

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, July 15, 2010, 5:00 p.m.
South Branch Library, 2121 Homewood Drive, Lorain, Ohio
Regular Business Meeting

Roll Call

Ms. Tomas called the meeting to order at 5:03 p.m.

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

Regular Business

#2010-076 Approval of Minutes

Mr. Kovach moved, Ms. Penwell seconded that the minutes of the June 17, 2010 meeting be approved.

Roll Call: yeas, unanimous

#2010-077 Approval of Fiscal Officer's Report

Mr. Campana moved, Mr. Petersen seconded that the Fiscal Officer's Report for the month ending June 30, 2010 be approved.

Mr. Wilson reported to the Board that the month end cash balance was \$8,543,522. Of the month end cash balance, \$3,435,231 was operating funds, of which \$2,487,670 were unencumbered. Revenues for the month were \$4,347,269, 51% of the estimated \$8,597,713 Annual Revenues without transfers or advances. Expenses year-to-date were \$4,264,588, 38% of the budgeted \$11,109,727. Expenses plus encumbrances totaled \$6,298,837 or about 57% of the budget.

Mr. Wilson stated that no Public Records requests had been received. He also stated that correspondence had been received, including the following:

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- City of Sheffield Lake, annual request to approve city fireworks
- Columbia Township, official election results from May, 2010
- Ohio Bureau of Workers' Compensation, final order denying 2010 group rate
- State Library of Ohio, notice of change to Willard Public Library boundaries

Mr. Wilson said he recently attended a BVU Healthcare Conference and a seminar, for which he thanked the Library Foundation. He said he would be attending a software update session with the Lorain County Auditor and a Strategic Planning Session.

Mr. Wilson then reported that the Library is running with a surplus of revenues at this time, which is good news.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge said, "Good evening, and welcome to South Lorain. It's a beautiful day to be inside."

Regarding the Main Library renovation, Ms. Eldridge stated that the work should be completed by the end of August, and that the public seems happy with the changes so far.

Ms. Eldridge said that several weeks ago a Federal District Judge (James Carr), issued a ruling that suggested that County Prosecutors are not the legal counsel for public libraries. Ms. Eldridge informed the Board that having to hire an attorney to deal with issues concerning the public, would raise the library's legal fees. She also said that OLC is working with Representative Murray to introduce legislation that would clear up the concerns raised by Judge Carr.

Ms. Eldridge told the Board that the State Auditor has been raising concerns about public library compliance with ORC 1347. ORC 1347 deals with policies regarding the sharing of personal information. The State Auditor advises that libraries should make certain to have policies in place, that deal with Sec. 1347.05 (A) – (H).

Reporting on personnel, Ms. Eldridge gave her sincere thanks to all staff, Board Members and volunteers who helped with the outdoor festivals and parades so far this summer. She then thanked the Maintenance and Technology Departments, who moved the Operations Staff to a temporary location during the library's renovation. Ms. Eldridge also thanked the Board for allowing her to attend the ALA Annual Conference. She said that it was an amazing conference, that she learned a lot, met many people, and that it was a very rewarding experience for her as a professional librarian.

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

07.20.10 – The Lorain Palace Civic Theater donated 1,000 tickets for the July 20th showing of the movie, ‘Where the Wild Things Are’.

08.23.10 – Lorain County Fair Breakfast.

08.28.10 – LPLS day at the fair.

09.24.10 – Candidate’s Breakfast at the Oberlin Public Library.

Speaking on statistics, Ms. Eldridge noted to the Board that the Year-to-Date circulation statistics were down 5.71%, and that the visitor counts were down as well. Although this is true, there was no decrease at either Columbia or Main, and there was an increase in CLEVNET sent and received. She also noted that the AV circulation is higher than the Printed circulation, and that this trend will continue.

Report of the Assistant Director

Ms. Whitney said good evening, and welcome to South Branch Library. She then thanked Ms. Norma Preston, South Branch Librarian Supervisor, for hosting.

Ms. Whitney thanked Ms. Sandra Mitchell, Columbia Branch Librarian Supervisor, for organizing and being in the Columbia Homecoming parade with the Whiz Kids on June 27th. Their float won “Best Float” in the parade, for which they won a \$50 prize, and Ms. Whitney commented what a huge undertaking it was. Ms. Whitney also thanked Pam Coleman, President of the Columbia Friends, for her coordinating of events for the Festival of the Arts, Columbia Homecoming and the Columbia Library Flea Market. Ms. Whitney then thanked Yard Smart for their pro-bono spring clean up of the landscaping at Columbia Branch Library.

Ms. Whitney thanked Doug and Kathy Petersen, and their granddaughters for participating in the annual Avon Duct Tape Parade.

Ms. Whitney informed the Board that she had received a call from Mr. Doug Warren, from the S.E.I.U. District 1199, and also met with Ms. Isabelle Wimmer, to discuss protocol regarding management relations and communications.

Committee Reports

Mr. Homer Viriden reported on the Library Services and Personnel Committee Meeting held on July 8, 2010. A summary of points discussed is as follows:

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- Reviewed the 'Board Meeting Public Participation Policy' with no recommended changes at this time.
- Recommended a revision to the 'Circulation Policy' to reflect use of a collection agency effective January 3, 2011.
- Reviewed the 'Employee Internet Acceptable Use Policy' and the 'Records Retention Policy' in conjunction with the County Prosecutor's Memo, with no changes recommended at this time.
- Discussed streamlining and modifying the Strategic Planning Process, to make the process shorter and more efficient.
- Discussed health care reform.
- Looked at new service models that Ms. Eldridge shared from the ALA Annual Conference exhibits.

Communications

Received a letter from the City of Sheffield Lake, the Columbia Township, the Ohio Bureau of Worker's Compensation and the State Library of Ohio.

Audience Participation

SEIU District 1199

Ms. Isabelle Wimmer represented the SEIU District 1199. Ms. Wimmer said hello, good evening to all, and hoped that everyone is enjoying their summer.

Ms. Wimmer informed the Board that the SEIU has been invited to the Chapter Training in Cleveland. She also stated that the annual Cleveland Solidarity Picnic is being held on Sunday, July 25th, at the Luke Easter Park in Cleveland. In closing, Ms. Wimmer said that as President of SEIU LPLS, she will be attending the 3rd quarter Executive Session, at the end of July.

Supervisors

Ms. Doris Garber, Technical Services Public Coordinator, said, "Hello, I am the head of TSD. Most of you visited the new space on Detroit Road last year, but if you haven't, please do so". Ms. Garber stated that US Cargo deliveries have increased at the new TSD location, and she expects a continued increase. Ms. Garber then discussed some up and coming library innovations; 1) Library Media Box-can check out DVD's, 2) Media Bank-can borrow and place holds on materials through this, 3) Library Mate-used in the Netherlands, is very limited and is for smaller populations, and 4) Book Bank-looks like a vending machine, can pick up and return books and AV materials from this. Ms. Garber recommended waiting at least until 2nd or 3rd generation models of these machines, and also said that they are currently very expensive.

Ms. Norma Preston, South Branch Librarian Supervisor, welcomed all to the South Branch Library. Ms. Preston said that the South Branch Library would be hosting Mr. Jon Loufman, weatherman of Channel 19, for an afternoon. Ms. Preston said that the South Branch Library will be having a Hispanic Heritage Festival during the month of August, to celebrate Hispanic Heritage Month. The library will have an antique appraisal, Spanish trivia and coloring contests and Justo Saborit, a local Latin Soul musical group, will be returning to the South Branch Library for the festival.

Friends of the Library

The Avon Friends next meeting will be held September 23rd. The Avon Friends next book sale will be held starting this evening, running through July 17th.

The Columbia Friends next meeting will be held on August 23, 2010. The Columbia Friends were very busy in June, with the Flea Market, Arts Festival (23 vendors showed) and the Columbia Homecoming celebration. The Columbia Friends next book sale will be held August 16-21, 2010.

The Domonkas Friends next meeting will be held September 14, 2010. Their next book sale will be held on September 20-25, 2010. Ms. Eldridge said the Domonkas Friends were 'walking as we speak', regarding the Community Days Parade.

The Lorain Friends next meeting will be held July 27, 2010, at the South Branch Library. The Lorain Friends next book sale will be held September 16-20, 2010. Ms. Garalynn Tomas thanked the Lorain Friends for this evening's refreshments.

The North Ridgeville Friends next meeting will be held October 4, 2010, at which time the Strategic Planning will continue. Their next book sale will start this evening, July 15th, through the 17th. The North Ridgeville Friends will have a Car Show starting this evening as well, also running through the 17th. Ms. Garalynn Tomas, Board President, commented that the Foundation's Annual Appeal is ongoing, with a few sizeable donations, and that the appeal is doing well overall.

Other

New Business

#2010-078 Approval of Personnel Appointments

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

- Lillian Traxler, Delivery Aide position in the Maintenance Department, part-time, effective June 28, 2010, at an hourly rate of \$9.546, which is grade UC, Step 1.

Roll Call: yeas, unanimous

#2010-079 Acceptance of Donations

Mr. Petersen moved, Mr. Virden seconded to accept the following in-kind and cash donations:

Mr. Bruce Stone, Yard Smart, Inc. – in-kind contribution of landscaping services to the Columbia Branch Library.

Ms. Pam Coleman – in-kind contribution of mulch for the landscaping at the Columbia Branch Library.

Lorain Palace Theatre – in-kind contribution of 250 (4 packs) movie tickets for the Summer Reading Program.

The Community Foundation of Greater Lorain County - \$1,000.

The Gerald Prucha Fund, of the Lorain Rotary Club, through The Community Foundation of Greater Lorain County - \$1,400 for the purchase of library materials for the Lorain Libraries.

Friends of the North Ridgeville Branch Library - \$2,000 for technology upgrades at the North Ridgeville Branch Library.

Roll Call: yeas, unanimous

#2010-080 Increase to Appropriations for the Purchase and Installation of a Symposium for the North Ridgeville Branch meeting room.

Mr. Campana moved, Mr. Petersen seconded to approve the increase in appropriations to the North Ridgeville Branch Furniture and Equipment line item of Three Thousand Dollars (\$3,000.00) for the purchase and installation of a symposium for the North Ridgeville Branch meeting room.

110-10-55510	Furniture/Equipment	\$ 3,000.00
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Roll Call: yeas, unanimous

#2010-081 Approval to Restore Hours of Operation at the Columbia Branch Library

Mr. Kovach moved, Mr. Petersen seconded to approve the change of hours of operation, beginning on Monday, September 13, 2010 at:

Mondays, from 12:00 – 8:00 p.m.
Tuesdays, from 10:00 a.m. – 8:00 p.m.
Wednesdays, from 12:00-8:00 p.m.
Thursdays, from 12:00-8:00 p.m.

Roll Call: yeas, unanimous

#2010-082 Approve Revision to Circulation Policies

Mr. Kovach moved, Mr. Petersen seconded to approve the following revision, effective July 15, 2010, to the Board's Circulation Policies:

CIRCULATION POLICIES (~~2009-3-19~~ 2009-10-15 REV)

5.01

LIBRARY CARD ELIGIBILITY REQUIREMENTS

1. All Ohio residents are eligible for a free Lorain Public Library System card.
2. Cards are issued for one year and must be renewed every year.
3. Library cards are not renewed for borrowers who have outstanding fines, fees, or unreturned overdue items.
4. The following rules apply in order to have a library card issued:
 - A. Children up through 8th grade must have the signature of a parent or a guardian on the registration form. Parents must be present to provide identification and verification of address.
 - B. Adults, and children who do not need a parent's signature, must provide a photo identification and current, permanent address. (A post office box is not an acceptable form of identification). A birth date is required.
 - C. Children 9th grade and above, who do not have photo identification must have a signature of parent or guardian on the registration form. Parents must be present to provide identification and verification of address.
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.
6. An active LPLS, GAC or CLEVNET card with the borrower's current name will be honored at any LPLS agency.

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7. A registered borrower must present an active LPLS, GAC or CLEVNET card in order to charge out items.
8. A patron is responsible for all items checked out using his/her borrower's card. A patron must report the loss or theft of his/her library card immediately.

GENERAL INFORMATION

Fees:

Patrons will be assessed fees for all lost or damaged materials.

The fee for replacement of a lost card will be \$1.00.

If a lost item is returned within six (6) months of payment, a refund will be given less a \$5.00 processing fee (receipt required).

Debt Collections: A delinquent account may be sent to a collection agency. If your delinquent account is sent to a collection agency you will also be charged an additional fee.

(The Balance of the Circulation Policies is not changed)

Roll Call: yeas, unanimous



Other Agenda Items

Next Meeting

August 19, 2010 at 5 p.m.
Main Library

Adjournment Time: 5:32 p.m.

Attest:

 , President
 , Secretary