. The Domonkas Friends September book sale netted \$648.25 in book sales, and \$47 in new memberships. Thanks were given to the Domonkas Friends for their technological upgrade donation.

The Lorain Friends next meeting will be held October 25, 2011. The Lorain Friends September book sale netted about \$2,000. The Lorain Friends are having a Game Day & Potluck Luncheon on October 30, 2011, at the Main Library.

The North Ridgeville Friends next meeting will be held January 23, 2012. The North Ridgeville Friends next book sale will be held October 21-23, 2011. The North Ridgeville Friends have posted a tentative Events Schedule for 2012.

New Business

#2011-104 Approval of Personnel Appointments

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

- Bryan Krall, Student Library Aide position at the Domonkas Branch Library, temporary, part-time, effective September 19, 2011, at an hourly rate of \$7.40.
- Jennifer Thomas, Library Assistant Floater, System-wide, temporary, part-time, effective October 10, 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

#2011-105 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. Campana introduced the following resolution and moved its passage. Mr. Virden 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, 2012; 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; therefore, be it

RESOLVED, By the Library Board of Trustees of the Lorain Public Library System, 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

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:

SCHEDULE A					
Summary of Amounts Required From General Property Tax Approved By Budget Commission, and County Auditor's Estimated Rates					
FUND	Amount Requested of Budget Commission	Amount Approved by Budget Commission	Amount to be Derived From Levies	County Auditor's Estimate Estimate of Tax Rate to be Levied	
	Levies Outside 10 Mill Limitation	Inside 10 Mill Limitation	Outside 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	Renewal Passed 05/03/11		2,637,778		4.08
Sheffield Lake City	Renewal Passed 05/03/11		332,233		2.20
Avon City	Renewal Passed 05/03/11		435,324		1.20
North Ridgeville City			1,173,102		1.91
Columbia Township			368,208		1.74
TOTAL ALL FUNDS	0	0	4,946,645	0	11.13

#2011-105 (continued)

SCHEDULE B		
Levies Outside 10 Mill Limitation, Exclusive of Debt Levies		
Fund	Maximum Rate Authorized To be Levied	
General Fund:		
Lorain CSD		
Current Expense Levy authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016 Renewal Passed 05/03/11	4.08	
Special Revenue Funds:		
Sheffield Lake City		
Library Levy authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016 Renewal Passed 05/03/11	2.20	
Avon City		
Library Levy authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016 Renewal Passed 05/03/11	1.20	
North Ridgeville City		
Library Levy authorized by voters on 05/05/2009 not to exceed 5 years. Beginning 2009 Duplicate Expiring Last Collection 2014	1.91	
Columbia Township		
Library Levy authorized by voters on 5/04/2010 not to exceed 5 years. Beginning 2010 Duplicate Expiring Last Collection 2015	1.74	

Roll Call: yeas, unanimous

#2011-106 Approve Renewal of Contract with Schill Landscaping to Provide Snow Removal Service for the Main Library, South, Avon, Domonkas and North Ridgeville Branches

Mr. Kovach moved, Mr. Virden seconded to authorize the CFO to renew the contract with Schill Landscaping to provide annual snow removal services an amount not to exceed \$12,000, for the 2011-12 winter season.

Roll Call: yeas, unanimous

#2011-107 Resolution of Appreciation for Charlotte Picha Upon Her Retirement

Mr. Virden moved, Mr. Campana seconded to approve the following resolution for Charlotte Picha:

WHEREAS, the Lorain Public Library System is fortunate to have many employees who are dedicated and committed to the library; and

WHEREAS, Charlotte Picha in her 22 years of employment as a Branch Librarian Supervisor for the Avon Branch has been a valuable member of the management group and has made a positive impact on the Lorain Public Library System; and

WHEREAS, her outstanding commitment to professional librarianship for over 42 years has enriched the lives of many in the Avon community; and

WHEREAS, Charlotte Picha's enthusiasm, ingenuity and dedication to improving children's reading skills have sparked the success of children and families participating in library activities; and

WHEREAS, she has assured that patrons of the Avon Branch Library and the Avon community have received good library service; and

WHEREAS, Charlotte Picha helped garner community support for the Avon Branch Library's operating levies and she assisted with the library building project on Harvest Drive; and

WHEREAS, her vast community outreach efforts led to many beneficial partnerships with schools and other community organizations, as well as increased community awareness about the library system; and

WHEREAS, Charlotte Picha was instrumental in building a solid book collection for the Avon community; and a welcoming Avon Branch Library; and

WHEREAS, Charlotte Picha has earned the admiration and respect of the library administrators and staff members by the ways in which she has carried out her responsibilities with creativity, initiative, and passion for the Avon community;

THEREFORE, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Charlotte Picha and her contributions to the library system and extends its appreciation on behalf of the Board and staff.

Roll Call: yeas, unanimous

#2011-108 APPROVAL TO ATTEND PLA BIENNIAL CONFERENCE

Mr. Kovach moved, Mr. Virden seconded to approve up to five days of release time and expenditure of funds for up to eleven (11) employees and/or Board Members to attend the Public Library Association (PLA) Biennial Conference in Philadelphia, PA, March 13 through March 17, 2012 at a cost not to exceed \$1,028.00 per person.

Estimated costs as follows:

Early Registration: \$ 290 per person
Hotel Room: 408
Meals: 160 (\$40 per day per person out-of-state allowance)
Author Luncheon 50
Audio Publisher Dinner 65
Reduction for Meals (45) (Reduction to Meal Allowance for Luncheon & Dinner)
Ground Transportation 100 (Van or NEO-RLS Bus transportation)

TOTAL/PERSON \$ 1,028
LIBRARY TOTAL: \$ 11,308

Roll Call: yeas, unanimous

#2011-109 Revision of New Administrative Aide Position Classification

Mr. Kovach moved, Mr. Virden seconded to revise the new job classification for an Administrative Aide.

October 20 ~~September 15~~, 2011

Job Title:	Administrative Aide	Date:	October September 2011
Grade:	EA	FLSA:	Yes

(skip to)

Characteristic Duties and Responsibilities:

Acts as receptionist such as greeting and assisting people.
Answers phones and takes messages or refers callers to the proper person or office.
Processes meeting room bookings.
Sorts and files personnel information, correspondence, memoranda, reports and other materials, some of which may be of a confidential nature, alphabetically, numerically or by other predetermined classification.

New Business Continued (Resolution 2100-109):

Sorts and prepares publicity materials for distribution.
Sorts and distributes mail and unit supplies.
Operates PC, photocopy or other basic office machines.
Keeps reception area, **meeting rooms** and some equipment clean and in orderly condition.
Performs basic, routine computer, typing and filing tasks.
Performs various other clerical tasks as assigned.

Knowledge, Skills and Abilities:

Ability to alphabetically and numerically(decimal) file accurately; ability to type a minimum of 20 words per minute; the ability to perform basic clerical work; basic computer skills; **ability to understand and follow simple oral and written directions;** **ability to write legibly and speak clearly;** tact and courtesy; ability to work in a team environment; uses good judgment. Ability to lift and carry items weighing up to 35 pounds. Excellent customer service skills are required.

(truncated)

Roll Call: yeas, unanimous

#2011-110 Approval to Support Administration and Their Recommendation to Not Pay the OLC Dues for 2012

Mr. Virden moved, Mr. Kovach seconded to approve the recommendation to not pay the OLC dues for 2012, and to inform OLC of the inequalities in dues assessments.

Roll Call: yeas, unanimous

#2011-111 Approval to Enter into Executive Session to Discuss Personnel Matters

Mr. Virden moved, Mr. Kovach seconded at 5:58 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Reconvened: 6:25 p.m.

Other Agenda Items

Board of Trustees
October 20, 2011

0099-2011

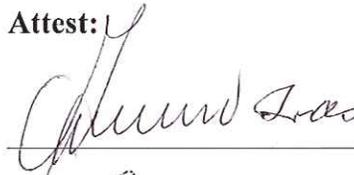
Next Meeting

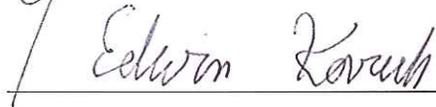
Library Services and Personnel Committee at Time & Place TBD

November 17, 2011 at 5 p.m.
North Ridgeville Branch Library

Adjournment Time: 6:27 p.m.

Attest:


_____, President


_____, Secretary