

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Lorain Public Library System

Thursday, May 17, 2012, 5:00 p.m.

Avon Branch Library, 37485 Harvest Drive, Avon, OH

Regular Business Meeting

**Roll Call**

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

Present: Mr. Kovach, Mr. Petersen, Mr. Leandry (5:09 p.m.), Ms. Tomas, Mr. Virden (5:04 p.m.), Mr. Campana

**Regular Business**

**#2012-043 Approval of Minutes**

Mr. Petersen moved, Mr. Kovach seconded that the minutes of the April 19, 2012 meeting be approved.

**Roll Call:** yeas, unanimous

**#2012-044 Approval of the Chief Financial Officer's (CFO's) Report**

Mr. Petersen moved, Mr. Kovach seconded that the CFO's Report for the month ending April 30, 2012 be approved.

Mr. Donald Norman, Assistant Fiscal Officer, substituting for Mr. Wilson, greeted the Board and then noted three letters of correspondence received; 1) letter from the Lorain County Board of Elections listing the costs of conducting elections in 2011. The costs are higher than the original budget submitted to the Board, 2) letter from library patron, Mr. Thomas Williams, praising library employee Julie Marchand for her exemplary service and stating that she makes the library system worth supporting, and 3) letter of response from Senator Gayle Manning to Mr. Campana's letter regarding the Summer Reading Program. Senator Manning thanked Mr. Campana for informing her about the Library's children's programs, promised continued support for Ohio's libraries, and agreed to visit the Lorain Public Library System (LPLS) this summer or fall.

Mr. Norman reported there were no public-record's requests received, and that there were several additions to the final agenda.

Mr. Norman reported to the Board that the month end cash balance was \$9,364,188. Of the month end cash balance, \$6,049,215 were operating funds, of which \$4,682,605 were unencumbered. Year-to-Date Revenues were \$3,659,612, 41.9% of the estimated \$8,740,870 Annual Revenues without transfers or advances. Expenses year-to-date were \$2,599,967, 25.9% of the budgeted \$10,053,217. Expenses plus encumbrances totaled \$4,060,419, or about 40.4% of the budget.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge said good afternoon and welcome to Avon. She thanked Donna Kelly, Toni Whitney, and the Avon Friends of the Library for the refreshments.

Ms. Eldridge reported that the Ohio State Senate passed the OLC supported library omnibus legislation (SB 321) with unanimous approval. SB 321 addresses a number of issues affecting public libraries, including double taxation in levy districts. Also regarding the OLC, Ms. Eldridge said Lynda Murray will no longer be a full-time employee. She will become an independent contractor.

Concerning changes to OPERS, Ms. Eldridge said she spoke to Ohio Representative Dan Ramos' aide, Mr. John Tyler. Mr. Tyler suggested that we wait for action recommendations, which will come after the actuarial review has been completed in late June/early July. LPLS has direct concerns regarding this bill (SB343), since there are a staff eligible for retirement, which may be prolonged by this bill.

Mr. Edwin Kovach asked Ms. Eldridge if the delivery services provided by the new vendor were working out better than they were initially. Ms. Eldridge replied that they were.

Regarding personnel, Ms. Eldridge noted the complimentary correspondence received regarding Ms. Marchand, and that Ms. Debra Jackson is currently on medical leave. Ms. Frances Johnson has stepped in to help during Ms. Jackson's leave.

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

**04.20.12** – Camile Leslie created a five minute presentation for the Kent State/Stark Campus Student Conference. The content is a brief overview of programs offered to the Hispanic community through the South Branch Library.

**04.30.12** – Ms. Eldridge is participating in the Lorain County Community College’s strategic planning process.

**04.30.12** – Letter written to Lorain Mayor Chase Ritenauer regarding the house fire across the street from the Main Library. Ms. Eldridge asked for an expedited process of removal, since it is a huge eyesore and potential hazard to library patrons.

**05.05.12** – Ms. Eldridge attended a Cinco de Mayo program at the South Branch Library. Very nice program, with the Sacred Heart Choir performing, containing a former LPLS Board Member.

Statistically speaking, there was an increase in both circulation and computer bookings.

Lastly, Ms. Eldridge said there were 207 new books donated to the Columbia Branch Library by Bob Stands of the 22<sup>nd</sup> Masonic District of Ohio. Ms. Eldridge then stated that she had been feeling down due to the house fire across the street from the Main Library, but was cheered by a hug and conversation with a library patron, who wants to leave the Main Library \$200,000 in her will. Ms. Eldridge said it ‘made her day’. Ms. Eldridge gave the patron contact information for the Lorain Public Library System Foundation, Inc.

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

Ms. Whitney spoke regarding SEIU #1199 highlights for the month of May:

- Notices to bargaining unit employees concerning wage scale shift were distributed.
- Memo to Executive Board Member on topic of past MOU’s and wages for the Housekeeper classification.
- Updated Extra Hours List sent to Executive Board Member.
- Completed Information Requests concerning Sick Leave Bank.
- Received and responded to request to SEIU #1199 Cleveland Office for updated membership lists.

In reference to the Labor Management Committee (LMC), Ms. Whitney noted:

- Notification of new LMC member Sara Lewis.
- May meeting cancelled awaiting training on the IBPS methods for new and existing members.
- Training by Federal Mediation and Conciliation Service (Mathew Cockroft) schedule for June 6<sup>th</sup> for all members.
- No July meeting scheduled. Will meet again in August.

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

**04.20.12 & 05.18.12** – Branch tours.

**04.24.12** – Lorain Friends of the Library meeting at the South Branch Library.

**04.25.12** – Lorain Growth Association Business after Hours at the Main Library.

**04.26.12** – Avon Friends of the Library meeting.

**04.30.12** – Columbia Friends of the Library meeting.

**05.07.12** – North Ridgeville Friends of the Library meeting.

**05.08.12** – Domonkas Friends of the Library meeting.

**05.26.12** – North Ridgeville Friends Social, 2 - 4 p.m.

**05.28.12** – Memorial Day Parade, North Ridgeville Friends.

## **Committee Reports**

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

Mr. Douglas Petersen reported on the Finance, Audit & Properties Committee (F,A&P) meeting held May 9, 2012 at the South Branch Library. Mr. Petersen said the committee met for forty-five minutes and discussed the following six items: 1) Review of the 2013 Proposed Budget, 2) Columbia Storage Barn, 3) Office for the Technology Manager at the Main Library, 4) AO Reconfiguration, 5) Acceptance of Artwork for the Main Library as a Gift-in-Kind, and 6) Review of the Strategic Plan Goal 3, Objective E. Of the six items discussed, two are on this evening's agenda.

Ms. Tomas reported on the Library Services & Personnel Committee meeting held immediately following the F,A&P meeting on May 9, 2012. Ms. Tomas said a revision to the circulation policies was discussed, which was added to tonight's agenda, item # 2012-056. They also discussed the Director-Fiscal Officer Evaluations, and are looking at the methodology used. Questions raised were, 'Should benchmarking be used?', 'What are other systems doing?', and 'What are the best practices in the LIS world?'. Ms. Tomas then said another meeting has been scheduled in July, and that this topic will be discussed again.

## **Communications**

- Board of Election Fees for 2011 Elections
- Patron letter from Thomas P. Williams
- Letter from State Senator Gayle Manning

## **Audience Participation**

### *Supervisors*

Ms. Donna Kelly, Avon Branch Librarian Supervisor, thanked the Board for coming to Avon and thanked the Avon Friends of the Library for the good refreshments. Ms. Kelly said she has focused on getting to know the community and patrons, promoting services at the branch, and standardizing the public relations materials since her appointment as librarian supervisor of the Avon Branch Library. She has also cleared a lot of space at the front desk, done a lot of weeding and shifting of shelves, and moved all children's computers to their current location. Upcoming, Ms. Kelly is starting a Teen Volunteer Program, which she said should get a good response since there are six hundred children in the schools. Ms. Kelly hopes to expand the age groups reached by the Avon children's programming. She also joined the other LPLS locales in the *Adult* Summer Reading Program this year. In closing, Ms. Kelly invited the Board to check out the artwork in the library which was provided by local school students.

### *Friends of the Library*

The Avon Friends next meeting is September 6, 2012. The Avon Friends are currently hosting a Student Art exhibit at the Avon Branch Library. The Avon Friends will participate in the Duct Tape Parade over Father's Day weekend, June 16, 2012.

The Columbia Friends next meeting will be held June 25, 2012. The Columbia Friends April book sale netted \$750.00. The Columbia Friends are getting ready for a basket raffle through NorthStar, at the Columbia Homecoming on June 28 – July 1, 2012.

The Domonkas Friends last meeting was held May 8, 2012. They discussed having another movie night soon. The Domonkas Friends next book sale will be held May 23-26<sup>th</sup> and 28<sup>th</sup>. The Domonkas Friends are involved with Sheffield Lake Community Days in July.

The Lorain Friends last meeting was held April 24, 2012. The Lorain Friends just finished up their last book sale on May 15<sup>th</sup>. The 'Penny Day' at the book sale was well received. The Lorain Friends will be hosting a 'Shred Day' on May 19, 2012 at the Main Library.

The North Ridgeville Friends next meeting will be held July 9, 2012. The North Ridgeville Friends April book sale netted \$3,770.12, with \$528.05 in Amazon sales. The North Ridgeville Friends are busy planning for the upcoming Corn Festival & Parade from August 10 -12, 2012.

The Lorain Public Library System Foundation, Inc. (LPLSF) met last night, May 16<sup>th</sup>. Ms. Tomas said the LPLSF is working on the marketing campaign for the Annual Appeal, to be held in September or October of this year. Ms. Tomas then said the Board needs to discuss working with the LPLSF on a capital campaign program for the bookmobile replacement. She said a 'meeting of the minds' needs to occur. She relayed a message to the Board from the LPLSF, 'They are open to working together!' The Board has to decide if this (bookmobile) is in their best strategic plan/interest. Ms. Tomas then asked if the Boards could meet. It was decided that the LPLS Board should attend the next LPLSF meeting on Wednesday, July 11<sup>th</sup> at 6:30 p.m. at the South Branch Library. Mr. Campana asked Ms. Eldridge if there were alternatives to the bookmobile, to which she replied that she had not found anything better. Ms. Toni Whitney added that both she and Ms. Frances Johnson want to, and are very willing to help get a new bookmobile. Mrs. Terri Frederick commented that the bookmobile is one of the most personalized and visible ways that people see the LPLS. She said it is 'very tangible marketing'.

### *Other*

Ms. Lisa Work, Main Library Circulation Library Assistant, stated her concerns regarding the circulation policy revision (#2012-056), allowing children to check out all materials at the library. Ms. Work polled several libraries and found that many use a form as an option for allowing their children to check out material. Ms. Whitney responded that the library was trying to relieve the burden of the staff on having to decide on the appropriateness of materials. Ms. Tomas stated that ultimately it is the parents' responsibility to monitor what their children check out, and that it puts our staff in a really bad position to have to argue with parents. Ms. Tomas also said while she appreciated Ms. Work's concerns, and her taking the time to come and express them, the revision to the policy was approved and would move forward.

Ms. Eldridge reminded Ms. Work that the LPLS Board has a "Public Participation at Board Meetings Policy" #1.11, that governs a person speaking to the Library Board during a Board Meeting.

**New Business**

**#2012-045 Approval of Personnel Appointments**

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

- Sara Boehm, Student Library Aide, Public Services position at the Avon Branch Library, part-time, effective May 14, 2012, at an hourly rate of \$7.70 which is grade EA, step 2.

**Roll Call:** yeas, unanimous

**#2012-046 Approval of Proposed Agreement with the North Ridgeville Corn Festival Committee**

Mr. Kovach moved, Mr. Petersen seconded to approve the Agreement with the North Ridgeville Corn Festival Committee for the 2012 Corn Festival.

**Roll Call:** yeas, unanimous

**#2012-047 Enter into Contract with RTI**

Mr. Petersen moved, Mr. Leandry seconded to authorize the CFO to enter into a contract with RTI for the replacement purchase of an Automatic Disc Repair System, in the amount of \$14,790 to be used for the reconditioning of CD's, DVD's AND Blu-Ray Discs at the Main Library.

**Roll Call:** yeas, unanimous

**#2012-048 Approval of 2013 Proposed Budget**

Mr. Petersen moved, Mr. Kovach seconded to approve the 2013 Proposed Budget in the following amounts:

Central Services	\$4,096,304
Main Library	3,043,263
South Branch	548,539
Avon Branch	603,976
Columbia Branch	450,412

**#2012-048 Approval of 2013 Proposed Budget (cont.)**

Domonkas Branch	472,463
North Ridgeville Branch	1,442,683
Summer Reading Program	50,000
Family Read Aloud Program	2,500
Book Memorial	150,000
Building & Repair Fund	150,000
Capital Improvement Fund	100,000
Hageman Fund	40,000
Stocker Fund	5,000
<b>TOTAL PROPOSED</b>	<b>\$11,155,140</b>

**Roll Call:** yeas, unanimous

**#2012-049 Appropriation Increases to Annual Appropriations Budget**

Mr. Petersen moved, Ms. Tomas seconded to approve the following appropriation increases for 2011 Board of Election fees that were higher than estimated.

<b>112-04-53770</b>	<b>Election Board Fees - Avon</b>	<b>\$ 6,116.23</b>
<b>122-08-53770</b>	<b>Election Board Fees – Sheffield Lake</b>	<b>\$ 2,071.93</b>
<b>130-03-53770</b>	<b>Election Board Fees – Lorain</b>	<b>\$ 7,473.05</b>

**Roll Call:** yeas, unanimous

**#2012-050 Appropriation Increases to Annual Appropriations Budget**

Mr. Kovach moved, Mr. Petersen seconded to approve the following appropriation increases for funds donated by the Lorain Friends of the Library.

<b>130-05-52110</b>	<b>Guys Read and Family Night Programs</b>	<b>\$ 933.00</b>
<b>203-01-52110</b>	<b>7 Kindles as prizes for YA Summer Reading</b>	<b>\$ 663.00</b>
<b>101-11-52110</b>	<b>Outreach Supplies</b>	<b>\$ 550.00</b>
<b>130-13-53720</b>	<b>South Branch Speakers</b>	<b>\$ 750.00</b>
<b>130-13-52110</b>	<b>South Branch Supplies</b>	<b>\$ 700.00</b>

**Roll Call:** yeas, unanimous



**#2012-051 Appropriation Increase to Annual Appropriations Budget**

Mr. Petersen moved, Ms. Tomas seconded to approve the following appropriation increase for Federal extensions of unemployment benefits.

<b>130-13-51670</b>	<b>Unemployment Compensation</b>	<b>\$ 10,185.00</b>
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**Roll Call:** yeas, unanimous

**#2012-052 Approve 2012-2013 Healthcare Offerings**

Mr. Petersen moved, Mr. Kovach seconded to approve renewals of the COSE Medical Mutual health insurance, the Guardian Dental, Vision and Life plans, and additional offerings for a high-deductible health insurance through Medical Mutual and ancillary insurance products offered through Employee Benefits International. AFLAC payroll deductions will be discontinued June 30<sup>th</sup>.

**Roll Call:** yeas, unanimous

**#2012-053 Acceptance of In-Kind Gift from Tom Kowal**

Mr. Petersen moved, Mr. Kovach seconded to accept an in-kind contribution of *Lorain Trestle Bridge*, by Merle Barnhill.

**Roll Call:** yeas, unanimous

**#2012-054 Acceptance of In-Kind Gift from the 22<sup>nd</sup> Masonic District of Ohio**

Mr. Petersen moved, Ms. Tomas seconded to accept the in-kind contribution of 207 new, non-fiction juvenile books from the 22<sup>nd</sup> Masonic District of Ohio.

**Roll Call:** yeas, unanimous

**#2012-055 Approve Revision to the Wage, Leave and Benefits Policy for Bargaining Unit Exempt Staff**

Mr. Kovach moved, Mr. Petersen seconded to approve the following revision to the Wage, Leave and Benefits Policy for Bargaining Unit Exempt Staff.

**Wage Leave Benefit Policies for Bargaining Unit Exempt Staff [\(Revised 2012-05-17\)](#)**

I. **WAGES** ... A. Salary Policy for Exempt Employees ...

2. Annual merit reviews for Public Service Coordinators, Librarian Supervisors, Facilities/Fleet Manager, Technology Manager, Public Relations Officer, Assistant Fiscal Officer, Administrative Services Office Manager, Public Relations Associate, Graphics Specialist, Administrative Clerks, Clerks, [Administrative Aides](#), and Student Library Aides are held the first quarter of each calendar year, and any salary adjustments are effective starting with the first full pay period in April. Annual merit reviews for the Director, Assistant Director and Fiscal Officer are held in November and December and salaries are set by the Board of Trustees at the meeting of the Board in December, to be effective on the first day of the pay period in which January 1 falls.

II. **LEAVE BENEFITS** ... E. Paid Time Off (PTO) ...

3. Use of PTO

a) New full-time [and part-time](#) employees in grades ED, EF, EG, EH, ~~and EI, and~~ [Administrative Aides](#), may schedule up to sixteen (16) hours (pro-rated for part-time) of accrued PTO during the first six (6) months of employment and up to thirty-eight (38) additional hours (pro-rated for part-time employees) of accrued PTO after the first six (6) months of employment.

**Roll Call:** yeas, unanimous

**#2012-056 Approve Revision to the Circulation Policies**

Mr. Petersen moved, Mr. Kovach seconded to approve the following revision to the Circulation Policies.

**CIRCULATION POLICIES ~~(2011-8-18)~~ [Revised 2012-5-17](#)**

5.01

**LIBRARY CARD ELIGIBILITY REQUIREMENTS**

5. ~~Minors may borrow G-rated, Children's, and Non-fiction films.~~ A person must be 18 years of age to borrow audiovisual equipment or art prints.

**#2012-056 Approve Revision to the Circulation Policies (cont.)**

**GENERAL INFORMATION**

**Video Cassettes/DVDs:**

Upon presentation of a valid library card ~~an adult a~~ borrower may take out ten (10) video titles or DVD titles per valid adult library card, ~~and a borrower under the age of 18 may borrow ten (10) non-fiction videos, children's videos and/or DVDs.~~

**Roll Call:** yeas, unanimous

**#2012-057 Approval of Premium Pay for Frances Johnson**

Mr. Kovach moved, Mr. Petersen seconded to approve, effective the week of May 6, 2012, that the Library will pay a premium payment of \$50 per week for each week that Outreach Librarian Supervisor Frances Johnson performs the additional duties of Operations Manager at the Main Library in the absence of Debra Jackson who is on a medical leave of absence, and continuing until Ms. Jackson returns from medical leave.

**Roll Call:** yeas, unanimous

**#2012-058 Approval for Student Practicum at the Avon Branch Library**

Mr. Leandry moved, Mr. Petersen seconded to approve a student practicum to allow Mary Stringer, Principal Licensure candidate from Cleveland State University, to observe, survey and write a written evaluation of the Teen Volunteer Program at the Avon Branch Library. The practicum is to commence May 21<sup>st</sup> and to be completed by the end of July, 2012, and will require Ms. Stringer to comply with Ohio's Library Patron confidentiality requirements.

**Roll Call:** yeas, unanimous

Board of Trustees  
May 17, 2012

0052-2012

**Other Agenda Items - none**


**Next Meeting**

June 21, 2012 at 5 p.m.  
Columbia Branch Library

**Adjournment Time: 6:10 p.m.**

**Attest:**

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

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