

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, September 15, 2016
5:00 p.m. Avon, 37485 Harvest Dr., Avon, OH
Regular Business Meeting

Mr. Kovach called the meeting to order at 5:02 p.m.

Roll Call

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

Regular Business

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

#2016-106 Approval of Minutes

Mr. Dore moved, Ms. Novak seconded that the minutes of the Board's Regular Business Meeting of August 18th and Special Business Meeting of September 12th be approved.

Roll Call: yeas, unanimous

#2016-107 Approval of Fiscal Officer's Report

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

Jennie Patterson, Administrative Office Manager, is acting as Clerk of the Board for the meeting. The Fiscal Office is attending SSI User's Group Annual Meeting. The Financial Officer's report is included in the Board packet.

Report of the Director

Ms. Eldridge welcomed everyone to the Avon Branch. Ms. Eldridge reminded Board Members of the Candidate's Forum held in Oberlin on September 23, 2016. Ms. Eldridge also reminded Board Members that it is not too late to attend the OLC Annual Conference on September 28-30, 2016.

Board/Personnel

New board member recruitment is under way.

Report of the Director continued:

Community Events/Library Programs

Ms. Eldridge attended the City of Lorain Comprehensive Planning on September 7, 2016.

Ms. Eldridge attended Mercy of Taste of Friendship on September 9, 2016.

Ms. Eldridge will attend the Lorain N.A.A.C.P. Freedom Fund Banquet on September 17, 2016.

Ms. Eldridge's retirement open house celebration at the Main Branch is on September 17, 2016.

Press Coverage/Public Relations

Ms. Hayes stated there was a sticker in the Morning Journal Sunday paper promoting the e-Library card promotion. Ms. Eldridge was on WGOL radio station for "Own the Day" with Craig Adams, who attended the meeting.

Foundation

The next meeting will be Monday, September 19, 2016, at 8 a.m.

Committee Reports

The Ad Hoc meeting was on Tuesday, September 13, 2016. A copy of the minutes are in the board packet. The regulations were gone over section by section to see if they are still relevant today. Ad Hoc will share their findings with board members for input.

Audience Participation

Mr. James Leonard read a memo on behalf of SEIU 1199 thanking Ms. Eldridge for her years of service to the library.

Supervisors

Donna Kelly welcomed everyone to the Avon Branch. Avon is now fully staffed after some issues due to change of positions by several employees. The Senior Reading Buddies Program has been a success especially after the write up in The Morning Journal. The next Senior Reading Buddies program will be at Avon Oaks Nursing Home. With September being classical music month the Avon Branch has partnered with Avon High School Band who is putting on a Petting Zoo. Ms. Kelly gave a special thanks to Ms. Eldridge for her leadership as Director.

Audience Participation Continued:

Friends of the Library

Avon Friends provided refreshments for the evening's meeting. There was an election of officers at the last meeting. The treasurer's position has changed hands.

Columbia Friends reviewed by-laws and put officer's slate together for 2017. They provided a check for the levy committee. The next book sale is on October 10, 2016. The next meeting is October 18, 2016.

Domonkas Friends last meeting was Tuesday, September 13, 2016. A dinner for Ms. Eldridge was held before the meeting. The next book sale is September 24-26, 2016.

Lorain Friends book sale started today September 15, 2016. They are working on the holiday book sale that will be held during the Lorain Waterfront Winterfest.

North Ridgeville Friends will meet on October 3, 2016. A good number of books were sold during the Corn Festival.

New Business

#2016-108 Approval of Personnel Appointments

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

- Frances Ortiz, Library Aide-Floater, System Wide, Public Services in the Technical Services Department, part-time, effective August 15, 2016, at a rate of \$8.209 per hour, grade UA, step 2.
- Danielle Montanaro, Library Assistant-Floater, Public Services at the Avon and Domonkas Branch Libraries, part-time, effective August 29, 2016, at a rate of \$12.140 per hour, grade UE, step 1.
- Annalisse Strippolli, Library Associate I, Public Service position at the Main Library, full-time, effective September 5, 2016, at a rate of \$16.483 per hour, grade UH, step 2.
- Emily McGan, Student Library Aide at the Avon Branch Library, part-time, effective August 22, 2016, at an hourly rate of \$8.10, grade EA.
- Theresa Szimpl, Administrative Clerk for Accounts Payable/Accounts Receivable at the Main Library, part-time, effective September 12, 2016, at an hourly rate of \$15.000, grade EF.
- Ashley Alexander, Library Aide, Public Services position at the Main Library, part-time, effective September 12, 2016, at an hourly rate of \$8.209, grade UA, step 2.
- Kennedy Harris, Student Library Aide at the Main Library, part-time, effective September 19, 2016, at an hourly rate of \$8.10, grade EA.

Roll Call: yeas, unanimous

New Business Continued:

#2016-109 Acceptance of Donations/Grants

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

Rotarian Gerald Prucha Fund Main Library Operations - \$ 500.00

Roll Call: yeas, unanimous

#2016-110 Resolution of Appreciation – Joanne Eldridge Retirement

Ms. Novak moved, Ms. Hatch seconded the following Resolution of Appreciation:

WHEREAS, Joanne N. Eldridge, Director of the Lorain Public Library System, will retire on September 30, 2016, after 22 years of industrious and exceptional service; and

WHEREAS, Joanne N. Eldridge began her career with the library in 1994 when she was appointed to the position of assistant director/supervisor of branches, and after demonstrating her leadership abilities and expertise in library administration, she was promoted to the position of director in 2008; and

WHEREAS, Joanne N. Eldridge has whole-heartedly immersed herself into the position of chief administrative officer, confidently taking on the duties and associated responsibilities in a conscientious and professional manner, providing excellent leadership while successfully navigating the library through many challenges; and

WHEREAS, Joanne N. Eldridge has been a proactive advocate for stable state funding of Ohio public libraries, most recently involved with an initiative organized by the Ohio Library Council to restore the grossly reduced Public Library Fund from 1.66% of the general revenue fund back to the 2.22% as codified in law. This effort resulted in a temporary restoration of 1.7% beginning in FY 2016 and running through the FY 2017 biennium budget; and

WHEREAS, Joanne N. Eldridge has worked tirelessly on dozens of successful levies to secure local support of the library, organizing citizen volunteers to lead campaigns, building rapport with each group and earning their respect in the process; and

WHEREAS, during her tenure with LPLS, Joanne N. Eldridge was actively involved with new building construction in South Lorain in March 2000; North Ridgeville in May 2003; and Columbia Station in November 2003; and over the years with renovation projects at libraries throughout the system; and

WHEREAS, public libraries have been her pride and joy for over 40 years, Joanne N. Eldridge has experienced the transformation of libraries from an era of mostly print formats to that of an ever-changing technological driven age of electronic formats and digital collections; and

WHEREAS, Joanne N. Eldridge has been a dedicated, devoted leader accomplishing much throughout her career and directorship with Lorain Public Library System, such as:

- Promoting early literacy efforts to children and families such as summer reading programs, the “Books for Babies” literacy program, and expanding access to library materials for children through support of the Browser® and teen library cards

New Business Continued (Resolution 2016-110):

- Successfully nurturing existing and developing new relationships with organizations, businesses and schools in every community throughout the service area while sharing her positive message about public libraries and encouraging others to love and support the library
- Assuring that excellent library service was delivered to the library's 135,275 patrons across the system
- Happily volunteering her time, money and energy to the five Friends groups associated with the Lorain Public Library System establishing positive, lasting friendships with hundreds of members
- Promoting and delivering the message of the public library's importance and value throughout the various communities
- Earning the respect of the Library Board of Trustees, other administrators and library staff through her passionate caring nature, dedicated work ethic, and high standard of excellence in work and personal life
- Successfully facilitating and implementing numerous strategic plans, incorporating feedback from community focus groups to positively advance the library
- Skillfully representing management's interests in human resource and union dealings while protecting the Library Board of Trustees from arbitration and/or lawsuits by carefully and expertly handling hundreds of union concerns and human resource matters
- Being the epitome of a fine hostess by creating a warm welcoming environment through her superb skills and thought to detail such as providing home-baked cookies and having the coffee pot brewing as she greets those in her midst; and

WHEREAS, Joanne N. Eldridge has participated in many local, state and national organizations, giving her time and sharing her talents for the betterment of all, with memberships in the Lorain Branch of the NAACP, National Council of Negro Women, the Ohio Library Council, the American Library Association, the Black Caucus of the American Library Association, as well as all five of the library's Friends groups; and

WHEREAS, Joanne N. Eldridge has diligently served as a trustee for the Lorain Historical Society, Lorain YWCA, Lorain Palace Theater and Big Brothers Big Sisters program; and

WHEREAS, Joanne N. Eldridge was presented a community service award in 2015 by the Lorain Club of Negro Business and Professional Women and was awarded the 2016 Living Black History Trailblazer Award by the Lorain Branch of the NAACP, both for her outstanding service to the community; and

WHEREAS, Joanne N. Eldridge has left a legacy of excellence during her tenure with Lorain Public Library System through her dedication, enthusiasm, energy and love for libraries.

NOW, THEREFORE, be it resolved that the Library Board of Trustees of the Lorain Public Library System does publicly acknowledge Joanne N. Eldridge for her outstanding and meritorious service and extends its appreciation for a job well done.

Roll Call: yeas, unanimous

New Business Continued:

#2016-111 Approval to Purchase Mobile Shelving Units for the Main Library

Ms. Hatch moved, Ms. Novak seconded to authorize the Fiscal Officer to enter into a contract with Library Design Associates for six mobile shelving units for the Main Library, for an amount not to exceed Eleven Thousand, Six Hundred and Sixteen Dollars (\$11,616.00).

Roll Call: yeas, unanimous

#2016-112 Approve Renewal of Contract with Top Notch Landscaping, Inc. to Provide Snow Removal Service for the Columbia Branch Library

Ms. Tomas moved, Ms. Novak seconded to authorize the CFO to renew the contract with Top Notch Landscaping to provide annual snow removal services at Fifty-Five Dollars (\$55.00) per visit including sidewalk shoveling.

Roll Call: yeas, unanimous

#2016-113 Approval to Place Bid Advertisement for Main Library HVAC Project

Ms. Tomas moved, Ms. Novak seconded to approve the placement of the following advertisement for the bidding of the Main Library Boiler and Piping HVAC project:

LEGAL NOTICE

Sealed bids will be received by the Lorain Public Library System, at the Main Library, Office of the Fiscal Officer, 351 Sixth St, Lorain OH, until 12 noon (local time) on October 13, 2016, for the HVAC Boiler & Piping Replacement Project at the Main Library, in accordance with drawings and specifications prepared by TEC, Inc., 33851 Curtis Blvd, Suite 216, Eastlake OH 44095. Bids received after this time will not be accepted. A prebid meeting is scheduled for 10 am local time on September 28, 2016, at the Lorain Main Library offices, 351 Sixth St, Lorain OH, followed immediately by a site visit.

Contract Documents may be purchased from TEC for \$100 (non-refundable) per set (shipping costs are extra). Make checks payable to TEC, Inc. Direct technical inquiries to John Milenius (440.953.8760; jmilenius@tecinc1.com). Each bid must include a bid guaranty as described in the Instructions to Bidders. Prevailing wage rates apply to this project. Documents may be examined during normal business hours at Dodge Reports/SCAN, 6200 Rockside Woods, Suite 310, Independence OH; Builders Exchange of Cleveland, 981 Keynote Circle, Suite 1, Cleveland OH; and TEC, Inc.

New Business Continued (Resolution 2016-113):

No bid may be withdrawn within 60 days of the bid opening. The Library reserves the right to waive irregularities in bids, reject any or all bids, and conduct investigations to determine bidder responsibility.

Roll Call: yeas, unanimous

#2016-114 APPROVING CONTRACT DOCUMENTS FOR HVAC BOILER & PIPING REPLACEMENT PROJECT AT THE MAIN LIBRARY BRANCH AND AUTHORIZING SOLICITATION OF BIDS FOR THE WORK AND BID OPENING

Ms. Novak moved, Ms. Hatch seconded to approve contract documents and the opening of bids on October 13, 2016 for the bidding of the Main Library Boiler & Piping HVAC project:

Whereas:

1. TEC, Inc. has prepared design documents for the project, which has an estimated construction cost of \$375,000, and is working with the CFO to assemble a project manual to provide to contractors to solicit bids for the work.
2. The legal notice required to solicit bids for the work has been prepared and is ready to be placed in the local newspaper on or around September 20, 2016, with bids to be received and opened on or around October 13, 2016, at noon, as required by ORC Section 3375.41.

Therefore:

1. The Board approves the contract documents prepared for the HVAC Boiler & Piping Replacement Project at the Main Library.
2. The Board authorizes the placement of the required legal notices for the project in a newspaper of general circulation in the library district for a minimum period of two weeks, with the first legal notice being published on or about September 20, 2016, and bids being accepted until twelve noon on or about October 13, 2016, at the Office of the CFO for the Library, or such other time as may be determined by the CFO, as the Board's authorized representative, or by addendum or operation of law.
3. Bids will be opened immediately after the time for submitting such bids has expired at the Office of the CFO; tabulated following opening; and a report of such tabulation will be made to the Board at its next regular meeting or at a specially called meeting for the purpose of reviewing the bids received and awarding a contract for the work.

Roll Call: yeas, unanimous

New Business Continued:

#2016-115 Approve Renewal of the Library's Insurance with the Ohio Plan

Ms. Tomas moved, Ms. Novak seconded to authorize the CFO to renew the insurance with the Ohio Plan for the period September 15, 2016 to September 15, 2017, in an amount not to exceed Thirty-Seven Thousand, Eight Hundred and Thirty-Nine Dollars (\$37,839.00).

Roll Call: yeas, unanimous

#2016-116 Approval of Grant Application for Early Learning Challenge Grant

Ms. Novak moved, Mr. Dore seconded to authorize the Library to apply for an Early Learning Challenge Grant, and to act as fiscal agent for the grant in an amount of Fifty Thousand Dollars (\$50,000.00), to be conducted in concert with area non-profits and faith-based organizations to promote "Family and Community Engagement."

Roll Call: yeas, unanimous

#2016-117 Approval to revise the Lorain Public Library System code of conduct

Ms. Tomas moved, Ms. Hatch seconded to authorize the revision of the Lorain Public Library System Code of Conduct to include: [Appropriate clothing including shoes is required.](#)

Roll Call: yeas, unanimous

#2016-118 Approval to replace parts on fire sprinkler system at North Ridgeville Branch

Mr. Dore moved, Ms. Novak seconded to authorize the replacement of 2 dry pipe valves and accelerators on the North Ridgeville Branch fire sprinkler system per quote #800318 from SimplexGrinnell for \$12,195.00.

Roll Call: yeas, unanimous

New Business Continued:

#2016-119 Approval to Enter into Executive Session to Discuss Director Hiring

Ms. Novak moved, Ms. Hatch seconded at 5:41 p.m. to approve adjourning to Executive Session to discuss director hiring.

Roll Call: yeas, unanimous

Reconvened: 7:05 p.m.

IX. Other Agenda Items

X. Next Meeting

Regular Business Meeting of the Library Board
Thursday, October 20, 2016 at 5 p.m.
At the Main Library

XI. Adjournment Time: 7:06 p.m.

Attest:

Edwin A. Kovach, President

Heaven, Secretary