

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, March 22, 2012, 5:00 p.m.
Main Branch, 351 W 6th St., Lorain, OH
Regular Business Meeting

Roll Call

Mr. Campana called the meeting to order at 5:01 p.m.

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

Regular Business

#2012-023 Approval of Minutes

Mr. Petersen moved, Mr. Kovach seconded that the minutes of the February 16, 2012 meeting be approved.

Roll Call: yeas, unanimous

#2012-024 Approval of Chief Financial Officer's (CFO's) Report

Mr. Kovach moved, Mr. Petersen seconded that the Treasurer's Report for the month ending February 29, 2012 be approved.

Mr. Wilson reported to the Board that the month end cash balance for February 2012 was \$7,660,389. Operating funds were at \$4,339,538 down from \$4,616,404 last month. \$2,756,778 was unencumbered down from \$2,962,989 last month. Encumbrances for all funds totaled \$1,659,360. Total Revenues (without transfers or advances) at 2/29/2012 of \$697,562 are 8.0% of the estimated \$8,740,870 Annual Revenues without transfers or advances. Expenses for the month were \$651,980. Expenses year-to-date without transfers or advances of \$1,341,716 are at 13.3% of the budgeted \$10,055,692 Annual Expenses. Expenses plus encumbrances totaled \$3,001,076, or about \$29.8% of the Budgeted Expenses without transfers of advances.

Mr. Wilson noted that there were no public records requests or written communications. He stated funds were transferred from the Stocker Fund to the General Fund last month, and that there is an additional resolution per Director Eldridge, transferring these funds from the General Fund to the Summer Reading Fund in the amount of \$5,000.00. He also said that he attended a seminar for CMI which is a software program competitive to SSI.

He learned that the new software package they were proposing had yet to be beta tested and that it may be a couple of years before we should even consider it. He also noted that First Energy may be looking at third party vendors for their supply and that they may only be a transmission agent. Lastly, Mr. Wilson stated that he would like to attend a Sire Software Seminar in September involving document imaging and would like to add this to the Board Resolution next month.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said good afternoon and welcome to the Main Library. She also welcomed Dennis Bring, the Mayor of Sheffield Lake, to the meeting.

Ms. Eldridge thanked Mr. Campana and the Friends of Lorain Public Library, Inc. for the wonderful refreshments and Doris Garber for the cookies.

Ms. Eldridge apologized for the heat and stated the steamy 1957 building had not yet been changed over from heat to air conditioning.

Ms. Eldridge informed the Board that a company called Priority Dispatch would be taking over after Cargo's contract is up. They will start in April and work with Cargo. Cargo's contract is up at the end of June and Priority Dispatch's new contract starts in July. In regards to Mr. Virden's question of an increase in fees for this service, Ms. Eldridge stated that the new contract would be \$6,684.00 for a five day a week delivery up from the \$4,730.00 contract with Cargo but that it would be well worth it.

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

03.20.12 – Linda Murray Webcast-OLC

04.18.12 – OLC Legislative Day and Ms. Eldridge asked if she could ghost write a letter on Mr. Campana's behalf to elected officials to express how important state wide funding is for the library.

04.25.12 – OLC's Trustees Dinner. Ms. Eldridge mentioned that no Board Member expressed interest in attending.

Ms. Eldridge mentioned that Ingrid Rivera was appointed to the new position of Public Relations Associate and that they were confident in her abilities as she has previous experience as a newspaper reporter.

Ms. Eldridge said Elaine Betting met with Aliceson Humphries of Lorain City Schools on March 1, 2012, to discuss ways to partner with them.

Ms. Eldridge and Ms. Jackson attended the City Of Lorain Zoning Board of Appeals on March 7, 2012 regarding the St. Joseph's homeless shelter. Ms. Eldridge expressed her position that the shelter should be a 24 hour, seven day a week facility.

Ms. Eldridge attended the Northcoast Chamber of Commerce Mayor's Luncheon on March 8, 2012.

Ms. Eldridge also stated that she wanted to thank the Board for the opportunity to attend the Public Library Association Conference on from March 13-17, 2012. Eight staff members attended the conference.

Ms. Eldridge stated that Debra Jackson, Val Smith and herself will attend the Police Auxiliary Banquet next Saturday, March 24, 2012. She noted that the Auxiliary Police work security at the Library and do a wonderful job.

Lastly, Ms. Eldridge clarified the Children's Department did not receive the Nord Family Foundation grant for \$9,000.00 for the Teen Summer Reading Program and that they have not yet heard if they received the grant for the Stocker Foundation for the Children's Summer Reading Program. The transfer of \$5,000.00 to the summer reading fund was to offset the loss of the Nord Grant. She spoke of how important it was to have a program for the teens of our community.

Report of the Assistant Director

Ms. Whitney distributed the Friends report and her report, which were not included in the Board packet.

Regarding SEIU #1199, Ms. Whitney said that SEIU #1199 Organizer Karen De Vaughn wanted to attend the Labor Management Committee meetings, but was denied as it was against the contract. She also noted that there was no meeting in March due to the resignation of Angela Presutto from the committee and the Library.

Recent meeting attendance from Ms. Whitney included the Northcoast Chamber of Commerce Mayor's State of the City Addresses for Sheffield, Sheffield Lake, Avon, and Avon Lake.

Ms. Whitney stated that it was a delight to attend the PLA conference and that the nice thing about this particular conference was that it catered to the public libraries and focused on public service.

Ms. Whitney noted that she and other LPLS staff met with PJ Carter, Public Relations Officer and Cheryl Holmes, Parent Linkage Coordinator with the Lorain City Schools on March 22, 2012 to discuss partnering and programming opportunities with them.

Ms. Whitney also mentioned an article in the Chronicle regarding a program at the North Ridgeville Branch Library and a partnership with the Cleveland Museum of Art. The program will focus on the artist Rembrandt and 90 people have registered for this program so far.

Committee Reports

Mr. Kovach of the Trustee Development and Nominating Committee stated they had a meeting on March 6, 2012. One of the points of the meeting was to look at and possibly revise the Applicant Interview Questions. It was suggested that a cell phone number and email address should be added on to the questionnaire. It was also suggested that a time limit of 30-35 minutes be put on the interview process.

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

Communications

Mr. Wilson stated that he received a phone call from Greg Peterson with a property adjacent to the library who was interested in selling it to the library. He noted that he told this person they could attend the Executive Session of this meeting at 5:30 pm today for presentation to the Board.

Audience Participation

Supervisors

Mr. Robert Wenz, Technology Manager, said that the most exciting thing that has happened recently was the upgrades to the data lines going out to the branches. This will increase the megabytes from 1.5 mbps to 10 mbps not to mention that the fiber optic lines will be much more reliable. He also noted that the company that provides this will incur significant penalties for any down time which will in turn save money and inspire Century Link to fix problems before they happen.

Mr. Virden had questions regarding using voice over IP protocol for the phone systems instead of the current system. Mr. Wenz replied that currently CenturyLink has grandfathered us in at a lower rate and that South and Main have a 90% federal discounted rate. He also stated that changing the Main Library completely to voice over IP has always been a problem in the past due to wiring and running cable, but they are getting closer to it. He noted that there were funds budgeted this year for two of the branches and that he would like to start with small modular phone systems to gain experience and then expand. Mr. Virden said that eventually we will be forced into a new technology. Mr. Wenz replied that CenturyLink will be discontinuing support for the current system by 2015 and said that new telephone systems will be installed at Columbia and North Ridgeville in 2012 because they have the oldest systems.

Mr. Petersen asked whether or not wireless phones would help the wiring and cabling issues and Mr. Wenz replied, to some extent. He also mentioned that the Technology Department had upgraded wireless access points last year.

Ms. Doris Garber, Technical Services Department Supervisor stated that Ms. Eldridge had already spoken about the new delivery contract and that she was hoping for a smooth transition and reliability. She mentioned that Technical Services has processed fewer books this year and more AV material which includes DVDs and CDs. She will be looking into moving around responsibilities within the department to accommodate this, otherwise, things are fine.

Friends of the Library

The Friends of Lorain Public Library, Inc. next meeting is April 24, 2012 at the South Branch Library.

The Friends of the Avon Library book sale is next weekend, March 29-31, 2012.

Mr. Kovach said that he received a check for the Columbia Levy Fund.

The Friends of the Domonkas Library will meet on April 10, 2012. They usually meet on the second Tuesday.

Mr. Campana stated that the Friends of the Lorain Public Library, Inc. are sponsoring a truck for the purpose of shredding at the Main Library on May 19, 2012 and that anyone who needs to shred some documents should stop by.

Ms. Eldridge stated the Library Foundation is working on a new brochure and are waiting for Ms. Tomas to return from Ethiopia.

Other

Mr. Kovach asked Ms. Frederick about a person emailing about adding a link (www.perfumecenter.com) to the website. The person was said to be from California. Ms. Valerie Smith, Adult Services Supervisor, added the link according to Ms. Eldridge.

Mr. Wilson introduced Maureen Turner who was standing in for Julie Cowan to take minutes for the Board meeting. He thanked Ms. Jennie Patterson for attending also and for helping Ms. Turner on her first meeting. He also thanked Ms. Turner for her work on the records retention project and noted that much of the old documents had been cleaned out.

Ms. Frederick thanked the Board also for allowing her to attend the PLA conference. She said it was great opportunity for networking and focused on community based support.

New Business

#2012-025 Approval of Personnel Appointments

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

- Jennifer Dispenza, Library Aide, Public Services position with the Adult Services Department at the Main Library, part-time, effective February 20, 2012, at an hourly rate of \$7.700 which is grade UA, step 2.
- Monique Sherban, Library Associate I- floater, Public Services position at the Avon and North Ridgeville Branch Libraries, part-time, effective February 20, 2012 at an hourly rate of \$15.607 which is grade UH, step 2.
- Mirian Burks, Library Aide, Public Services position in the South Branch Library, part-time, effective February 27, 2012, at an hourly rate of \$7.700 which is grade UA, step 2.
- Ingrid Rivera, Public Relations Associate, part-time, effective February 27, 2012, at an hourly rate of \$19.000 grade EI.
- Lynda Burkardt, Library Assistant, Public Services position at the North Ridgeville Branch Library, part-time, effective February 28, 2012 at an hourly rate of \$11.495, grade UE step 1.
- Jennifer Hirth, Library Associate I, Public Services position at the Domonkas Branch Library, part-time, effective March 19, 2012, at an hourly rate of \$15.163 which is grade UH, step 1.
- Ariele Kazmierski, Library Aide position in the Technical Services Department at the Technical Services Office, part-time, effective March 12, 2012, at an hourly rate of \$7.70 grade UA step 2.
- Deborah Leyva, Administrative Aide position in Administration at the Main Library, part-time, effective March 19, 2012 at an hourly rate of \$7.700, grade EA.

Roll Call: yeas, unanimous

#2012-026 Renewal Contract with 3M for Library Security Equipment Maintenance

Mr. Kovach moved, Mr. Petersen seconded to authorize the Chief Fiscal Officer to renew the contract with 3M Company to provide annual equipment maintenance for the Library's materials security control system in an amount not to exceed \$29,445.00.

Roll Call: yeas, unanimous

#2012-027 Approve Revisions to the *Statement of Board Expectations*

The Trustee and Nominating Committee moved:

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio
Statement of Expectations for Board of Trustees ~~9/18/03~~ 3/22/12

Role and Responsibilities

The following responsibilities are specific to the Lorain Public Library System and are articulated for the purpose of complementing or clarifying certain aspects of the traditional governing responsibilities of board members.

1. **Commit to the mission, values and goals of the Lorain Public Library System.** Represent and advocate the interests of the entire library system service district, ~~not any single area.~~
2. **Attend meetings of the Board of Trustees** ~~Directors:~~ Twelve regular monthly meetings are scheduled each year. **The Library Board is an appointed governmental body, accountable to the citizens of the Library's service district. As such,** Board members are encouraged to attend all twelve meetings (they are scheduled more than one year in advance). Minimum attendance expected of each individual Board member is 75%.
3. **Serve on at least one committee and attend committee meetings:** Board members are encouraged to attend all meetings of the committees on which they serve. ~~However, attendance at 50% of the meetings is expected at a minimum.~~
4. **Contribute expertise and participate in strategic development of board and organization.**
5. **Attend Lorain Public Library System special events.**
6. **Develop Support funding efforts** ~~support:~~ Assist the Lorain Public Library System board and staff in its advocacy, development and fund raising efforts, **and encourage and support the efforts of The Foundation of the Lorain Public Library System, Inc.**
7. **Represent the Lorain Public Library System:** Be familiar with and speak in support of the Lorain Public Library System and allow his/her name to be used in support of the Lorain Public Library System's mission.
8. **Abide by the Ohio Ethics Law and guidelines for public officials as they apply to public library trustees, including the disclosure of any potential conflict of interest with the Lorain Public Library System.**

I understand that as a member of the Board of Trustees of the Lorain Public Library System, I will be held accountable to the expectations above on an annual basis.

Signature

Date

Roll Call: yeas, unanimous

#2012-028 Approve Revision to the *Selections of Board Members Policy*

The Trustee and Nominating Committee moved:

SELECTION OF BOARD MEMBERS (~~1990-10-18~~) (2012-03-22)

1.09

Selection of Board Members

As a term on the LPLS Board expires or as a vacancy occurs, the Board of Trustees of the Lorain Public Library shall follow the "By-Laws of the Lorain Public Library Board" and the "Guidelines for Selection of LPLS Board Members". The "Guidelines" ~~shall be established by an ad hoc committee of the Board;~~ shall be distributed to Board members and to the public as needed and/or requested, and will be *periodically* reviewed by ~~an ad hoc committee every three years~~ *The Trustee Development and Nominating Committee*.

~~Adopted by the Lorain Public Library Board of Trustees, October 18, 1990~~

Guidelines

Each November, the Board of Trustees shall submit to the Lorain City Board of Education the name of a person it recommends for appointment to the Library Board for the seven-year term beginning the following January. When a mid-term vacancy occurs, the Board of Trustees shall submit a recommendation to the ~~Lorain City~~ Board of Education *of the Lorain City School District* in a timely manner so that the appointing authority may make an appointment no later than forty-five days after the vacancy occurs (~~OR.C. 3375.15 amended 4/790~~).

The recommendations of the Board will conform with Section 3375.15 Ohio Revised Code (...No one is eligible to membership on such board of library trustees who is or has been for a year previous to his appointments member of a board of education making such appointment. A majority of such trustees shall be qualified electors of the school district, but a minority may be qualified electors of the county who reside outside the school district, and all shall be appointed by the board of education of the school district. Such trustees shall serve for a term of seven years and without compensation. All vacancies on such board of library trustees shall be filled by the board of education by appointment for the unexpired term).

The Recruiting of candidates will be done using the following method and initiated no later than September 10 of each year.

~~news releases~~ *announcements* through various media announcing the process and inviting interested people to submit applications (forms available in each LPLS building, *and on the LPLS website*);

solicitation of referrals from current Board members, ~~and~~ staff, *the Friends organizations and The Foundation of the Lorain Public Library System, Inc.:*

contact with various community agencies, boards, and organizations (i.e. local school boards and government officials, Leadership Lorain County, foundations, service clubs, chamber of commerce, etc.).

The recommendation will be based on the following Criteria:

Consideration will be given to a diversity of interests, a balance of age, sex, ethnic background, and socio-economic levels; and experience and/or knowledge in a variety of fields.

The composition of the Board should include members with: professional experience in law, education, accounting, personnel and labor relations; practical business experience, executive ability, *and* management skills, ~~and plain common sense; political know-how.~~

Because of the unique requirements of the LPLS for general funding and support, consideration

will be given to people who are active in community affairs and have access to resources and/or affiliations with other organizations of importance to the library.

Nominees ~~must should~~ have an interest in the work of the public library, a commitment to its goals, the ability to work as a team member, and a willingness to ask questions, offer criticism, and make suggestions. They should also have the courage to plan creatively, and to withstand pressures, prejudices, and provincialism.

New Business Continued (2012-028):

A commitment to intellectual freedom is essential.

A readiness to devote time and effort to carrying out the duties of trusteeship is necessary.

Nominees should have a recognition of the library's importance as a center of information of community culture, recreation, and continuing education.

The Process of Selection shall include:

~~appointment of a nominating committee by the President of the Board of Trustees by July 1 of each year, charged with recommending to the Board a nominee for appointment to the Board;~~

distribution of "Questionnaire for Prospective Members of the Lorain Public Library System Board of Trustees" and "Responsibilities of Trustees";

review of questionnaires, ~~and by the nominating committee;~~

~~review of~~ applications from previous years, *by the Trustee Development and Nominating Committee;*

personal interviews with the top two or three candidates by the ~~nominating committee~~ *Trustee Development and Nominating Committee;*

recommendations from the ~~committee~~ *Trustee Development and Nominating Committee* to the *full* Board of the person it believes meets the qualifications ~~and/or special needed to balance those represented by the continuing Board members;~~

action by the Board of Trustees on the recommendation of the ~~committee~~ *Trustee Development and Nominating Committee;*

transmittal of that action to the ~~Lorain City~~ Board of Education *of the Lorain City School District* in a timely manner.

Roll Call: yeas, unanimous

#2012-029 Approval to donate scrap computer equipment to the Lorain County Solid Waste Management District, or to the OneCommunity Green Computing Program.

Mr. Petersen moved, Mr. Virden seconded to approve the donation of scrap computer equipment to the Lorain County Solid Waste Management District's *Electronics Collections Days* or to the OneCommunity Green computing Program.

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Barcode Reader	BTL75 VSXXX-L7B	J750866	1294
Barcode Reader	BTL80	V-12-12300	1678
Camera	Samsung Maxima Zoom 105	57209196	91565

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Computer	Dell Latitude Cpi R	BAZG3	1386
Computer	Dell OptiPlex GX270T	6RN3L31	2854
Computer	Gateway M350WVN	0032962312	2943
Computer	Toshiba Tecra S2	35212355K	3061
Computer	A&J Socket T	D72500513200033	3075
Computer	A&J Socket T	D72500513300136	3077
Computer	A&J Socket T	D72500513300394	3078
Computer	A&J Socket T	D72500513200167	3079
Computer	A&J Socket T	D72500513300475	3085
Computer	A&J Socket T	D72500513200747	3086
Computer	A&J Socket T	72500513300516	3087
Computer	A&J Socket T	72500513200745	3088
Computer	A&J Socket T	D72500513200362	3103
Computer	A&J	D72500527201114	5732
Computer	A&J	D72500512403908	5733
Computer	A&J	d72500512403478	5739
Data Projector	InFocus X3	APRC518A1535	3127
Fax	Ricoh Fax 2010L	A4948900075	5472
Hub/Switch	Linksys WAP54GP	MIN007600526	6080
Monitor	ViewSonic GS771	FQ93101035	446
Monitor	ViewSonic GS773	20E003300056	1361
Monitor	ViewSonic GS773	20E003300038	1370
Monitor	ViewSonic GS773	20E003501714	1400
Monitor	Viewsonic GS773	20E003501	1422
Monitor	Viewsonic GS773	20E011200638	1430
Monitor	Gateway VX720	P105297444	1506
Monitor	ViewSonic GS773	20E012103169	1520
Monitor	ViewSonic GS773	20E012101498	1521
Monitor	ViewSonic GS773	20E012103180	1522
Monitor	ViewSonic GS773	20E012103181	1525
Monitor	ViewSonic GS773	20E011200632	1620
Monitor	Samsung SyncMaster 151s	GG15H9NT930247B	1713
Monitor	ViewSonic Graphics Series G70F	23T02360056	1864
Monitor	ViewSonic Graphics Series G70F	23T023600795	1876
Monitor	Samsung SyncMaster 151s	GG15H4NTC00868W	1902
Monitor	ViewSonic Graphics Series G70F	23t023g00558	1913
Monitor	ViewSonic Graphics Series G70F	23t023g00491	1914
Monitor	Sony SDM-S73	3209738	2984
Monitor	NEC AccuSync 700M	49120478KA	3133
Monitor	Samsung SyncMaster 940BX	HA19H9NP901324D	5995
Monitor	Samsung SyncMaster 943BX	my19h9nq318148A	6152
Monitor	Samsung SyncMaster 943BX	my19h9nq317538l	6158
Monitor	Samsung SyncMaster 943BX	my19h9nq318143t	6161
Monitor	Samsung SyncMaster 943BX	MY19H9NQ318167V	6164
Printer	Citizen iDP3540	61261595K	575
Printer	HP LaserJet 6L	JPHL056277	935
Printer	Citizen iDP3540	80731325	1379
Printer	Citizen iDP3550	02Y3040	2827

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Printer	Okidata Microline 421	AE54040712B0	3112
Printer	Epson Stylus C66	FXFY238054	3134
Printer	HP OfficeJet 7210	MY573F81GN	5687
Printer	Star TSP200-24	934141100019	5703
Printer	Okidata Microline 420	AE5B051256B0	5705
Printer	Star TSP200-24	934141100002	5712
Printer	Star TSP200-24	934150200033	5713
Printer	Star TSP200-24	934050900100	5769
Printer	Star TSP200-24	934151200049	5793
UPS	APC Smart-UPS 1000	QS9938123337	97
UPS	APC SC420	350633x41579	5785

Roll Call: yeas, unanimous

#2012-030 Approve contract with Reliable Lawn Service to Provide Lawn service for the Avon and North Ridgeville Branches

Mr. Petersen moved, Mr. Kovach seconded to authorize the Chief Fiscal Officer to enter into a contract with Reliable Lawn Service to provide annual landscaping services in the amount of \$18,010.00. Mr. Wilson noted that there was no increase from last year.

Roll Call: yeas, unanimous

#2012-031 Approval of fund transfer for the Summer Reading Program

Mr. Virden moved, Mr. Petersen seconded to authorize the following fund transfer, as an adjustment to the Stocker Fund to the General Fund Transfer in the 2012 Appropriations Budget:

From:	To:	Amount:
101-01-59999 Tx General Fund	203-00-49999 Tx In summer Reading	\$ 5,000

Roll Call: yeas, unanimous

#2012-032 Approval to Enter into Executive Session to Discuss the Possible Purchase of Real Estate and to Discuss Personnel Matters.

Mr. Petersen moved, Mr. Kovach seconded at 5:40 pm to approve adjourning to Executive session to discuss the possible purchase of real estate, and to discuss personnel matters.

Roll Call: yeas, unanimous

Board of Trustees
March 22, 2012

0030-2012

Reconvened: 6:20 p.m.

#2012-033 Revision of 2012 Salaries for Unclassified Exempt Staff in Excess of the Salary Scale in the Wage, Leave & Benefit Policies for Bargaining Unit Exempt Staff

Mr. Petersen moved, Mr. Leandry seconded to approve the following salary revisions in excess of the salary scale for collective bargaining unit exempt staff, to full one percent (1%) increases, effective the first full pay period of April, 2012.

		New Hourly Rate	
		Approved	Revised
		2/16/12	3/22/12
Terri	Frederick	30.656	30.665
Karen	Sigsworth	30.656	30.665
Valerie	Smith	34.227	34.237

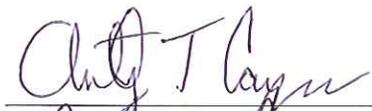
Roll Call: Ms. Penwell left before the final vote. All others: yeas

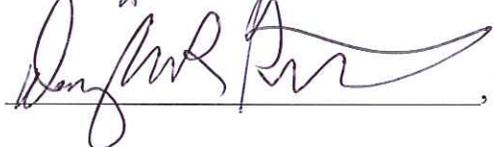
Next Meeting

April 19, 2012 at 5 p.m.
Domonkas Branch Library

Adjournment Time: 6:23 p.m.

Attest:


_____, President


_____, Secretary