

Board of Trustees
August 15, 2013

0069-2013

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, August 15, 2013
5:00 p.m. North Ridgeville Branch Library,
35700 Bainbridge Rd., North Ridgeville, OH
Regular Business Meeting

Roll Call

Mr. Campana called the meeting to order at 5:15 p.m.

Present: Mr. Kovach, Ms. Novak, Mr. Campana, Ms. Hatch, Ms. Tomas, Mr. Viriden

Regular Business

#2013-083 Approval of Minutes

Mr. Kovach moved, Mrs. Hatch seconded that the minutes of the June 20, 2013 meeting be approved.

Roll Call: yeas, unanimous

#2013-084 Approval of Chief Fiscal Officer's (CFO's) Report

Ms. Tomas moved, Mr. Kovach seconded that the Treasurer's Report for the months ending June 30th and July 31st, 2013 be approved

Mr. Wilson reported to the Board that the month end cash balance for June and July were \$8,863,992. Of the July month end cash balance, \$5,773,364 were operating funds, of which \$4,684,310 were unencumbered. Mid Year Revenues in June were \$4,400,866, 52% of the estimated \$8,465,098 Annual Revenues without transfers or advances. Year-to-Date Expenses for June were \$3,908,690, 45.8% of the *estimated* \$8,529,113 Annual Expenses without transfers or advances. Year-to-Date June Expenses plus encumbrances totaled \$5,197,652 or about 60.9% of the *estimated* Expenses without transfers or advances.

Three letters of correspondence were received. One letter from the Ohio Library Council regarding the Public Library Fund and its declining library revenues for fiscal years 2008-2015. Mr. Wilson attached a spreadsheet detailing the amount of funding received broken down by county. The second letter was from the Lorain City Schools unanimously

approving the appointment of Mallory Holmes to the LPLS Board of Trustees. The third letter was from Sheakley Uniservice notice regarding our Workers Compensation group rating.

Effective next year we will not be eligible for a group rating. There have been several instances of injuries and no light duty positions here at our library. Mr. Wilson is currently looking into COSE for an alternative group membership. Mr. Virden asked if we had an employee safety program. Ms. Novak added that the BWC has free audits.

Mr. Wilson added that the State Auditor and Industrial Appraiser will be arriving on Monday, August 19, 2013.

Assistant Fiscal Officer, Sheila Lanning will be attending the New Fiscal Officer workshop through OLC.

Mr. Wilson and Mrs. Lanning will be attending a workshop for Software Solutions in Cincinnati, Ohio.

Roll Call: yeas, unanimous

Oath of Office

Mallory Holmes -- completing the term through December 31, 2015-- was issued the Oath of Office.

Report of the Director

Ms. Eldridge said, "Good afternoon and welcome to the North Ridgeville Branch Library".

Ms. Eldridge stated that the Public Library Funding for our library has gone down and noted the amount allocated by the state is set at 1.66% of the General Revenue Fund.

Regarding personnel, Ms. Eldridge attended the 8th National Conference of African-American Librarians in Covington, Ky. It was humbling and rewarding experience and she wanted to thank the service desk staff for their work. Ms. Eldridge thanked Sandy Mitchell, Toni Whitney, Jim Wilson, Dale Girt and Maintenance staff, Robert Wenz and Technology staff and the Columbia Branch Library staff for getting Columbia Branch re-opened after the flood.

Ms. Eldridge wrote a letter to the Columbia Township Trustees regarding the drainage issues.

The next new board member orientation will be Friday, August 16th for Mallory Holmes.

Avon Branch Librarian Supervisor, Donna Kelly was accepted into Leadership Lorain County program.

Ms. Eldridge mentioned the OLC Annual Conference on October 8-11, 2013 and invited the Board to attend. A bus will be leaving the Main Library on October 10, 2013.

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

Ms. Eldridge thanked Mr. Campana and Mr. Virden who will be attending the Lorain County Fair Breakfast on August 19, 2013.

Ms. Eldridge commented that the Summer Reading Program was well attended and a Lorain Library movie will be featured at the Palace Theatre on Wednesday, August 21, 2013.

Ms. Eldridge reported on the status of facilities.

Columbia Branch Library has been restored following the water damage.

Public Services Coordinator, Valerie Smith and Youth Services Librarian Supervisor, Elaine Betting are working to create a teen space at the Main Library.

Ms. Eldridge asked Marketing Communications Manager, Meagan Hayes to give an update on the website redesign. Ms. Hayes stated on July 1, 2013, the new website launched and is currently making changes to make the website better. The website is experiencing some growing pains. She has been receiving suggestions about how to make the website better for staff. Ms. Hayes shared that the website visits are off due to the transition from KUNO to Emerge for the month of July.

Regarding donations Ms. Eldridge said she received a \$500 donation from Ms. Idajeanne Brown in honor of her mother. A \$5,000 anonymous donation was received from Sheffield Lake for the Domonkas Branch and the Stocker Foundation gave \$300 to the North Ridgeville Branch for a special children's dog program.

Report of the Assistant Director

Mrs. Whitney said good evening to everyone and welcomed them to the North Ridgeville Branch Library. She mentioned the Board could see details of the business with SEIU in

her report. There have been several disciplinary hearings with the Union SEIU 1199 union to resolve issues. She met with Danie Tarrow and SEIU 1199 in June to discuss several issues.

Mrs. Whitney followed up with Ms. Novak concerning questions about the Labor Management Committee. She explained that this committee is stipulated in the contract and is comprised of three bargaining unit staff and three managers. Lately, due to various reasons a quorum has not been met for the committee to meet.

Mrs. Whitney has been working with Managers on upcoming projects; modest renovations at Avon, HVAC concerns at Domonkas and the flood restoration at Columbia. Mrs. Whitney thanked Sandy Mitchell for working extra hours during the restoration. She also thanked the Maintenance Department for building a new corn hole game for the Fair.

Ms. Whitney mentioned upcoming community events; Lorain County Fair and several upcoming Friends meetings.

Committee Reports

No committee meetings were held in June or July.

Homer Viriden stated there were no communications to report for the Fraud Hotline.

Communications

Letter from LCSD, unanimously approving the appointment of Mallory Holmes to the Board of Trustees, July 1, 2013 – December 31, 2015

City of Sheffield Lake – Fireworks Permission

Sheakley Uniservice notice regarding Workers Compensation group rating

Audience Participation

Supervisors

North Ridgeville Branch Librarian Supervisor, Mrs. Karen Sigsworth, welcomed all to the North Ridgeville Branch Library.

Mrs. Sigsworth stated the North Ridgeville was nicely showcased during the Corn Festival. The electronic sign could be seen clearly to advertise upcoming programming.

The Friends and staff set up a booth at the Corn Festival and raised \$255.

Mrs. Sigsworth reported they had a very busy summer. She mentioned that 57 Summer Reading Program teen participants read 25 or more hours this summer. The circulation for the month was 45,700 items. Young Services Librarian Angela Young took a position at the Ravenna Public Library. Jennifer Hirth has been promoted to fill the vacant position.

Friends of the Library

The Avon Friends next meeting will be held September 5, 2013. The Avon Friends raised \$565 at their book sale.

The Columbia Friends next meeting will be held August 26, 2013.

The Domonkas Friends next meeting will be held September 10, 2013. The Domonkas Friends participated in the Community Days in Sheffield Lake.

The Lorain Friends next meeting will be held August 27, 2013. The Lorain Friends donated \$4,050 to the Library for various programs.

The North Ridgeville Friends July book sale netted over \$4,000.

The Lorain Public Library System Foundation, Inc. publicly thanked Ms. Julie Cowan, Administrative Clerk for working with the Foundation on their Annual Appeal. The Foundation would also like to welcome and thank Jennie Patterson, Administrative Services Office Manager for assisting with the Annual Appeal thank you letters and Foundation database. Ms. Tomas thanked Joanne Eldridge for offering her staff to assist with the Foundation's Annual appeal.

Ms. Tomas stated that the 2013 Annual Appeal has not had the same funding results as in campaigns past. She noted that 1.34% of the letters mailed have resulted in support of the Annual Appeal.

Other

New Business

#2013-085 Approval of Personnel Appointments

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

- Ellen Fabrizio, Library Aide, Public Services position in the Adult Services Department of the Lorain Public Library System part-time effective June 25, 2013, at an hourly rate of \$7.968, grade UA, step 2.

- Maureen Turner, Library Assistant, temporary part-time, Public Services position in the Operations/ Circulation Department of the Lorain Public Library System, part-time, effective July 5, 2013, at an hourly rate of \$11.784, for a period of up to six months and may be terminated at any time subject to the needs of the Library.
- Jennifer Hirth, Librarian, Youth Services at the North Ridgeville Branch of the Lorain Public Library System, full-time, effective July 23, 2013, at an hourly rate of \$19.204, grade UJ, step 1.
- Tamara Manzo, Clerk position in the Public Relations Department of the Lorain Public Library System, part-time, effective July 29, 2013, at an hourly rate of \$11.000, grade ED.
- Julie Cowan, Library Associate II/Assistant to the Branch Librarian Supervisor, Public Services at the Domonkas Branch of the Lorain Public Library System, full-time, effective August 19, 2013, at an hourly rate of \$17.258, grade UI, step 1.
- Ashley Alexander, Student Library Aide, part-time, in the Adult Services Department of the Lorain Public Library System, effective July 22, 2013, at an hourly rate of \$7.968, grade EA.
- Empreis Chaney, Student Library Aide, part-time, in the Adult Services Department of the Lorain Public Library System, effective July 29, 2013, at an hourly rate of \$7.968, grade EA.
- Elba Potter, Library Assistant - Floater, Public Services in the Outreach and Operations/ Circulation Departments of the Lorain Public Library System, full-time, effective August 5, 2013, at an hourly rate of \$12.637, grade UE, step 2.
- Arlene Sikorski, Library Associate I, Public Services position at the North Ridgeville Branch of the Lorain Public Library System, part-time, effective August 19, 2013, at an hourly rate of \$15.535, grade UH, step 1.
- Elizabeth Campbell, Library Associate I, Public Services position at the Domonkas Branch of the Lorain Public Library System, part-time, effective August 19, 2013, at an hourly rate of \$15.535, grade UH, step 1.
- Holly Hale, Library Associate I, Public Services position at the Domonkas Branch of the Lorain Public Library System, part-time, effective August 19, 2013, at an hourly rate of \$15.535, grade UH, step 1.
- Samuel Lewis, Library Associate I, Public Services position at the Avon Branch of the Lorain Public Library System, part-time, effective August 26, 2013, at an hourly rate of \$15.535, grade UH, step 1.

Roll Call: yeas, unanimous

#2013-086 Ratify Emergency HVAC Repairs at the Domonkas Branch Library

Mrs. Hatch moved, Mr. Virden seconded to ratify the expenditure of Thirteen Thousand, Seven Hundred and Thirty-Six Dollars (\$13,736.00) for the emergency replacement of the Roof Top Unit (RTU) at the Domonkas Branch Library.

Roll Call: yeas, unanimous

#2013-087 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, or to the OneCommunity Green Computing Program.

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

Surplus List for Board 8-15-2013			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Monitor	ViewSonic Graphics Series G70F	23t024200885	1882
Monitor	Samsung SyncMaster 151s	GG15H4NTC00887N	1916
Computer	Gateway M350WVN	0032455763	2913
Printer	Star SP500	150031200097	2948
Printer	Star SP500	150031200113	2949
Computer	Toshiba Tecra S2	35212362k	3046
Computer	Toshiba Tecra S2	35212412k	3047
Computer	Toshiba Tecra S2	35212405k	3048
Computer	Toshiba Tecra S2	35212404k	3050
Computer	Toshiba Tecra S2	35212416k	3051
Computer	Toshiba Tecra S2	35212239K	3053
Computer	Toshiba Tecra S2	35212238K	3054
Computer	Toshiba Tecra S2	35212413K	3055
Computer	Toshiba Tecra S2	35212240K	3056
Computer	Toshiba Tecra S2	35212241K	3057
Computer	A&J		3080
External Drive	HP StorageWorks DAT72 USB	HU10533A44	3122
Monitor	NEC AccuSync 700M	49118733ka	3142
Monitor	NEC AccuSync 700M	49120616ka	3146
Monitor	NEC AccuSync 700M	49121488ka	3153
Monitor	Samsung SyncMaster 940BX	HA19H9NP901320Z	5938
Monitor	Samsung SyncMaster 943BX	MY19H9NQ317542N	6163

Roll Call: yeas, unanimous

#2013-088 Approval of Resolution of Appreciation for Sonja Sepic

Mr. Virden moved, Mrs. Hatch seconded to approve a resolution of appreciation for Sonja Sepic:

RESOLUTION OF APPRECIATION

WHEREAS, the primary purpose of any public library is to serve all people with qualified staff; and

WHEREAS, Sonja Sepic has been a loyal, dedicated and dependable employee for over 10 years; and

WHEREAS, she has performed her duties in a professional manner; and

WHEREAS, Sonja Sepic was committed to providing good library service; and

WHEREAS, she shared her love of the classics, literature and learning with the North Ridgeville community; and

WHEREAS, Sonja Sepic used her professionalism to lead book discussion programs, create interesting book displays and update the paperback and audiobook collections; and

THEREFORE BE IT RESOLVED, that the Lorain Public Library System Board of Trustees does publicly acknowledge Sonja Sepic and her contribution to our library system, and extends its appreciation on behalf of the Board and Staff, and wishes her well in her retirement.

Roll Call: yeas, unanimous

#2013-089 Approve Ceiling Renovation for the Avon Branch Circulation Desk

Ms. Novak moved, Ms. Holmes seconded to approve entering into a contract with the Williams Brothers construction company to renovate the ceiling area above the Circulation Desk at the Avon Branch Library, for an amount not to exceed Nine Thousand, Seven Hundred and Fifty Dollars (\$9,750.00).

Roll Call: yeas, unanimous

#2013-090 Acceptance of Donations

Mr. Kovach moved, Mrs. Hatch seconded to accept donations/grants as follows:

Friends of the Lorain Public Library – Various Purposes	\$ 4,050.00
The Prucha Fund of the Lorain Rotary Club – Books	\$ 1,500.00
Anonymous Donation – Domonkas Branch	\$ 5,000.00

Roll Call: yeas, Mr. Virden abstained

#2013-091 Approve Contract to Replace Wall A/C Units at the Domonkas Branch

Ms. Tomas moved, Mr. Virden seconded to approve entering into a contract with Wadsworth Northeast to replace the nine through-the-wall units at the Domonkas Branch Library, for an amount not to exceed Forty-Seven Thousand, One Hundred and Seventy-Three Dollars (\$47,173.00).

Roll Call: yeas, unanimous

#2013-092 Approve Release Time and Use of Funds for OLC Annual Conference

Mr. Kovach moved, Ms. Novak seconded to approve release time and expenditure of funds to allow staff and board members to attend the OLC Annual Conference from October 8-11, 2013 at the Kalahari Convention Center in Sandusky, Ohio.

	Units	Unit Cost	# Persons	Total	Per Person Cost
Registration (Single Day)	30	\$120.00	30	\$3,600.00	\$120.00
Meal Allowance per day	30	\$20.00	30	\$600.00	\$20.00
Bus Transportation (Seats 55) est.	1	\$800.00	30	\$800.00	\$26.67
Additional Hours of Work	60	\$18.43	30	\$1,105.80	\$36.86
Registration (Full Convention and Expo)	10	\$145.00	10	\$1,450.00	\$145.00
Registration Immersion Sessions	1	\$250.00	6	\$1,500.00	\$250.00
Hotel Cost/Night (Includes 11.5% Occ. Tax)	5	\$82.96	10	\$829.56	\$82.96
Meal Allowance per day	20	\$35.00	10	\$700.00	\$70.00
Mileage Roundtrip (miles for 10 cars)	64	\$0.565	10	\$361.60	\$36.16
TOTAL				\$10,946.96	
AVERAGE COST PER PERSON					\$273.67

Roll Call: yeas, unanimous

#2013-093 Acceptance of Donation

Mr. Virden moved, Ms. Holmes seconded to accept the unsolicited grant from The Stocker Foundation for the *Browser's Reading Buddies Program* at the North Ridgeville Branch Library, as recommended by The Stocker Foundation's Junior Board:

The Stocker Foundation, for the N Ridgeville Branch 215-10-46110 \$ 300.00

Roll Call: yeas, unanimous

#2013-094 Approval to Donate Obsolete Equipment to the Friends of the Lorain Public Library

Mr. Kovach moved, Ms. Novak seconded to approve the donation of obsolete equipment to the Friends of the Lorain Public Library.

Surplus List for Board – August 15, 2013			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Projection Screen	Da-Lite		78069
Projection Screen	Radiant		78017
Paperback Spinner			-----
Chalk Board			-----
Chalk/White Board			-----
DVD Display			01745
DVD Display			01746
DVD Display			01747
Legal File Cabinet	4-drawer legal		78753
Legal File Cabinet	4-drawer legal		78754
Legal File Cabinet	4-drawer legal		78755
Wood Table	Slant Reading Table – 1 st floor		-----

Roll Call: yeas, unanimous

#2013-095 Approval to Enter into Executive Session to Discuss the Status of the Grievance Regarding the Tentative Contract Changes.

Ms. Novak moved, Mr. Virden seconded at 6 p.m. to adjourn to Executive Session in order to discuss the status of the grievance regarding changes to the collective bargaining agreement.

Roll Call: yeas, unanimous

Reconvened: 6:50 p.m.

Board of Trustees
August 15, 2013

0079-2013

Other Agenda Items


There were no additional agenda items.

Next Meeting

Board of Trustees – Regular Business Meeting
September 26, 2013 at 5 p.m.
Columbia Branch Library

Adjournment Time: 6:55 p.m.

Attest:


_____, President


_____, Secretary