

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

**Minutes**

Lorain Public Library System  
Thursday, January 17, 2019  
5:00 p.m. North Ridgeville Branch, 35700 Bainbridge Rd., North Ridgeville, OH  
Regular Meeting

Dr. Badillo called the meeting to order at 5:01 p.m.

**Roll Call**

Present: Dr. Badillo, Col. Belanger, Mr. Dore, Ms. Schiemann, Ms. Snipes, Ms. Torres,

Absent: Dr. Tomas

Dr. Badillo welcomed the new Clerk Treasurer, Lisa Crescimano to the board meeting.

Lisa Crescimano administered the Oath of Office to Monica Snipes.

**Old Business**

**#2019-004 Wages for New Chief Fiscal Officer**

Ms. Torres moved, Ms. Schiemann seconded to set the wage for Lisa Crescimano to Fifty Dollars (\$50.00) per hour and reimbursement for mileage effective January 9, 2019, upon execution of a surety bond.

**Roll Call:** yeas, unanimous

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

**#2019-005 Approval of Minutes**

Mr. Dore moved, Ms. Torres seconded that the minutes of the December 20, 2018 and January 4, 2019 regular and organizational meetings be approved.

**Roll Call:** yeas, unanimous

**#2019-006 Approval of Fiscal Officer's Report**

Ms. Torres moved, Mr. Dore seconded that the Fiscal Officer's Report for the year ending December 31, 2018 be approved.

Ms. Crescimano reported the cash fund balance as of December 31 was \$12,305,742.22. Encumbrances for all funds totaled \$865,156. Ms. Crescimano stated she will be adding

a graph of the cash position for the last five years within the next two months. The balance of the checking account was \$278,425 and all holdings were 12,179,574. The Library received \$533,989 in December 2018. All revenue received was \$10,846,136 that was 103.1% of the estimate. Ms. Crescimano reported the PLF revenues for the year was \$4,129,950 which was 101% of the estimated annual. Expenses for 2018 was \$723,553 and the year to date was \$9,585,433 which was 87.1% of the estimate. The total board investments was \$12,179,574. Star Ohio's yield is 2.41% as of December 31, 2018.

Ms. Crescimano stated the VIP accounting upgrade should be completed by April of this year. She stated she will be reviewing videos and setting training dates for herself and staff.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Anastasia Diamond-Ortiz included the 2019 Program of Work in the Board packet. She stated this document will set the priorities for the Library. Ms. Diamond-Ortiz stated the Strategic Plan will also be included in the 2019 priorities. She stated the Board will have a strategic planning committee meeting in the future as well.

Ms. Diamond-Ortiz stated that in the first quarter of the year, the personnel policies will be revised. Ms. Diamond-Ortiz stated the Library will be focusing on several items this year such as the Avon expansion project, refresh of the Domonkas Branch Library, replacement of HVAC at North Ridgeville, replacing outdoor signs at three branches, patron self-services, reducing costs through CLEVNET taking over management of the VoIP phone system, establishment of a fine free library system, and summer lunches at South, Main and Domonkas libraries. The Library also plans to explore more local history partnerships with our communities through an oral history project. Early child literacy programing is relaunching across the system with hopes to offer an updated portfolio of children services.

Ms. Diamond-Ortiz announced the February 1, 2019, legislative breakfast meeting with the elected officials representing Ohio Senate District 13. Ms. Diamond-Ortiz invited the Board to attend this meeting at the North Ridgeville Branch at 10:30 a.m. on February 1.

Rick Gerena, Facilities Manager, gave a report on the status of projects throughout the system. The final retrofit of the lighting project at Main Library cost \$34,209. The first rebate check from First Energy was \$5,888. The extra savings came from purchasing a newer type of lamp. The savings over ten years is estimated to be over \$107,000 and that includes labor costs. The savings without including labor is about \$75,000. Dr. Badillo

asked if the Library has seen savings yet. Mr. Gerena stated that in the next six months he will do a cost comparison.

*Committee Reports – None*

*Supervisor-*

Karen Sigsworth, North Ridgeville Branch Manager, welcomed the Board. The Noon Year's Eve program was very popular with over 200 parents and children attending. Ms. Sigsworth mentioned the Friends helped pay for the new stained-glass window. The original artist repaired the old stained-glass window.

*Friends of the Library-*

The North Ridgeville Friends of the Library, Inc. will have a book sale at the end of the following week. Cheryl Grizzell, Chief Operating Officer, reported that Main library is currently having a gigantic book sale. The branches will have book sales and meetings in March and April. The branch was featured in the Sun newspaper on January 3, 2019.

*Foundation - None*

*Communications – None*

**New Business**

**#2019-007 Approval of Personnel Appointments**

Ms. Torres moved, Col. Belanger seconded to approve the following personnel appointments

- Susan Spivey, Main Library Manager, Main Library, full-time, effective January 13, 2019, at an hourly rate of \$31.377 per hour.

**Roll Call:** yeas, unanimous



**#2019-008 Acceptance of Donations/Grants**

Ms. Torres moved, Ms. Schiemann seconded to accept donations/grants as follows:

Elizabeth Berman – Camp – North Ridgeville Library	\$ 99,200.00
Hageman Trust	\$ 30,246.98
Community Foundation of Lorain County	\$ 14,600.00

**Roll Call:** yeas, unanimous

**#2019-009 Approval to enter into a Contract with Roetzel Consulting Solutions for communications and messaging consulting services**

Mr. Dore moved, Ms. Torres seconded to approve Forty-Two Thousand Dollars (\$42,000.00) to provide consulting services on research, messaging and communications in the Avon community.

Ms. Diamond-Ortiz stated a kick off meeting with the Avon community will be held on February 20, 2019, and will talk about the whole process including the need, financing and answering any other questions.

**Roll Call:** yeas, unanimous

**#2019-010 Approval to Contract with Wadsworth Service for Columbia Branch**

Col. Belanger moved, Ms. Schiemann seconded to purchase an electronic controller and motor pulley for Seven Thousand, One Hundred and Eighty-Nine Dollars (\$7,189.00) from Wadsworth Service for the Columbia Branch Library.

Mr. Gerena stated the Columbia Branch is experiencing spikes in electricity and the fifteen-year-old equipment needs to be replaced.

**Roll Call:** yeas, unanimous

**#2019-011 Approval to Renew Ohio Library Council Institutional Membership and Pay Annual Institutional Dues.**

Ms. Torres moved, Col. Belanger seconded to renew the Library's institutional membership in the Ohio Library Council in 2019, and to pay institutional dues in the amount of Fourteen Thousand and Forty-Five Dollars (\$14,045.00).

**Roll Call:** yeas, unanimous

**#2019-012 Approval to Purchase Computers from CDW for North Ridgeville Library**

Ms. Torres moved, Col. Belanger seconded purchase of 48 HP computers from CDW at a cost of Fifty-One Thousand, One Hundred and Twenty Dollars (\$51,120.00) for the replacement of public and staff computers at the North Ridgeville Branch Library. Mr. Gerena confirmed that three separate quotes were secured before deciding on this purchase and CDW has an approved state contract.

**Roll Call:** yeas, unanimous

**#2019-013 Approval to Purchase Furniture from Ohio Desk for the Main Library**

Ms. Torres moved, Col. Belanger seconded to purchase office furniture from Ohio Desk at a cost not to exceed \$75,000 Seventy-Five Thousand Dollars (\$75,000.00) for the Administrative Offices and Main Library staff areas.

**Roll Call:** yeas, unanimous

**#2019-014 Approval to Enter into Executive Session – to discuss personnel matters**

Ms. Torres moved, Col. Belanger seconded at 5:41 p.m. to approve adjourning to Executive Session to discuss personnel matters.

**Roll Call:** yeas, unanimous

**Reconvened:** 6:33 p.m.

**Other Agenda Items**

None

**Next Meeting**

2019 Regular Business Meeting  
February 21, 2019 at 5 p.m.  
North Ridgeville Branch Library

**Adjournment** Time: 6:34 p.m.

**Attest:**

Board of Trustees  
January 17, 2019

009-2019

  
\_\_\_\_\_, President

  
\_\_\_\_\_, Secretary