

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

PROPOSED AGENDA

Lorain Public Library System
Thursday, September 20, 2018
5:00 p.m. Avon Branch Library, 37485 Harvest Drive, Avon, OH
Regular Business Meeting

President Tomas called the meeting to order at _____ p.m.

I. Roll Call

Gloria Badillo _____ Keith Belanger _____ Philip Dore _____
Ethel Schiemann _____ Garalynn Tomas _____ Milagros Torres _____
Homer Virden _____

II. Regular Business (the chair asks if any Members have any conflict of interest with today's agenda)

#2018-106 Approval of Minutes

_____ moved, _____ seconded that the minutes of the August 16, 2018 meeting be approved.

Vote: Badillo _____ Belanger _____ Dore _____ Schiemann _____
Torres _____ Virden _____ Tomas _____

#2018-107 Approval of Fiscal Officer's Report

_____ moved, _____ seconded that the Fiscal Officer's Report for the month ending August 31, 2018 be approved.

Vote: Badillo _____ Belanger _____ Dore _____ Schiemann _____
Torres _____ Virden _____ Tomas _____

III. Report of the Director

IV. Committee Reports

- A. Finance, Audit and Properties Committee
- B. Library Services and Personnel Committee
- C. Trustee Development and Nominating Committee
- D. Fraud Hotline

V. Communications –

VI. Audience Participation

- A. Supervisors – Donna Kelly Sprinkle
- B. Friends of the Library
- C. Foundation of the LPLS
- D. Other

VII. New Business

#2018-108 Approval of Personnel Appointments

_____ moved, _____ seconded to approve the following personnel appointments:

- Brenda Bouton, Student Library Aide at the Avon Branch Library, part-time, effective August 27, 2018, at an hourly rate of \$8.300, grade A.
- Dawn Woodward, Librarian, Public Services at the Main Library, full-time, effective September 12, 2018, at an hourly rate of \$20.182, grade UJ step 1.
- Katherine Nix, Content Marketing Strategist, full-time, effective September 17, 2018, at an hourly rate of \$20.25, grade E.
- Tara Kuriger, Student Library Aide at the North Ridgeville Branch Library, part-time, effective August 27, 2018, at an hourly rate of \$8.300, grade A.

Vote: Badillo _____ Belanger _____ Dore _____ Schiemann _____
Torres _____ Virden _____ Tomas _____

#2018-109 Acceptance of Donations/Grants

_____ moved, _____ seconded to accept donations/grants as follows:

Lorain Rotary Gerald Prucha Fund - Books for Main & South \$ 1,000.00

Vote: Badillo _____ Belanger _____ Dore _____ Schiemann _____
Torres _____ Virden _____ Tomas _____

#2018-110 Appropriation Budget Increase

_____ moved, _____ seconded to approve the following Appropriation (Expense) Budget increase in the amount of Five Hundred Thousand Dollars (\$500,000), for the completion of the Main Library Renovation project and other system-wide repairs that have been identified as needing to be undertaken in 2018.

401 Fund Building and Repair Fund \$ 500,000

Vote: Badillo _____ Belanger _____ Dore _____ Schiemann _____
Torres _____ Virden _____ Tomas _____

New Business Continued:

#2018-111 Revisions to the Board's Credit Card Policy

_____ moved, _____ seconded to approve the revisions to the Library's Credit Card Policy 2.08

CREDIT CARD POLICY (Rev. 2017-11-16 2018-9-20)

2.08

The Board of Trustees shall permit the following staff members to use credit cards for expenses incurred while traveling as official representatives of Lorain Public Library System, and for other purchases not available through standard purchase order procedure: The Director, Assistant Director, Fiscal Officer, Facilities/Fleet Manager, Administrative Clerk for Purchasing, Technical Services Manager, Technology Manager, Human Resources Manager and Marketing Communications Manager. The credit cards shall have a limit of \$10,000, except that the Administrative Clerk for Purchasing card shall have a limit of \$20,000. Credit cards with limits of \$1,000 may be issued to Branch Librarian Supervisors for the purchase of on-line postage for passport transmittals. Credit cards shall list the Lorain Public Library as cardholder, and shall be housed with the Fiscal Officer. The Director, Assistant Director and Board shall periodically review usage and credit limits of the cards to ensure that their use is in the best interest of the library. Expenditure Requests (Form A-55-02 rev) Purchase Orders must be completed issued prior to by the above staff members prior to purchasing items using the credit card.

As per the Ohio Revised Code, the Library Director shall act as the Library's Compliance Officer, and shall review credit card transactions at least quarterly. The Fiscal Officer shall act as the Compliance Officer for the Library Director's credit card and shall review credit card transactions monthly.

The Fiscal Officer must file an annual report with the Library Board of Trustees detailing any and all rewards received from credit card accounts.

Per the Ohio Revised Code, the Finance, Audit and Properties Committee of the Board of Trustees must review the following at least semi-annually: the number of cards issued, the number of active cards issued, the cards' expiration dates, and the card's credit limits.

Officers and employees shall not use Library credit cards for personal use. Any officer or employee who suspects the loss, theft, or possibility of unauthorized use of a credit card must notify the Library Board of Trustees immediately.

Vote: Badillo _____ Belanger _____ Dore _____ Schiemann _____
Torres _____ Virden _____ Tomas _____

New Business Continued:

#2018-112 Revision to the Board’s Policy on Miscellaneous Fees

_____ moved, _____ seconded to approve a One Dollar (\$1.00) minimum-payment convenience charge for fees paid with credit or debit cards or other electronic point-of-service payment methods, Miscellaneous Fess 5.06:

MISCELLANEOUS FEES (2017-6-15 2018-9-20 Rev) 5.06

Printers: Black and White	.10/page
Printers: Color	.20/page
Photocopies: Black and White 8 ½ x 11	.10/page
Photocopies: Color 8 ½ x 11	.20/page
Photocopies: Black and White 11 x 17	.10/page
Photocopies: Color 11 x 17	.20/page
Flash Drives	\$ 3.00
Ear Buds	\$ 1.00
Library Passport Execution Fee	\$ 25.00
Photograph Fee	\$ 11.00 each
Overnight Express Delivery Fee	\$ 24.00
<u>Credit or Debit Minimum-Payment Convenience Fee (applied to amount owed)</u>	<u>\$ 1.00</u>

Vote: Badillo _____ Belanger _____ Dore _____ Schiemann _____
 Torres _____ Virden _____ Tomas _____

#2018-113 Approval to Contract to Develop Digital Local History Website

_____ moved, _____ seconded to authorize the Director to investigate and the CFO to approve a contract with Cleveland State University’s Digital Humanities Department, to utilize their services to develop a digital local history website, in an amount not to exceed Fifteen Thousand Dollars (\$15,000).

Vote: Badillo _____ Belanger _____ Dore _____ Schiemann _____
 Torres _____ Virden _____ Tomas _____

VIII. Other Agenda Items

IX. Next Meeting

Regular Business Meeting
 October 18, 2018 at 5 p.m.
 Main Library

X. Adjournment Time: _____ p.m.