

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, October 15, 2015
5:00 p.m. Main Branch Library, 351 W. Sixth St., Lorain, OH
Regular Business Meeting

Mr. Virden called the meeting to order at 5:05 p.m.

Roll Call

Present: Mr. Virden, Ms. Hatch, Mr. Kovach, Ms. Novak, Ms. Tomas, Ms. Holmes,
Mr. Dore

Regular Business

No board member indicated a conflict of interest with today's agenda.

#2015-113 Approval of Minutes

Ms. Hatch moved, Ms. Holmes seconded that the minutes of the September 17, 2015, meeting be approved.

Mr. Kovach noted for Resolution #2015-105 Ms. Novak seconded.

Roll Call: yeas, unanimous

#2015-114 Approval of Fiscal Officer's Report

Mr. Kovach moved, Ms. Novak seconded that the Fiscal Officer's Report for the month ending September 30, 2015, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of September 30, 2015, was \$10,476,375. Of the September month end cash balance, \$8,814,044 was in the Operating Funds, of which \$7,789,990 was unencumbered. Revenues for the year totaled \$7,717,523 which represented 87.6% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$5,929,176 which was 67.2% of the *estimated* expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$7,000,884 or about 79.4% of the *estimated* annual expenses for 2015. The unencumbered cash balance as of September 30, 2015, was \$9.4 million, which was less than the September 30, 2008 cash balance.

Fiscal Officer's Report continued:

Correspondence & Public Record's Request

None

Agenda

Four additional Resolutions were added since the proposed agenda;

2015-127 Approval for Lorain City Schools to Use Library Facilities in Distributing Surveys and in the Development of a Community Communications Plan

2015-128 Approval to Participate in a Lorain County General Health District Collaborative Grant with the City of North Ridgeville

2015-129 Ratify Increase to OLC Annual Conference 2015 Resolution #2015-093

2015-130 Ratify Increase to River Floors, Inc. Resolution #2015-073

Training

Ms. Lanning will be attending Ohio Library Fiscal Officer Association's Fall Conference on October 23, 2015.

Mr. Wilson will be attending a Management Seminar on November 6, 2015. The Lorain Rotary Trivia is also November 6th if any Board Members are interested in attending.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed everyone to the Main Library. Ms. Eldridge advised a copy of the response letter from OLC regarding our request for a change in how institutional dues are formulated is in the board packet. OLC did take the request into consideration but was unable to come up with a way that would satisfy all library systems. LPLS has not been an institutional member for four or five years but Ms. Eldridge will be suggesting that LPLS become an institutional member due to her retirement in 2016.

Directors Report (*Community Events/Library Programs continued*):

Mr. Wilson and Ms. Eldridge will be attending the Lorain City Schools board meeting where LPLS resolution will be on the agenda.

Ms. Eldridge passed around a picture of the new Book Truck and advised it is ready for business. Ms. Eldridge thanked Ms. Hayes for her assistance in getting the book truck wrapped.

Strategic Planning

There have been three staff focus group sessions and all staff persons have access through the “Z” drive to the planning process. The focus group for the Latino Community has been rescheduled for October 19, 2015, at the South Branch.

Donations

The Library Foundation Annual Appeal is ongoing. Their next meeting is November 9, 2015, at 8 a.m. Ms. Eldridge commented that the Library Services and Personnel Committee determined that no resolution was needed to allow payroll deduction for employees to make donations.

Board/Personnel

Ms. Eldridge suggested the Travel Policy be reviewed in regards to lodging at conferences, because all employees may not be comfortable sharing a room. Ms. Eldridge also updated the board on the travel arrangement changes that were made during the OLC Annual Conference. Change in the accommodations resulted in an increase in the cost of hotel stays and a resolution was put on the agenda for same.

Professional Relations

The Columbia Foundation wants to encourage LPLS to apply for a grant that would allow patrons to borrow laptops for home use. Ms. Eldridge, Susan Spivey, Toni Whitney and Robert Wenz will meet with them to listen to the proposition, if interested, this will be brought before the Library Services and Personnel Committee.

Ms. Hayes advised there has been a new tab added to the website where patrons can give their email to receive library information and can also agree to receive information from The Foundation.

Assistant Directors Report

Branch Updates

Ms. Whitney stated restroom renovations at the Avon Branch will begin on October 26, 2015. Avon will remain open during renovations with one bathroom open as a unisex.

The Columbia Branch restoration and renovation has been completed, with a few touch-ups that will be taken care of by the Maintenance staff. North Ridgeville Branch's shelving was removed and the walls for the new room are constructed. In the coming week work on the electrical outlets and HVAC will commence. Ms. Whitney believes the new room will be a welcome addition.

The last focus group will be held on October 19, 2015. The fall Friends' meetings and book sales will be coming up. Ms. Kelly and Ms. Whitney will be meeting with a group out of Westlake called "Connecting for Kids" who want to partner with LPLS in relation to the special needs programs being offered at the Avon Branch.

Ms. Whitney advised that she and Donna Kelly will participate in a Cleveland Clinic Advisory Council on October 20, 2015.

Committee Reports

Library Services and Personnel Committee

At the meeting held on September 1, 2015, hours of operation at the Columbia Branch were discussed.

Fraud Hotline

None

Communications

None

Trustee Development and Nominating Committee

The last meeting ended at 5 p.m. today October 15, 2015. The recommended slate of officers for 2016 that will be submitted to the Lorain City School Board is Mr. Kovach for President, Mr. Virden for Vice President and Ms. Tomas for Secretary. A work session on Sunshine Laws and the role of board members is recommended for 2016.

Audience Participation

Supervisors

Ms. Smith thanked Board Members for being involved and committed. Ms. Smith is in charge of keeping up with digital statistics and she acknowledges it is a nice voyage of discovery seeing how our patrons use digital resources. Ms. Smith presented statistics showing the growth in digital resources by patrons. In September 2009, there were 165 downloads from Overdrive and in September 2015, there were 8,721 downloads from Overdrive. The most difficult picture to grasp is the demographics as CLEVNET gathers statistics systemwide. Ms. Smith stated the usage of Freegal Music and Hoopla, which offers a buffet of resources, has increased every year as well.

Friends of the Library

Avon Friends next book sale is in November.

Columbia Friends had thirty children visit from the school each having \$1 and filled their bag with books from the book sale going on this week. October 20, 2015, is the upcoming meeting.

Domonkas Friends brought in \$700 from their book sale. The Friends are volunteering for the golf program and Apples Grocery is donating four dozen cookies for the mini golf program.

North Ridgeville Friends meeting was last week and their book sale is next week. They have set dates for 2016. They donated \$500 to The Foundation and will also be making donations to the levy funds.

Lorain Friends Board Meeting is October 27, 2015. A vote regarding money being transferred into the levy fund is on the Friends agenda. Online book sales have helped bring in money. The next book sale is in January.

Foundation

The Foundation has received \$3,280 in donations and aspires to raise a total of \$25,000. They have received a donation from Emerson. The Annual Appeal will continue until the beginning of next year.

New Business

#2015-115 Approval of Participation in NEO-RLS for 2016-2017

Mr. Kovach moved, Ms. Novak seconded to approve participation in the Northeast Ohio Regional Library System for the period July 1, 2016 through June 30, 2017.

Roll Call: yeas, unanimous

New Business Continued:

#2015-116 Approval of Personnel Appointments

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

- Gloria Lugar, Library Aide, part-time, at the Main Library of the Lorain Public Library System, effective October 12, 2015, at an hourly rate of \$8.10, which is grade UA, step 2.

Roll Call: yeas, unanimous

#2015-117 Approval of Notice of Intent to Withdraw from NEO-RLS July 1, 2017

Mr. Kovach moved, Ms. Holmes seconded to approve a notice of intent to withdraw from the Northeast Ohio Regional Library System effective July 1, 2017.

Roll Call: yeas, unanimous

#2015-118 Resolution Accepting the Tax Levy Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

Ms. Tomas introduced the following resolution and moved its passage, Ms. Holmes seconded the motion:

WHEREAS, The Library Board of Trustees in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2016; and

WHEREAS, The Budget Commission of Lorain County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Library Board of Trustees of the Lorain Public Library System, Lorain County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

New Business Continued (Resolution 2015-118):

SCHEDULE A					
Summary of Amounts Required From General Property Tax Approved By Budget Commission, and County Auditor's Estimated Rates					
FUND	Amount Requested of Budget	Amount Approved by Budget	Amount to be Derived From Levies	County Auditor's Estimate of Tax Rate to be Levied	
	Commission Levies Outside 10 Mill Limitation	Commission Inside 10 Mill Limitation	Outside 10 Mill Limitation	Inside 10 Mill Limit	Outside 10 Mill Limit
Column I	Column II	Column III	Column IV	Column V	Column VI
Lorain CSD			2,243,095		4.08
Sheffield Lake City			324,023		2.20
Avon City			444,372		1.20
North Ridgeville City			1,266,994		1.91
Columbia Township Renewal Passed 5/5/15			366,501		1.74
TOTAL ALL FUNDS	0	0	4,644,985	0	11.13

SCHEDULE B		
Levies Outside 10 Mill Limitation, Exclusive of Debt Levies		
Fund	Maximum Rate Authorized To be Levied	
General Fund:		
Lorain CSD		
Current Expense Levy authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016	4.08	
Local Levy Funds:		
Sheffield Lake City		
Library Levy authorized by voters on 05/03/2011 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016	2.20	
Avon City		
Library Levy authorized by voters on 05/06/2014 not to exceed 5 years. Beginning 2011 Duplicate Expiring Last Collection 2016	1.20	
North Ridgeville City		
Library Levy authorized by voters on 05/05/2009 not to exceed 5 years. Beginning 2014 Duplicate Expiring Last Collection 2019	1.91	
Renewal Passed 5/5/15		
Columbia Township		
Library Levy authorized by voters on 5/05/2015 not to exceed 5 years. Beginning 2015 Duplicate Expiring Last Collection 2020	1.74	

Roll Call: yeas, unanimous

New Business Continued:

#2015-119 Resolution Requesting the Lorain City School District, Lorain County, Ohio to Submit to the Electors of the School District the Question of Levy for Current Operating Expenses of the Lorain Public Library System

Ms. Novak introduced the following resolution and moved its passage, and Mr. Kovach seconded the motion:

RESOLUTION REQUESTING THE LORAIN CITY SCHOOL DISTRICT, LORAIN COUNTY, OHIO TO SUBMIT TO THE ELECTORS OF THE SCHOOL DISTRICT THE QUESTION OF A RENEWAL WITH AN INCREASE TAX LEVY FOR CURRENT EXPENSES OF THE LORAIN PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.25)
Renewal with an Increase Library Operating Levy

WHEREAS, the Lorain County Auditor has certified that the above-referenced tax will generate \$3,283,209 during the first year of collection, based on the current assessed valuation of the Lorain City School District, Lorain County, Ohio (the "School District") of \$556,210,690.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library, Lorain County, Ohio, two-thirds of all of the members appointed thereto concurring, that:

Section 1. It is hereby found, determined, declared and recited, that (a) the Library was established prior to September 4, 1947, by resolution passed by the Board of Education of the School District as a free public library to serve the School District; and (b) this Board wishes to initiate proceedings for the submission to the electors of the School District the question of the renewal with an increase tax levy for current expenses of the Library.

Section 2. It is hereby found, determined and declared that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and it is necessary to levy a renewal with an increase tax in excess of such limitation for current expenses of the Library, such renewal with an increase tax levy to renew all of the four and eight hundredths (4.08) mill levy approved by the voters of the School District on May 3, 2011, with an increase of one and eighty-seven hundredths (1.87) mills.

Section 3. This Board hereby requests the Board of Education of the School District to pass a resolution under Ohio Revised Code Section 5705.25 and other applicable provisions of law to submit to the electors of the School District at an election to be held therein on March 15, 2016, the question of such renewal with an increase tax levy for current expenses of the Library. The Library shall reimburse the School District for costs of the election as certified by the Board of Elections of Lorain County.

Section 4. Such renewal with an increase tax levy shall be at a rate not exceeding five and ninety-five hundredths (5.95) mills for each one dollar of valuation, which amounts to fifty-nine and one-half cents (\$.595) for each one hundred dollars of valuation, for five (5) years.

New Business Continued (Resolution #2015-119):

Section 5. Such renewal with an increase tax levy shall be placed upon the tax list and duplicate for the current tax year, commencing in 2016, first due in calendar year 2017, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the levy of the tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the School District and for the residents of the School District.

Section 7. The Secretary of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Board of Education of the School District.

Section 8. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Ohio Revised Code Section 121.22.

Roll Call: yeas, unanimous

#2015-120 Acceptance of Donations/Grants

Ms. Holmes moved, Ms. Tomas seconded to accept donations/grants as follows:

The Lorain Rotary Club – donation for books for speakers \$ 600.00

Roll Call: yeas, unanimous

#2015-121 Approve Renewal of Contract with Schill Landscaping to Provide Lawn Service for the Main Library and the South and Domonkas Branches

Mr. Kovach moved, Ms. Tomas seconded to authorize the CFO to renew the contract with Schill Landscaping to provide annual landscaping services in the amount of \$18,112.12, for the years 2016, 2017 and 2018.

Roll Call: yeas, unanimous

#2015-122 Approve Contract for LED Lights for North Ridgeville Branch Library

Ms. Tomas moved, Mr. Kovach seconded to authorize the CFO to enter into a contract with South Shore Electric to install LED parking-lot lighting in an amount not to exceed Sixteen Thousand, Two Hundred and Ninety-Seven Dollars (\$16,297.00).

Roll Call: yeas, unanimous

New Business Continued:

#2015-123 Increase Appropriations for North Ridgeville Branch Parking-Lot Lighting

Mr. Kovach moved, Ms. Holmes to increase appropriations by Twenty Thousand Dollars (\$20,000.00) as follows:

Land Improvements (<i>North Ridgeville Branch</i>)	110-10-55210	\$ 20,000.00
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Roll Call: yeas, unanimous

#2015-124 Increase PLA 2016 Resolution #2015-110

Mr. Kovach moved, Ms. Tomas to approve up to five days of release time and expenditure of funds for up to ten (10) employees and/or Board Members to attend the Public Library Association (PLA) Biennial Conference in Denver, CO, April 5 through April 9, 2016, at an additional cost not to exceed Five Thousand Dollars (\$5,000.00).

Roll Call: yeas, unanimous

#2015-125 Increase Appropriations for PLA 2016 Resolution #2015-110

Mr. Kovach moved, Ms. Holmes to increase appropriations by Five Thousand Dollars (\$5,000.00) as follows, in order to send up to ten (10) staff members to attend the Public Library Association (PLA) Biennial Conference in Denver, CO, April 5 through April 9, 2016:

Administration Meetings/Conference Expenses	101-01-53120	\$ 1,000.00
Public Relations Meetings/Conference Expenses	101-12-53120	500.00
TSD Meetings/Conference Expenses	101-14-53120	500.00
Avon Meetings/Conference Expenses	112-04-53120	500.00
Columbia Meetings/Conference Expenses	120-07-53120	500.00
Adult Services Meetings/Conference Expenses	130-02-53120	500.00
Circulation Meetings/Conference Expenses	130-03-53120	500.00
Children's Meetings/Conference Expenses	130-05-53120	500.00
South Branch Meetings/Conference Expenses	130-13-53120	500.00

Roll Call: yeas, unanimous

#2015-126 Approve Contract with Wadsworth Solutions

Ms. Holmes moved, Ms. Tomas seconded to authorize the Chief Fiscal Officer to enter into a contract with Wadsworth Solutions to upgrade the Columbia Branch Library HVAC control system for an amount not to exceed Thirteen Thousand, One Hundred and Eighty-Two Dollars (\$13,182).

Roll Call: yeas, unanimous

New Business Continued:

#2015-127 Approval for Lorain City Schools to Use Library Facilities in Distributing Surveys and in the Development of a Community Communications Plan

Mr. Kovach moved, Ms. Holmes seconded to allow Lorain City Schools to distribute surveys at the Lorain Main and South Lorain libraries, and to assist the Lorain City Schools in developing a community communications plan.

Roll Call: yeas, unanimous

#2015-128 Approval to Participate in a Lorain County General Health District Collaborative Grant with the City of North Ridgeville

Ms. Holmes moved, Ms. Tomas seconded to authorize the Library Director to co-submit a collaborative grant application with the City of North Ridgeville, through the Lorain County General Health District, to create healthier lifestyles for community members.

Roll Call: yeas, unanimous

#2015-129 Ratify Increase to OLC Annual Conference 2015 Resolution #2015-093

Mr. Kovach moved, Ms. Novak to ratify increases to Resolution #2015-093 and Purchase Order #2015000964, in the amount of Five Hundred and Eighty-Five Dollars (\$585.00) for additional expenditures approved by Director for hotel rooms at the 2015 OLC Annual Conference in Cincinnati.

Roll Call: yeas, unanimous

#2015-130 Ratify Increase to River Floors, Inc. Resolution #2015-073

Ms. Hatch moved, Mr. Kovach to ratify increase to Resolution #2015-073 and Purchase Order #2015000748, in the amount of Nine Hundred and Ninety Dollars (\$990.00) for labor and materials associated with additional tile work authorized by Assistant Director for Columbia Branch restroom.

Roll Call: yeas, unanimous

New Business Continued:

#2015-131 Approval to Enter into Executive Session to Discuss Personnel Matters.

Ms. Hatch moved, Mr. Kovach seconded at 6:07 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:18 p.m.

IX. Other Agenda Items

X. Next Meeting

Board of Trustees, Regular Business Meeting
November 19, 2015 at 5 p.m.
North Ridgeville Branch Library

XI. Adjournment Time: 6:21 p.m.

Attest:

James A. Updegraff, President

Susan J. Hatch, Secretary