

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

Minutes

Lorain Public Library System  
Thursday, May 20, 2010, 5:00 p.m.  
Domonkas Branch Library, 4125 East Lake Road, Sheffield Lake, Ohio  
Regular Business Meeting

**Roll Call**

Ms. Tomas called the meeting to order at 5:00 p.m.

Present: Mr. Petersen, Mr. Kovach, Ms. Tomas, Mr. Campana, Mr. Virden (5:03 pm)

**Regular Business**

**#2010-051 Approval of Minutes**

Mr. Campana moved, Mr. Kovach seconded that the minutes of the April 15, 2010 meeting be approved.

**Roll Call:** yeas, unanimous

**#2010-052 Approval of Chief Fiscal Officer's (CFO's) Report**

Mr. Kovach moved, Mr. Petersen seconded that the CFO's Report for the month ending April 30, 2010 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$8,548,802. Of the month end cash balance, \$3,270,328 was operating funds, of which \$2,202,708 were unencumbered. Revenues for the month were \$3,045,434, 35.6% of the estimated \$8,557,363 Annual Revenues without transfers or advances. Expenses year-to-date were \$2,957,474, 26.6% of the budgeted \$11,105,927. Expenses plus encumbrances totaled \$4,308,653 or about 38.8% of the budget.

Mr. Wilson said that two letters of correspondence had been received. One letter was from Mrs. Birchfield of Wakeman, Ohio. The other letter received was from the State Library of Ohio, regarding an upcoming hearing to determine the borders of the Willard Public Library.

Mr. Wilson also noted that there were no Public Records requests. SEIU had previously requested financial information on staffing that had been impacted by the Memorandum of Understanding between SEIU and LPLS. The information, requested in the 3<sup>rd</sup> week of March, was not available until the payrolls had been processed in mid-April.

Mr. Wilson asked for the Board for their preference, regarding the opening of mail sent to the Library, when it is addressed to Board Members by name. It was agreed that the mail should be forwarded, unopened, to the Board Member.

Mr. Wilson reported that he will attend the Bureau of Workers Compensation appeal hearing in Columbus on June 15, 2010. The appeal is to get the group discount rating restored for the Library.

In closing, Mr. Wilson noted to the Board, three events that he has/will be attending;

- 1) the OLFOA Spring Meeting on May 14th
- 2) a planned giving program by the Community Foundation on May 18th
- 3) a Bricker & Eckler Construction Claims Seminar on June 7th

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Eldridge welcomed all to the Domonkas Branch Library. She then said how very happy she was that the Columbia Branch Library Levy had passed by thirty-eight votes. She also said the official results would be published on May 25th, and that she was amazed that the levy did not pass by more votes, with all of the hard work that had been done by the community for the levy.

Ms. Eldridge noted the change from 2009 to 2010, in the May, and the Year-to-Date PLF Distribution. She said that there should be a 'negative' sign before the dollar amounts listed on her Director's Report, given with the Board Packet.

Ms. Eldridge thanked Ms. Penwell for attending the recent Vision for Lorain meeting.

Ms. Eldridge informed the Board that the CLEVNET sent/received numbers were up, and that this is a direct reflection of her colleagues having slashed their materials budgets, due to the PLF losses.

Regarding personnel, Ms. Eldridge said that the South Branch Library held a well attended Cinco de Mayo program with over 80 people in attendance, and that the Outreach Department participated in the Cinco de Mayo parade on May 9, 2010. She also said that the Main Library Children's Department had 110 people attend their recently held Mother/Daughter Tea, at the Rose Café on May 9, 2010.

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

**05.07.10** – U.S. Census Bureau donated magnetic photo frames, footballs and clips to the library, for their use of the library meeting rooms.

**05.15.10** – N.A.A.C.P. membership luncheon.

**05.19.10** – Leadership Lorain County Graduation Ceremony. Was well-attended and Mr. Robert Wenz graduated.

**06.10.10** – Community Foundation presentation at LPLS. Ms. Eldridge invited all Board Members to please attend.

**06.17.10** – Columbia Library Levy Committee Wrap-Up Meeting at 3:15 p.m.

Ms. Eldridge said that the Main Library renovation has begun, with a few bumps in the road, and is certainly a learning curve for all involved.

Speaking of statistics, Ms. Eldridge noted to the Board that the visitors for both Columbia Branch Library and the Main Library have increased. She also noted that circulation is down, and that the Avon, South Lorain and Sheffield Lake residents were very happy to have restoration of open hours at the branches.

Mr. Edwin Kovach ended Ms. Eldridge's report by thanking Ms. Eldridge, Ms. Whitney, and Ms. Frederick for their hard work on the recent Columbia Levy Campaign.

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

Ms. Whitney said good evening and welcomed all to 'this gem of a library on the lake' for tonight's meeting! She then thanked Pam Coghlan and Ms. Eldridge for tonight's refreshments.

Ms. Whitney thanked Sandra Mitchell and the staff at Columbia Branch Library for all of their hard work on the levy campaign, as well as during difficult times with reduced hours. Ms. Whitney noted that even though the hours at Columbia Branch Library have been reduced, the visitor count was up 29%, as compared to last April. Ms. Whitney also said the visitor count for the Main Library was higher, for which she is very happy.

Ms. Whitney also thanked Mr. Dale Girt and staff for planting flowers and beautifying the Main Library and branches. She said more flowers will be planted this week.

Regarding community outreach and events, Ms. Whitney spoke of the following;

- Browser helped at National Library Week, and will be at various parades throughout the summer.
- There is an exciting kickoff for the Summer Reading Program, planned for June 5<sup>th</sup> at Lakeview Park.
- Columbia Branch Library will be having a Flea Market on Sat., May 22<sup>nd</sup>.

In closing, Ms. Whitney remarked, "It was a pleasure to join in the celebration for Mr. Robert Wenz's recent graduation from Leadership Lorain County, and thank you all for coming this evening."

### **Committee Reports**

Mr. Douglas Petersen reported to the Board about the Finance, Audit and Properties Committee Meeting held on May 13, 2010. Various topics were discussed;

- Operating expenditures; ongoing discussion.
- Reviewed policies for Fiscal Operations regarding CLEVNET.
- Discussed Highland PR contract and Connect Ohio.
- Discussed a proposal for purchasing through American Express.
- Discussed the purchase of new copiers to provide a print management system for the Main Library.
- Discussed property acquisition, which is to be further discussed in Executive Session this evening.

### **Communications**

No Communications received.

### **Audience Participation**

#### *SEIU District 1199*

Ms. Isabelle Wimmer represented the SEIU District 1199. Ms. Wimmer said good evening to all, and thanked the Board for allowing her the opportunity to speak. Ms. Wimmer also said congratulations to the library for passing the Columbia Library Levy.

Regarding activities of Union personnel, Ms. Wimmer said that Jim Leonard attended 'The 15<sup>th</sup> Biennial Leadership Assembly', Cheri Campbell has been appointed to the County Labor Council, and that Ms. Wimmer has been elected the Union Executive Board Position.

Ms. Wimmer informed the Board of three pressing issues that the Union is concerned about;

- Safety for library employees at the parking lots at the Main Library and at the Main Library Employee Parking Lot.

- Safety for library employees at the Avon Branch Library, when unloading the book drop, which is located next to the handicap spaces in the parking lot.

- Ms. Wimmer also mentioned the previously requested Financial Accounting regarding the Memorandum of Understanding, to which Mr. Wilson replied that the LPLS Administration had that information for this evening's meeting.

*Supervisors*

Ms. Pamela Coghlan, Domonkas Branch Librarian Supervisor, said hello, welcome, and glad that you are all here at the library on the lake. Ms. Coghlan thanked the Board for their hard work throughout the year. She also told the Board that many patrons were very pleased with the restoration of the Friday hours. Ms. Coghlan said there would be a book sale at Domonkas Branch Library next week, and that she is glad to have the help of Elaine Walkden. She also said that the Domonkas Branch Library is busily preparing for the Summer Reading Program. Lastly, Ms. Coghlan welcomed Ms. Lisa Cresimano, Mr. Ken Cromer and Ms. Linda Meredith to the meeting.

*Friends of the Library*

The Avon Friends next meeting will be held September 23rd. The Avon Friends April online book sale netted \$566. The Avon Friends will be hosting an Art Show from May 3-28, 2010.

The Columbia Friends next meeting will be held on June 28, 2010. Recent sales held by the Columbia Friends are; 1) book sale which netted \$859, 2) online book sale which netted \$566, 3) bake sale which netted \$83, and 4) new memberships netting \$185. Upcoming events sponsored by the Columbia Friends are as follows; May 22<sup>nd</sup> – Flea Market & Yard Sale, June 5<sup>th</sup> & 6<sup>th</sup> – Engine Show, June 19<sup>th</sup> – Festival of the Arts.

The Domonkas Friends next meeting will be held September 14, 2010. Their book sale held in January netted \$994.75. Their online book sale split with the Avon Branch Library netted \$566. The Domonkas Friends will be participating in the upcoming Sheffield Lake Community Days Parade.

The Lorain Friends next meeting will be held July 27, 2010 at the South Branch Library. The Lorain Friends last book sale netted \$2,000. Mr. Campana said that the recently held Shred Day Event was a success, in spite of the inclement weather. Popcorn was served to patrons and it was well-attended. The Lorain Friends will be participating in the International Festival Parade on June 27, 2010.

The North Ridgeville Friends next meeting, a Strategic Planning Meeting, will be held on May 24, 2010. The North Ridgeville Friends will be participating in the Memorial Day Parade on May 31, 2010.

*Other*

Mr. Ken Cromer, previous LPLS Director, greeted the Board warmly and thanked them for inviting him to the meeting. He told the Board that at his recent attendance at a Lion's Club Meeting he heard the CFO of the Jet Express Company speak. He informed

the Board that Jet Express has a new boat and will be conducting many fun events and cruises this summer. He then handed out flyers for the Jet Express Company.

Linda Meredith, previous SEIU Executive Board President and retired LPLS employee, greeted the Board. She stated her reasons for being present at the meeting were to congratulate her predecessor, Ms. Wimmer, on her recent appointment, to congratulate the Columbia Branch Library for passing their levy, and to express her concern about the SEIU having not received the Financial Accounting as of tonight's meeting.

## **New Business**

### **#2010-053 Approval of Personnel Appointments**

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

- Joy Smith, Library Assistant, Floater Public Services position at the Main Library, Domanakas and South Branch Libraries, part-time, effective April 19, 2010, at an hourly rate of \$12.561 which is grade UE, step 4.
- Ryan Hardway, Library Assistant, position at the North Ridgeville Branch Library, part-time, effective May 24, 2010, at an hourly rate of \$12.938 which is grade UE, step 5.
- Jennifer Schnoering, Library Assistant, in the Operations Department at the Main Library, part-time, effective May 24, 2010, at an hourly rate of \$11.495 which is grade UE, step 1.

**Roll Call:** yeas, unanimous

### **#2010-054 Acceptance of Donation from The Lorain Friends of the Library**

Mr. Virden moved, Mr. Petersen seconded to accept the \$300 donation from The Lorain Friends of the Library for the purchase of candy and books to give away at the Lorain International Festival.

**Roll Call:** yeas, unanimous

### **#2010-055 Increase to Appropriations for the Purchase of Candy and Books to Give Away at the Lorain International Festival**

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Mr. Kovach moved, Mr. Virden seconded to approve the increase in appropriations to the Public Relations Supplies line item of Three Hundred Dollars (\$300.00) for the purchase of candy and books to give away at the Lorain International Festival.

101-12-52110	Supplies	\$ 300.00
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**Roll Call:** yeas, unanimous

**#2010-056 Increase to Appropriations for the Purchase of Gift Cards and Additional Programs for the Adult Summer Reading Program**

Mr. Campana moved, Mr. Virden seconded to approve the increase in appropriations of Three Thousand, Five Hundred Dollars (\$3,500.00) for the purchase of gift cards and the purchase of additional programs for the Adult Summer Reading Program.

101-11-52110	Outreach – Supplies	\$ 500.00
130-02-53720	Adult Services - Lecturers & Speakers	\$ 1,500.00
130-13-53720	South Branch - Lecturers & Speakers	\$ 1,500.00

**Roll Call:** yeas, unanimous

**#2010-057 Approval to Advance Funds from the Building & Repair Fund to the General Fund**

Mr. Kovach moved, Mr. Petersen seconded to approve the following fund advance to the General Fund in anticipation of PLF receipts:

From	To	Amount Out	Amount In
401-01-59810	Advances to Other Funds	\$ 500,000.00	
	101-00-49810 Advances from Other Funds		\$500,000.00

**Roll Call:** yeas, unanimous

**#2010-058 Return of Advances from Other Funds - Appropriation Increase**

Mr. Campana moved, Mr. Petersen seconded to approve the following appropriation increases:

101-01-59850	Return of Advance from Other Funds	\$ 500,000.00
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**Roll Call:** yeas, unanimous

**#2010-059 Approval of Fund Transfers**

Mr. Kovach moved, Mr. Petersen seconded to authorize the following fund transfers, as approved in the 2010 Budget:

<b>From</b>	<b>To</b>	<b>Amount</b>
101-01-59999 Tx Out of General Fund	330-00-49999 Tx In Debt Service Fund	\$ 476,460

**Roll Call:** yeas, unanimous

**#2010-060 Approval of 2011 Proposed Budget**

Mr. Campana moved, Mr. Petersen seconded to approve the 2011 Proposed Budget in the following amounts:

Central Services	\$4,405,910
Main Library	2,950,000
South Branch	558,412
Avon Branch	648,587
Columbia Branch	522,048
Domonkas Branch	432,646
North Ridgeville Branch	1,528,342
Summer Reading Program	60,000
Family Read Aloud Program	2,500
Debt Service	478,860
Building & Repair Fund	1,000,000
Capital Improvement Fund	462,486
Hageman Fund	40,000
<b>TOTAL PROPOSED</b>	<b>\$13,089,791</b>

**Roll Call:** yeas, unanimous

**#2010-061 Resolution of Appreciation – Columbia Levy Committee**

Mr. Kovach moved, Mr. Virden seconded the following Resolution of Appreciation:

**WHEREAS**, the Lorain Public Library System is fortunate to have many community volunteers who lend their skills and leadership for the benefit of the library; and

**WHEREAS**, the Columbia Library Levy Committee, led by Co-Chairpersons Ralph Malik and Susan Wendt, have devoted countless hours; and

**WHEREAS**, the untiring efforts of The Columbia Library Levy Committee resulted in a victory for the Columbia Branch Library; and

**WHEREAS**, the levy committee's success has helped ensure a quality public library for the residents of Columbia Township;

**THEREFORE, BE IT RESOLVED**, that the Lorain Public Library System Board of Trustees does publicly acknowledge Levy Co-Chairpersons Ralph Malik and Susan Wendt and the levy steering committee: Pamala Coleman and the Columbia Friends of the Library, Inc.; Fran Faloon; Don Hagen; Peg



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Kenneley; Ed Kovach; Elane Martin; Pepper Richardson; Ken Roth and Jim Van Horn and extends its appreciation on behalf of the Board and staff.

**Roll Call:** yeas, unanimous

**#2010-062 Approval to Accept Offer of MT Business Technologies for Print Management Services**

Mr. Petersen moved, Mr. Campana seconded to authorize the CFO to arrange the provision of Print Management Services, with a 63-month fixed price offer, from MT Business Technologies.

**Roll Call:** yeas, unanimous

**#2010-063 Approval to Enter Contract to Purchase Copiers**

Mr. Campana moved, Mr. Petersen seconded to approve the purchase of three copiers for the Main Library, from MT Business Technologies under State Use pricing, at a total cost of Fifteen Thousand, Eight Hundred and Thirty-Eight Dollars (\$15,838.00).

**Roll Call:** yeas, unanimous

**#2010-064 Resolution to Join State Library Grant Application for Computers**

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

WHEREAS the Lorain Public Library currently is in need of laptop/desktop computers at its library locations to meet the public demand;

WHEREAS the Lorain Public Library acknowledges the public need for broadband training, support and awareness in order to promote and ensure sustained adoption of broadband services;

WHEREAS Lorain Public Library wishes to participate in a statewide grant application for the Department of Commerce's National Telecommunications Information Administration (NTIA) Broadband Technology Opportunities Program (BTOP) funds for 110 laptop/desktop computers;

WHEREAS the LORAIN Public Library will providing matching funds of at least \$125 each, for up to 110 computers granted to the State Library of Ohio's *Public Access through Libraries project* for a total cost of at least \$13,750;

WHEREAS the Lorain Public Library wishes to participate in a statewide grant application for the Department of Commerce's National Telecommunications Information Administration (NTIA) Broadband Technology Opportunities Program (BTOP) funds for sustainable adoption of broadband through training, support services, and public awareness;

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WHEREAS the Lorain Public Library will provide matching funds of \$12,466 to support Connect Ohio's *Public Adoption through Libraries project* for the provision of training, technical support, and public awareness;

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Lorain Public Library is in full support of the State Library's grant application and the complementary application submitted by Connect Ohio.

**Roll Call:** yeas, unanimous

**#2010-065 Approval of Proposed Agreement with the North Ridgeville Corn Festival Committee (Attachment)**

Mr. Campana moved, Mr. Petersen seconded to approve the Agreement with the North Ridgeville Corn Festival Committee for the 2010 Corn Festival.

**Roll Call:** yeas, unanimous

**#2010-066 Approval to Enter into Executive Session to Discuss the Potential Acquisition of Real Estate**

Mr. Virden moved, Mr. Kovach seconded at 5:46 p.m. to approve adjourning to Executive Session to discuss the possible acquisition of real estate.

**Reconvened:** 7:21 p.m.

**Mr. Petersen** excused himself at 7:22 p.m.

**#2010-067 Approval to Enter Contract with Highland Public Relations**

Mr. Kovach moved, Mr. Virden seconded to approve entering into a contract with Highland PR per their LPLS Communications Plan Proposal, in the amount of Twenty Thousand, Seven Hundred and Fifty Dollars (\$20,750) plus "out-of-pocket" expenses, not to exceed \$5,000.00.

**Roll Call:** yeas, unanimous

**#2010-068 Acceptance of Donation from The Foundation of the Lorain Public Library System**

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Mr. Kovach moved, Mr. Campana seconded to accept the Four Thousand Dollar (\$4,000) donation from The Foundation of the Lorain Public Library System for the 2010 Fall Family Read Aloud Program.

**Roll Call:** yeas, unanimous

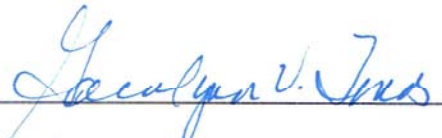

### Other Agenda Items

### Next Meeting

June 17, 2010 at 5 p.m.  
Columbia Branch Library

**Adjournment Time:** 7:23 p.m.

### Attest:

, President  
, Secretary