

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, April 21, 2016
5:00 p.m. Domonkas Branch, 4125 East Lake Rd., Sheffield Lake, OH
Regular Business Meeting

Mr. Kovach called the meeting to order at 5:07 p.m.

Roll Call

Present: Dr. Badillo (5:08 p.m.), Mr. Dore (5:08 p.m.), Ms. Hatch, Mr. Kovach, Ms. Novak, Ms. Tomas, Mr. Virden (5:08 p.m.)

Regular Business

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

#2016-044 Approval of Minutes

Ms. Novak moved, Ms. Hatch seconded that the minutes of the March 17, 2016, meeting be approved.

Roll Call: yeas, unanimous

Dr. Badillo, Mr. Dore, and Mr. Virden arrived at 5:08 p.m.

#2016-045 Approval of Fiscal Officer's Report

Ms. Tomas moved, Ms. Novak seconded that the Fiscal Officer's Report for the month ending March 31, 2016, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of March 31, 2016, was \$9,474,018. Of the March month end cash balance, \$7,806,006 was in Operating/Governmental Funds, of which \$6,535,405 was unencumbered. Revenues for the month totaled \$2,294,145 which represented 25.4% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$2,048,759 which represented 23.1% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$3,339,562 or about 37.6% of the *estimated* annual expenses for 2016. The unencumbered cash balance as of March 31, 2016, was \$8,183,215 which is the highest balance since 2007.

Report of the Fiscal Officer *(continued)*:

Correspondence & Public Record's Request

None

Agenda

There were no additions.

Training

Assistant Fiscal Officer, Sheila Lanning attended the Auditor of State's program on fraud prevention at the Cuyahoga County Public Library on April 13, 2016.

Mr. Wilson attended the State Employee Relations Board training on advanced labor negotiations at the State Library of Ohio on April 11, 2016. They had a panel of seasoned negotiators with both management and labor backgrounds.

Administrative Clerk/Central Supply, Debbie Leyva and Sheila Lanning will be attending a training program on inventory control and cycling counting on June 9, 2016.

Mr. Wilson and Sheila Lanning will be attending the Spring, Ohio Library Fiscal Officers Association meeting at the North Canton Public Library on April 29, 2016. Mr. Wilson will also be making a stop in Akron to speak with a vendor in regards to OnBase software.

Other

Mr. Wilson worked with Bricker and Eckler to put together the public notice *Request of Qualifications* for HVAC updates and there was one respondent which is on this evening's agenda for approval.

Mr. Wilson will be working with the maintenance staff and an auctioneer at the storage locker to hold an auction for the contents of the storage unit. Mr. Wilson noted that the library will retain the locker for other library items that would be best stored off-site.

Ms. Eldridge and Ms. Whitney completed the staffing budget for 2017, the discussion draft for management will be ready next week.

In order to qualify for an Industry-Specific Safety Program discount, the Bureau of Workers Compensation came and performed an ergonomic analysis of the Administrative and Public Relations areas. The final report was received today at 3:45 p.m. Mr. Wilson will send copies to the Board.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed everyone to the Domonkas Branch and thanked Ms. Whitney and Ms. Coghlan for providing refreshments this evening.

Board/Personnel

Ms. Eldridge thanked Dr. Badillo for attending the New Trustee Workshop.

Mrs. Eldridge reminded the board that there is still time to attend the Library Trustees Workshop held on April 26, 2016, and there is also one being held on May 3, 2016.

Community Events/Library Programs

The Ohio Library Council Legislative day that was held on April 13, 2016, was a success with 225 attendees. The library did not attend this year due to the attention needed for the levies.

The Levy de-briefings are scheduled for May 9, 2016, at the Avon Branch at 1:30 p.m., May 10, 2016, at the Main Library at 11 a.m. and at the Domonkas Branch at 3 p.m.

May 10, 2016, the Lorain Historical Society will hold their Annual Meeting for anyone who is interested.

The Foundation will host a night at the Crushers as a fundraiser on May 14, 2016, at 7:05 p.m.

Ms. Eldridge recommended the board mark their calendars for March 29, 2017, OLC's Legislative Day. OLC will be focusing on the biennium budget and honoring the legislators in office.

On September 23, 2016, there will be a Candidates Breakfast Forum held at the Oberlin Public Library.

Ms. Eldridge attended the State of Lorain City Schools on March 22, 2016.

Ms. Eldridge thanked the board for the opportunity to attend the Public Library Association (PLA) Conference in Denver. The conference was a great experience with excellent speakers.

There will be a Library Night at the Crushers game held August 19, 2016.

Report of the Director continued:

Donations

Lorain Lions Club donated \$1,190

Former Board Member Barb Sutton donated \$1,000

As a result of Valerie Smith completing an on-line survey the library received an Apple Computer's gift card in the amount of \$350.

Assistant Directors Report

Ms. Whitney submitted a grant through the Nord Family Foundation for special needs programs. The grant will not be awarded until June.

Ms. Whitney just completed the request for the Gerald Prucha's grant through the Lorain Rotary.

The Friends Exchange will be held at the Domonkas Branch on April 22, 2016. Forty people have signed up to attend.

Outreach Manager, Elaine Betting and Ms. Whitney met with Pastor Larry Nocella at Camden Baptist Church in regards to possible book truck stops and summer story time. The book truck was taken out and Pastor Nocella was very receptive to our request.

Ms. Whitney presented at the New Supervisors Academy for Northeast Ohio Regional Library System (NEO) as part of a panel discussion.

Ms. Whitney advised New Staff Orientation will be held next week and 8-9 people are scheduled to attend.

Ms. Whitney, Pam Coghlan and Susan Spivey will attend the Lorain County Superintendant Summit on May 12, 2016.

Ms. Whitney and Ms. Spivey will attend the Senior Breakfast at Columbia Township High School to promote the Friends group.

The Columbia Branch will be a partner with Columbia Township for a grant awarded to the Township which is for installation of a walking trail at the park.

Through SEIU District 1199 a disciplinary hearing was held resulting in the termination of an employee.

Committee Reports

Finance, Audit and Properties Committee

None

Committee Reports continued:

Library Services and Personnel Committee

The last meeting was on April 14, 2016, where they entered into Executive Session to discuss personnel matters.

Fraud Hotline/Communications

None

Audience Participation

Supervisors

Ms. Coghlan welcomed everyone to the Domonkas Branch. Ms. Coghlan expressed her gratitude of the passing of the Levy and thanked the board for their support. Programs are continuing as normal. There are several Mother's Day programs coming up. The Friends Book Sale will be held April 25-28, 2016.

Friends of the Library

Avon Friends last meeting was held on April 7, 2016. Ms. Whitney thanked the Friends for providing food for the staff during National Library Week. The Student Art Show is currently being held at the Avon Branch. The Adult Art was held in March.

Columbia Friends last meeting was held on April 19, 2016. The book sale grossed a total of \$1,331. The Columbia Friends purchased four tickets for the Foundations fundraiser game night at the Crushers.

Domonkas Friends next meeting will be held on May 10, 2016. The book cart sale netted about \$300. Tomorrow they will be hosting the Friends Exchange, Ms. Eldridge thanked the Domonkas Friends for providing refreshments for the Exchange.

Lorain Friends next meeting is April 28, 2016. Many volunteers from the Lorain Friends and Lorain Rotary Club helped with the Mini Golf Program held at the Main Branch.

North Ridgeville Friends election of officers was held earlier this month. The next book sale is April 22-24, 2016.

Audience Participation continued:

Foundation

Donations toward the Summer Reading Program will be tallied at the end of April and the information will be forwarded to the board. Thanks to Mr. Wilson for helping to get QuickBooks updated so the proper financial obligations are met. The next meeting will be held May 16, 2016, at 8 a.m.

Other

Ms. Badillo made the board aware of International Global Wellness Day which is on June 11, 2016.

New Business

#2016-046 Acceptance of Donations/Grants

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

Lorain Lions Club – Book Magnifiers for Main Library & South	\$ 1,190.00
Barbara Sutton – for North Ridgeville Branch	\$ 1,000.00

Roll Call: yeas, unanimous

#2016-047 Approval to Engage TEC, Inc. for Engineering Services

Ms. Novak moved, Ms. Tomas seconded to authorize the Fiscal Officer to engage the engineering firm of TEC, Inc. to provide professional design services for mechanical issues in the Main Library.

Roll Call: yeas, unanimous

#2016-048 Approve Storage-Unit Sale of Equipment and Furniture Previously Declared Surplus by the Library Board of Trustees

Ms. Novak moved, Ms. Hatch seconded to authorize the Fiscal Officer to work with auctioneer Ken Belkofer in auctioning the contents of the Library's storage unit on Saturday, April 23rd, the day of Stop-n-Stor's auction of its other rental units.

Roll Call: yeas, unanimous

New Business Continued:

#2016-049 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, Goodwill of Lorain County, or the Friends of the Library

Ms. Hatch moved, Ms. Novak seconded to approve the donation of scrap computer equipment to the Lorain County Solid Waste Management District's *Electronic Collections Days*, Goodwill of Lorain County or the Friends of the Library.

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Computer	Toshiba Tecra S2	35212303K	3062
Computer	Dell Latitude D820	gykvqc1	5854
Computer	Dell Latitude D820	1ykvqc1	5856
Computer	Dell Latitude D830	969LVD1	5978
Computer	Dell Latitude D830	769LVD1	5979
Computer	Dell Latitude D830	369LVD1	5980
Computer	Dell Latitude D830	D69LVD1	5981
Computer	Dell Latitude D830	J59LVD1	5982
Computer	Dell Latitude D830	379LVD1	5983
Computer	Toshiba Portege M400	Y7029233H	6081
Computer	Dell Latitude D830	3L9W0F1	6082
Computer	Dell latitude D830	jdg7vf1	6101
Computer	Dell Latitude D830	jcg7vf1	6102
Computer	Dell Latitude D830	1fg7vf1	6103
Computer	Dell Latitude D830	2fg7vf1	6105
External Drive	Seagate FreeAgent Desktop	6QE1M54X	5953
External Drive	Seagate FreeAgent Desktop	6QE1M18D	5954
External Drive	Seagate FreeAgent Desktop	6QE1M17X	5955
External Drive	Seagate FreeAgent Desktop	6QE1LYXP2	5956
External Drive	Seagate FreeAgent Desktop	6QE1MG0B	5960
Monitor	Samsung SyncMaster 151s	GH15HCFT411137P	1671
Monitor	Samsung SyncMaster 151s	GG15H9NT929731W	1699
Monitor	Samsung SyncMaster 940BX	HA19HVFP116513N	5839
Monitor	Samsung SyncMaster 943BX	my19hcgq900745x	6258
Phone Equipment	Cisco BE-3000	FCH1628BUTC	7314
Printer	Star TSP200-24	934151200050	5792
Printer	Epson Stylus C66	GRQY019613	6269
Printer	Okidata Microline 490	AE87011032C0	6280
Printer	Okidata Microline 490	AE87010970C0	6281
Printer	HP LaserJet 200 color MFP M276nw	CND8F7TBXS	7478
Router	Cisco 1812	FHK120622JC	6110
UPS	APC Smart-UPS 1400	WS0138002999	1618
UPS	APC Smart-UPS SC420	QS0510122359	3070
UPS	APC Smart-UPS SC420	3S0704X31797	5973

Roll Call: yeas, unanimous

Board of Trustees
April 21, 2016

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New Business Continued:

#2016-050 Approval to Apply for a 2016 Grant from the Lorain Rotary Club, Gerald Prucha Fund, to Purchase Library Materials for the Lorain Library

Ms. Novak moved, Dr. Badillo seconded to authorize the Library Administration to submit a grant application to the Lorain Rotary Club, Gerald Prucha Fund, for the purchase of library materials for the Lorain Library.

Roll Call: yeas, unanimous

#2016-051 Approval to Enter into Executive Session to Discuss Personnel Matters.

Ms. Hatch moved, Ms. Novak seconded at 5:47 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 8:17 p.m.

Other Agenda Items - none

Next Meeting

Finance, Audit and Properties Committee
Wednesday, May 11, 2016, at 6 p.m.
South Branch Library in Lorain

Regular Business Meeting of the Library Board
Thursday, May 19, 2016, at 5 p.m.
Columbia Branch Library in Columbia Township

Adjournment

Time: 8:18 p.m.

Attest:

Edwin A. Kovach, President

Guerrino Luso, Secretary