

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, November 17, 2016
5:00 p.m. North Ridgeville Branch, 35700 Bainbridge Rd., North Ridgeville, OH
Regular Business Meeting

Mr. Kovach called the meeting to order at 5:16 p.m.

Roll Call

Present: Mr. Dore, Ms. Hatch, Mr. Kovach, Mr. Virden

Regular Business

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

#2016-126 Approval of Minutes

Mr. Dore moved, Ms. Hatch seconded that the minutes of the Board's Regular Business Meeting of October 20, 2016, be approved.

Roll Call: yeas, unanimous

#2016-127 Approval of Fiscal Officer's Report

Mr. Dore moved, Mr. Virden seconded that the Fiscal Officer's Report for the month ending October 31, 2016, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of October 31, 2016, was \$10,479,703. Of the October month end cash balance, \$8,937,628 was in Operating/Governmental Funds, of which \$8,22,733 was unencumbered. Year-to-date revenues for the month totaled \$8,168,571 that represented 91.2% of estimated annual revenue without transfers and/or advances. Year-to-date expenses were \$6,917,499 that represented 80.9% of the *estimated* annual expenses without transfers. Year-to-date expenses plus encumbrances totaled \$7,673,273 or about 89.7% of the *estimated* annual expenses for 2016.

There was no correspondence to report. There was one public records request from Mike Musto, Columbia Township Trustee, for information on the LLGSF-backed loan of 2001 to build the Columbia Branch at a cost of \$875,000.

Report of the Fiscal Officer *(continued)*:

One additional agenda item: ***2016-134 Approval for Director to Attend ALA Midwinter Conference and Annual Conference in 2017***

Mr. Wilson personally thanked the Lorain Friends for their support for the Library team at the Lorain Rotary's Trivia Contest.

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz stated her report would be short as she only worked one day of October. Ms. Diamond-Ortiz thanked Ms. Whitney for her leadership during the month of October while the library was between directors. Ms. Diamond-Ortiz acknowledged the success of all the How-To programs during the month of October.

Report of the Assistant Director

Ms. Whitney welcomed Ms. Diamond-Ortiz as the new Director. During the month of October with the help of Mr. Wilson the expenditure request forms have been turned in and processed for year end.

Branches

Ms. Whitney advised the shelving and kitchen project at Domonkas Branch is complete. The touch screen computer unit in the Children's room at the North Ridgeville Branch was installed. The outdoor LED lights were installed at the branches that were in need of them.

Ms. Whitney attended the Columbia Township Trustees meeting along with Ms. Diamond-Ortiz, Mr. Kovach, Mr. Wilson and Ms. Spivey. The Columbia Trustees did vote to sign the library lease agreement.

Ms. Whitney and Ms. Spivey represented the library at the 2016 Columbia Community Foundation Gala on November 5, 2016.

Committee Reports

The Library Services and Personnel Committee met on November 10, 2016, where they entered into an Executive Session to discuss personnel matters.

The Trustee Development and Nominating Committee met on November 8, 2016, where they nominated Garalynn Tomas as President, Homer Virden as Vice President and Phil Dore as Secretary. The Committee also interviewed Ethel M. Schiemann as a candidate for appointment to the board of trustees.

Audience Participation

Supervisors

Karen Sigsworth welcomed everyone to the North Ridgeville Branch. Ms. Sigsworth stated it has been a busy year. The annual first grade visits have begun and there are now 13 classrooms with 26 children each. There are two classrooms at a time visiting the library. Ms. Sigsworth is excited about finishing the new conference room and the digital screen is already getting great use during story times.

Friends of the Library

Columbia Friends next meeting is December 20, 2016, where they will approve officers.

Ms. Whitney advised on the Friends informational handout it shows that some branches during book sales now have preview hours instead of preview days.

Other

James Leonard, on behalf of the SEIU District 1199 welcomed Ms. Diamond-Ortiz and thanked her for meeting with him. Mr. Leonard is looking forward to a good working relationship with Ms. Diamond-Ortiz and Ms. Whitney.

New Business

#2016-128 Approval of Personnel Appointments

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

- Denise Williams, Library Assistant-Floater, at the Columbia and North Ridgeville Branch Libraries, part-time, effective October 10, 2016, at an hourly rate of \$12.504, grade UE, step 2.
- Allison Neumann, Associate I, part-time, effective November 7, 2016, at a rate of \$16.005 per hour, grade UH, step 1.

Roll Call: yeas, unanimous

#2016-129 Approval of Participation in NEO-RLS for 2017-2018

Mr. Virden moved, Mr. Dore seconded to approve participation in the Northeast Ohio Regional Library System for the period July 1, 2017 through June 30, 2018.

Roll Call: yeas, unanimous

New Business Continued:

#2016-130 Approval of Notice of Intent to Withdraw from NEO-RLS July 1, 2018

Mr. Dore moved, Ms. Hatch seconded to approve a notice of intent to withdraw from the Northeast Ohio Regional Library System effective July 1, 2018.

Roll Call: yeas, unanimous

#2016-131 Commendation of James M. Wilson, Chief Fiscal Officer, Upon His Designation as a Certified Public Finance Administrator (CPFA)

Mr. Virden moved, Mr. Dore seconded to commend James M. Wilson, Chief Financial Officer upon his accreditation and designation as a Certified Public Finance Administrator (CPFA), by the Association of Public Treasurers of the United States and Canada.

Roll Call: yeas, unanimous

#2016-132 Approval of Recommendation for Appointment of Library Trustee

The Trustee Development and Nominating Committee moved, to recommend to the Lorain City School District, Board of Education the appointment of Ethel M. Schiemann for a seven-year term as Library Trustee, commencing in January, 2017.

Roll Call: yeas, unanimous

New Business Continued:

#2016-133 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, Mr. Virden 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 #
Barcode Reader	BTL75 VSXXX-L7B	L860645	681
Barcode Reader	BTL75 VSXXX-L7B	K003573	1195
Barcode Reader	BTL75 VSXXX-L7B		1274
Barcode Reader	BTL75 VSXXX-L7B	K002082	1320
Barcode Reader	BTL75 VSXXX-L7B	L377531	1347
Barcode Reader	BTL75 VSXXX-L7B	L498490	1348
Computer	Dell Optiplex 745	B480KD1	5940
Monitor	Sony SDM-S73	3209728	2989
Phone Equipment	Cisco IP Phone 7961	FCH10388BQX	6765
Phone Equipment	Cisco SPA8800	CBT153800HF	7315
Printer	HP LaserJet 1100	USLD061697	372
Printer	HP LaserJet 1100	USJB185054	1026
Printer	Epson LX-300	1YLY242750	1308
Printer	Okidata Microline 420	AE6A011288C0	5857
Printer	Ricoh Aficio MP2550		6268
UPS	APC Back-UPS 1400	FB9910002672	1342

Roll Call: yeas, unanimous

#2016-134 Approval for Director to Attend ALA Midwinter Conference and Annual Conference in 2017

Mr. Dore moved, Ms. Hatch seconded to approve special double-registration pricing for four days of release time and expenses for Anastasia Diamond-Ortiz to attend the ALA Midwinter Conference in Atlanta, GA, January 20th through January 24th, at a cost not to exceed One Thousand and Ninety-Five Dollars (\$1,095.00),

Registration: \$235
 Hotel Room: \$600 (up to \$200/room/night)
 Meal Stipend: \$160 (\$40 per day out-of-state allowance)
 Ground Transportation: \$100 (up to \$100)

COST: \$1,095

New Business Continued (Resolution #2016-134):

and, five days of release time and expenses for the Director to attend the ALA Annual Conference in Chicago, IL, June 23rd through June 27th, at a cost not to exceed One Thousand, Seven-Hundred and Ninety-Five Dollars (\$1,795.00)

Registration: \$235
Hotel Room: \$1,200 (up to \$400/room/night)
Meal Stipend: \$200 (\$40 per day out-of-state allowance)
Ground Transportation: \$160 (up to \$160)

COST: \$1,795

Roll Call: yeas, unanimous

#2016-135 Approval to Enter into Executive Session to Discuss Personnel Matters

Ms. Hatch moved, Mr. Viriden seconded at 5:35 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 5:58 p.m.

Other Agenda Items - none

Next Meeting

Finance, Audit & Properties Committee
Date & Time: TBD
Place: TBD

Regular Business Meeting of the Library Board
Thursday, December 15, 2016 at 5 p.m.
At the Columbia Branch Library

Adjournment Time: 6:00 p.m.

Attest:

Edwin Kovach, President

James A. Under, ~~Secretary~~ VICE PRESIDENT