

**Agenda**  
**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

**PROPOSED AGENDA**

Thursday August 20, 2020, 5:00 p.m.

Streaming on the Library's YouTube Channel

**Regular Business Meeting (The chair asks if any Members have a conflict of interest with today's agenda)**

**#2020-069 Approval of Minutes of the July 16, 2020 Meeting**

**#2020-070 [Approval of Fiscal Officer's Report](#)**

**Report of the Director**

**Program of Work**

**Monthly Stats**

**Committee Reports**

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

**New Business**

**#2020-071 Approve Bank Signatory**

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to approve effective immediately Erika A. Ventura, Chief Fiscal Officer, and Kathy J. Niehm, Assistant Fiscal Officer, to be approved signatories for the Lorain Public Library System bank accounts.

## #2020-072 Appropriations Modification

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to approve the following appropriations modifications:

Fund 206 State Library of Ohio's CARES Act mini-Grant \$3,000

## #2020-073 Authorization to Apply for CARES Act Coronavirus Relief Fund (CRF) Funds

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to authorize the Library to apply for \$150,000 from the Federal Coronavirus Relief Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The funds are to be used to help offset the unanticipated costs of safely operating library facilities during the pandemic. The CEO will be listed as the Authorized Representative and the CFO will be listed as the Grant Contact.

## #2020-074 Approval of Creation of Coronavirus Relief Fund (CRF) Fund

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to authorize the Chief Financial Officer to create Fund XXX Coronavirus Relief Fund in order to track the receipt and expenditure activity of the Federal Coronavirus Relief Funds (CRF) funds.

## #2020-075 Approve Subscription to Tutor.com

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to authorize the Library to enter into an agreement with Tutor.com to provide online tutoring services for patrons for one year in an amount not to exceed fourteen thousand, five hundred dollars (\$14,500).

## #2020-076 Authorization to Repair Driveway at Main Library

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to authorize the Library to enter into an agreement with Hart Asphalt to repair the driveway at Main Library in an amount not to exceed twelve thousand nine hundred dollars (\$12,900).

## #2020-077 Disposal of Surplus Property

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to approve the disposal of the following items pursuant to Board Policy 2.02 due to no longer being of use and in poor condition:

Asset Tag Number	Serial Number	Description
N/A		Office chair
N/A		Office chair
5864	D24010629300574	Custom built computer
6135	D24010417201727	Custom built computer
6167	D24010809200552	Custom built computer
6477	na	Custom built computer
6171	D24010547300771	Custom built computer
6134	D24010735500944	Custom built computer
6221	D24010827500191	Custom built computer
6138	D24010809200585	Custom built computer
6137	D24010627601280	Custom built computer
5863	D24010629301003	Custom built computer
6224	D24010827500017	Custom built computer
6165	D24010735500638	Custom built computer
6139	D24010735500535	Custom built computer
6148	D24010627601239	Custom built computer
7370	0014D1F36CE1	camera
5852	SUA1000	ups
5802	HA19H9NL916620J	Monitor
7222	13121226TA	Monitor
2867	NB17H9NW702796	Monitor
5827	HA19H9NP147602M	Monitor
5818	69115190NA	Monitor
6736	23155912TA	Monitor
6737	38323967TA	Monitor
7239	1Y146617TA	Monitor
5709	GS19HVEYA06100W	Monitor
7415	33307350TA	Monitor
7238	1Y146614TA	Monitor
6738	13120490TA	Monitor
5910	HA17H9NP520398L	Monitor
7136	13120490TA	Monitor

7136	V89IH9NZCU18U7F	Monitor
5777	MJ19H9NL346438M	Monitor
5621	AALW20500005	projector
5999	na	Custom built computer
5900	D24010627601270	Custom built computer
7376	0014D1F36CA3	camera
7475	38324129TA	Monitor
7363	na	Custom built computer
7163	7B028156H	laptop
6329	ggkpmj1	laptop

## #2020-078 Selecting Most-Qualified Firm to Provide Design Professional Services and Authorizing Agreement for Such Services for the Avon Branch Library Project

\_\_\_\_\_ moved, \_\_\_\_\_ seconded the following resolution regarding the selection of the most-qualified firm to provide design professional services for the Avon Branch Library Project.

WHEREAS, The Lorain Public Library System placed ads in the Lorain Morning Journal on July 9 and July 16, 2020 announcing its request for statements of qualifications from architectural/engineering firms to provide design services for the Avon Branch Library Project; and

WHEREAS, On July 24, 2020, the Library received statements of qualifications from nine architectural/engineering firms;  
and

WHEREAS, The selection committee was formed to evaluate the statements of qualifications and to create a short list of firms that it considered the most qualified for the Avon Branch Library Project. The short-listed firms, in no particular order, are:

1. Bialosky Cleveland;
2. Bostwick Design Partnership, Inc.;
3. GPD Group;
4. HBM Architects, Inc.; and

WHEREAS, On August 5, 2020, the selection committee interviewed the short-listed firms and subsequently met to select no fewer than three firms that it considered most qualified for the Avon Branch Library Project; now therefore be it

RESOLVED, That the Board of Trustees hereby accepts the recommendation of the selection committee, and announces

the selection of \_\_\_\_\_ as the most-qualified architectural/engineering firm for the Avon Branch Library Project; and be it further

RESOLVED, That the Board authorizes the CEO or her designees, to enter into negotiations for an agreement with the most qualified architectural firm in accordance with the requirements of Ohio Revised Code Section 153.69 which provides, among other things, that if the Library fails to negotiate an agreement with the highest ranked firm for a price that is fair and reasonable, it shall terminate negotiations with the highest ranked firm and enter into negotiations with the architectural firm ranked the second highest. This process shall be repeated again with the third ranked firm in the event negotiations fail with the second highest firm; be it further

RESOLVED, That upon completion of negotiations, the CEO shall submit the agreements to this Board for final approval.

## **#2020-079 Authorize Memorandum of Understanding with Hope for Futures Farm Program**

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to approve the attached memorandum of understanding between the Library, Hope for Futures, Church of the Open Door, Lorain County Public Health and El Centro to support the development of urban farms at Main Library and South Branch.

## **#2020-080 Authorization to Resurface Parking Lot at Domonkas Branch**

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to authorize the Library to enter into an agreement with Hart Asphalt to resurface the parking lot at Domonkas Branch in an amount not to exceed nineteen thousand, nine hundred dollars (\$19,900).

## **#2020-081 Approval to renew property, liability, fleet, and crime insurance coverage for the period September 15, 2020 through September 15, 2021 to the Ohio Plan managed through Hylant Administrative Services for a total premium of \$37,753**

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to authorize the Library to enter into a contract to renew property, liability, fleet and crime insurance coverage for the period September 15, 2020 through September 15, 2021 to the Ohio Plan managed through Hylant Administrative Services for a total premium of thirty seven thousand, seven hundred fifty three dollars (\$37,753).

## **Next Meeting:**

Regular Business Meeting of the Library Board

September 17 at 5 pm

Streaming on the Library's YouTube channel