

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

Minutes

Lorain Public Library System  
Thursday, February 16, 2012, 5:00 p.m.  
Main Library, 352 6<sup>th</sup> Street, Lorain, OH  
Regular Business Meeting

**Roll Call**

Mr. Campana called the meeting to order at 5:00 p.m.

Present: Ms. Tomas, Mr. Kovach, Mr. Petersen, Mr. Campana, Mr. Virden (5:18 p.m.)

**Regular Business**

**#2012-011 Approval of Minutes**

Ms. Tomas moved, Mr. Kovach seconded that the minutes of the January 19, 2012 meeting be approved.

**Roll Call:** yeas, unanimous

**#2012-012 Approval of Chief Financial Officer's (CFO's) Report**

Ms. Tomas moved, Mr. Petersen seconded that the CFO's Report for the month ending January 31, 2012, be approved.

Mr. Wilson said good evening and noted several additions to the agenda. He also said Mr. Dale Girt, Facilities Manager, is this evening's supervisor versus Elaine Betting.

Mr. Wilson reported to the Board that the month end cash balance was \$7,936,635. Of the month end cash balance, \$4,616,404 were operating funds, of which \$2,962,989 were unencumbered. Year-to-Date Revenues were \$321,828, 4% of the estimated \$8,666,642 Annual Revenues without transfers or advances. Expenses year-to-date were \$689,736, 6.9% of the budgeted \$10,043,693. Expenses plus encumbrances totaled \$2,414,800, or about 24% of the budget.

**Roll Call:** yeas, unanimous

## Report of the Director

Ms. Eldridge said good afternoon and welcome to Lorain. Ms. Eldridge said she has been celebrating Black History Month and is sharing sweet potato pie this evening, which is a family tradition.

Ms. Eldridge said the State of Ohio Library has been looking at new delivery vendors to replace U.S. Cargo, the delivery services to all of Ohio's libraries and state universities who abruptly cancelled its service contract in early January. Two companies have entered bids, which will be awarded to one of the companies on February 24<sup>th</sup>. Ms. Eldridge also said Ms. Doris Garber, Technical Services Public Service Coordinator, will be the point person during the transition and that the library system moves about one million items per year. She stated that there is a contingency plan being worked on currently, and that she will inform the Board of the plan as soon as it is complete. Board Member Edwin Kovach asked Ms. Eldridge if the change in vendor will result in an increase in cost, to which Ms. Eldridge replied, "It will probably result in an increase, but I think we can come up with a better way to do this, which I have been looking into."

Regarding the Ohio Library Council (OLC), Ms. Eldridge said OLC Legislative Day has been rescheduled for April 18<sup>th</sup> at the Westin Great Southern Hotel in Columbus. The OLC Trustees Dinner is April 25<sup>th</sup> at the Holiday Inn in Independence, and the topics include: OLC's omnibus legislation, the Governor's initiative on shared services and Governor Kasich's plans for a mid-term review of the state budget. Ms. Eldridge asked the Board to let her know if they would like to attend, and she said she will send an email reminder. Mr. Douglas Petersen, Board Member, asked Ms. Eldridge what our relationship is with OLC, and how does not paying the annual dues affect the library? Ms. Eldridge replied that there is not a lot that OLC provides. She also said that OLC are still trying to 'court' the library, and that library staff members are still personal members of OLC.

Ms. Eldridge noted the e-Media document within the Board Packet, saying that e-Media is booming! E-Media checkouts for the year ending 2011 have almost doubled the amounts checked out in 2010. Ms. Eldridge said it is a growing area and she is excited about the opportunity. She then said she is proud our staff is working with e-Media, and training patrons and staff.

Regarding personnel, Ms. Eldridge said Megan Anderson has been appointed Youth Services Librarian, and a temporary Administrative Aide, Debbie Leyva, has been hired.

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

**02.17.12** – Meeting with Senator Gayle Manning. Ms. Eldridge would appreciate anyone that could also attend.

**02.18.12** – N.A.A.C.P. Living Black History Celebration.

**02.12** – **04.12** – Working with the Lorain County Earned Income Tax Coalition, Mrs. Valerie Smith is the point person.

Ms. Eldridge said the lighting replacement projects for Avon and Domonkas have both received approval for rebates from First Energy. The work is scheduled to begin next week at Domonkas Branch Library.

Statistically speaking, Ms. Eldridge said the December 2011 and January 2012 copies had been shared with the Board, and asked that the Board note e-Media circulation.

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

Ms. Whitney said good evening and that the Friends of the Libraries report was distributed to the Board Members.

Recent SEIU #1199 highlights noted by Ms. Whitney were:

- Management and SEIU representatives communicated many times concerning a pre-discharge hearing involving a probationary employee. A pre-discharge meeting held resulted in the termination of the employee. A Level-Three Grievance was filed, which has since been withdrawn without prejudice. The library incurred some cost in attorney fees, since the matter required his advice.
- Blue Sheet Paid Time Off (PTO) forms were sent to staff on January 30<sup>th</sup>.
- Other communications with SEIU #1199 included notification of extra hours, responses to information requests concerning the Grievance, and other various emails and telephone conversations concerning business at hand.

### **Committee Reports**

Mr. Douglas Petersen reported that there were no messages left on the Fraud Hotline.

Ms. Garalynn Tomas reported on the Library Services and Personnel Committee Meeting held February 13, 2012. Ms. Tomas said the following was discussed:

- Half off fines program. The committee thought it was a good idea. Ms. Tomas asked that a motion for it be added to tonight's agenda, so it can be advertised and move forward on the program.
- Friends Policy review for possible updating.
- Approved salary increases for Unclassified Exempt Staff.
- Discussed improving library services, and Avon Branch Library's need of a 'facelift'.

## **Communications**

One letter of communication was received from Mr. David Gerrick, Ph. D., with concerns about Wi-Fi services at the South Branch Library. Mr. Anthony Campana, Board of Trustees President, responded to his concerns with a letter on February 10, 2012.

## **Audience Participation**

### *Supervisors*

Mr. Dale Girt, Facilities Manger, said hello and then began to go over his list of Maintenance items presented in the December 2011 Board Meeting. Mr. Girt said two maintenance items were in progress; the roof drain line inspection at the Main Library, and the re-lamping at the Avon and Domonkas Branch Libraries. He reported that the Domonkas Branch lighting was finished this afternoon, and that Avon's work would begin next week. He then noted the priority list of other maintenance items needed completed as such: 1) sewage pump at Main Library, 2) soffit at South Branch Library, 3) emergency battery backup at Main Library, and 4) library van replacement.

Mr. Girt said a non priority replacement of two sidewalks were left off the priority list, and that he would get prices for this work, as spring approaches.

Mr. Girt also said the window replacement and a re-keying of the Avon Branch Library needed to be done. Mr. Homer Virden, Board Member, asked if the windows could be repaired, to which Mr. Girt said no, that the windows were wood and deteriorating, they no longer would seal, they have been painted more than twice already, and much more energy efficient windows are available today. Ms. Garalynn Tomas, Board Member, asked for 'solid numbers', real quotes/costs associated with the window replacement. She asked that Mr. Girt please get costs to the Board as soon as possible.

### *Friends of the Library*

The Avon Friends next meeting is September 6, 2012. The Avon Friends recently held 'Valentines' Day Tea Party' was a nice event. Mr. Hat Box was very well received!

The Columbia Friends next meeting will be held February 27, 2012.

The Domonkas Friends next meeting will be held April 10, 2012. The Domonkas Friends last book sale netted \$738. The Domonkas Friends 'Movie Night' held a couple of weeks ago was a success, and screened 'Captain America'.

The Lorain Friends next meeting will be held April 24, 2012. The Lorain Friends last book sale netted \$2000, which included membership renewals. The Lorain Friends are having their Annual Membership Meeting on February 26, 2012 at 1:30 p.m., at the Main Library. Ms. Valerie Smith will be present a program on the Underground Railroad. Mr. Anthony Campana, Board President, noted that he'd seen the presentation before and it is very interesting and invited everyone to attend.

The North Ridgeville Friends next meeting will be held April 2, 2012. The North Ridgeville Friends last book sale netted \$4,406, with \$480 in new memberships, and \$16 in lip balm sold.

The Lorain Public Library System Foundation, Inc. is continuing working with Pat Zajac on redoing brochures and marketing materials that will go out this year.

*Other*

Ms. Terri Frederick, Public Relations Officer, drew attention to Agenda item #2012-019, Approval to Purchase Additional Print and Electronic Media Coverage Through Highland PR. Ms. Frederick explained to the Board that the additional funds were needed to include advertising to be purchased from the Latino Media Network, in efforts to get more media coverage in the Hispanic community in Lorain and to promote the Spanish language collection at the South Branch Library specifically.

**New Business**

**#2012-013 Approval of Personnel Appointments**

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

- Megan Anderson, Youth Services Librarian, Public Services position at the Main Library, full-time, effective March 5, 2012, at an hourly rate of \$19.296, grade UJ, step 2.
- Megan Bryant, Library Assistant, at the Columbia Branch Library, part-time, effective February 6, 2012, at an hourly rate of \$11.495, grade UE, step 1.
- Deborah Leyva, Administrative Aide, in Administration at the Main Library, temporary, part-time, effective February 6, 2012 at an hourly rate of \$7.70.

**Roll Call:** yeas, unanimous

**#2012-014      Appropriation Adjustments to Annual Appropriations Budget**

Mr. Petersen moved, Mr. Kovach seconded to approve the following appropriation increase in the Avon Levy Fund.

112-04-54110	Books	\$ 17,000
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**Roll Call:** yeas, unanimous

**#2012-015      Revenue Budget Change**

Mr. Kovach moved, Mr. Viriden seconded to approve the following appropriation increase in the General Fund, for the budgeted transfer from the Stocker Fund.

101-00-49999	Transfers-In	\$ 5,000
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**Roll Call:** yeas, unanimous

**#2012-016      Revenue Budget Changes**

Mr. Petersen moved, Mr. Kovach seconded to approve the following Revenue Budget changes in the amount of Seventy-Four Thousand, Two Hundred and Twenty-Seven Dollars and Sixty-Two Cents (\$74,227.62 net increase), in accordance with the *Amended Official Certificate of Estimated Resources* from the Lorain County Budget Commission, dated January 30, 2012:

101 Fund	Public Library Funds	\$ 58,969.62
110 Fund	North Ridgeville Levy	\$ 21,338.00
112 Fund	Avon Levy Fund	(\$ 3,617.00)
120 Fund	Columbia Levy Fund	\$ 2,761.00
122 Fund	Domonkas Levy Fund	\$ 1,022.00
130 Fund	Lorain Levy Fund	(\$ 6,246.00)

**Roll Call:** yeas, unanimous

**#2012-017 Approval of Fund Transfers**

Mr. Kovach moved, Ms. Tomas seconded to authorize the following fund transfers, as per the 2012 Appropriations Budget:

<b>From</b>	<b>To</b>	<b>Amount</b>
101-01-59999 Tx General Fund	110-00-49999 Tx In N. Ridgeville Levy	\$331,908
101-01-59999 Tx General Fund	112-00-49999 Tx In Avon Levy	\$238,645
101-01-59999 Tx General Fund	120-00-49999 Tx In Columbia Levy	\$ 84,897
101-01-59999 Tx General Fund	122-00-49999 Tx In Domonkas Levy	\$102,864
101-01-59999 Tx General Fund	130-00-49999 Tx In Lorain Levy	\$613,207
702-01-59999 Tx Stocker Fund	101-00-49999 Tx In General Fund	\$ 5,000

**Roll Call:** yeas, unanimous

**#2012-018 Approval to Apply for a 2012 Grant from the Lorain Rotary Club, Gerald Prucha Fund, to Purchase books for the Lorain Library**

Mr. Petersen moved, Mr. Virden 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 Lorain Library.

**Roll Call:** yeas, unanimous

**#2012-019 Approval to Purchase Additional Print and Electronic Media Coverage Through Highland PR**

Mr. Kovach moved, Mr. Petersen seconded to authorize the CFO to increase the agreement with Highland PR to purchase up to Fifty-One Thousand, Nine Hundred and Forty-Five Dollars (\$51,945) of print and electronic media coverage from local media outlets in 2012 per Board Resolution #2011-133, to Fifty-Six Thousand, Nine Hundred and Forty-Five Dollars (\$56,945) to include advertising to be purchased from the Latino Media Network.

**Roll Call:** yeas, unanimous

**#2012-020 Approval of 2012 Salaries for Unclassified Exempt Staff**

Mr. Petersen moved, Mr. Kovach seconded to approve the salary adjustments and one-time merit payments for collective bargaining unit exempt staff, effective the first full pay period of April, 2012.

		New Hourly Rate
Elaine	Betting	\$22.418
Pamela	Coghlan	22.832
Julie	Cowan	14.791
Karen	Dezelan	12.800
Terri	Frederick	30.656
Doris	Garber	33.086
Dale	Girt	28.519
Debra	Jackson	33.314
Frances	Johnson	25.234
Sandra	Mitchell	30.083
Donald	Norman	20.613
Jennie	Patterson	19.414
Norma	Preston	30.438
Carol	Russo	13.582
Karen	Sigsworth	30.656
Leah	Simms	14.432
Valerie	Smith	34.227
Maureen	Turner	13.213
Robert	Wenz	32.821
Kathleen	Whitmore	19.073

**Roll Call:** yeas, unanimous

**#2012-021 Approval to Give Patrons Fine-Waiver Coupons for National Library Week**

Mr. Kovach moved, Mr. Petersen seconded to approve giving ½-off fine-waiver coupons to Library patrons during the month of April, good through 2012.

**Roll Call:** yeas, unanimous



Board of Trustees  
February 16, 2012

0018-2012

**#2012-022 Approval to Enter into Executive Session to Discuss the Possible Purchase of Real Estate.**

Mr. Kovach moved, Mr. Petersen seconded at 5:58 p.m. to approve adjourning to Executive Session to discuss the possible purchase of real estate.

**Roll Call:** yeas, unanimous

**Reconvened:** 6:15 p.m.

**Other Agenda Items**

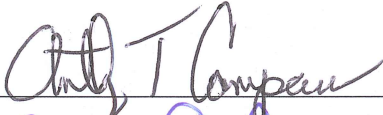
Discussion was held on scheduling a meeting of the Trustees Development and Nominating Committee. A meeting will be scheduled for March 6<sup>th</sup>, at a location to be determined.

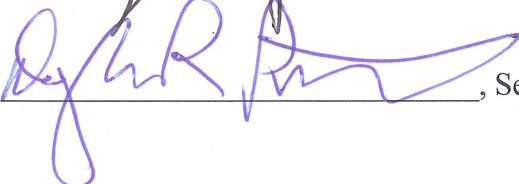
**Next Meeting**

March 22, 2012 at 5 p.m.  
Main Library

**Adjournment Time:** 6:22 p.m.

**Attest:**

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

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