

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Monday, December 19, 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 5:05 p.m.

Roll Call

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

Regular Business

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

#2016-136 Approval of Minutes

Mr. Dore moved, Mr. Virden seconded that the minutes of the Board's Regular Business Meeting of November 17th, be approved.

Roll Call: yeas, unanimous

(Dr. Badillo arrived at 5:08 p.m.)

#2016-137 Approval of Fiscal Officer's Report

Ms. Tomas moved, Mr. Dore seconded that the Fiscal Officer's Report for the month ending November 30, 2016, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of November 30, 2016, was \$9,983,248. Of the November month end cash balance, \$8,465,627 was in Operating/Governmental Funds, of which \$8,009,601 was unencumbered. The unencumbered cash balances as of November 30, 2016 was \$9,519,129. Year-to-Date Revenues totaled \$8,505,309 which represented 95% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$7,750,692 which represented 90.6% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$8,214,811 or about 96.1% of the *estimated* annual expenses for 2016.

There was no correspondence and one public records request. The public records request came from SEIU 1199 for information in preparation for the upcoming negotiations.

Report of the Fiscal Officer *(continued)*:

Mr. Wilson wished Board members a Merry Christmas and wished Mr. Kovach a happy 2nd retirement.

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz introduced audience members Ed Skimin of Emerge and Alan Ashby of Whitespace. Ms. Diamond-Ortiz sent articles out regarding the family engagement programs the Library is coordinating to promote early literacy. The Library collaborated with Second Harvest to fill book bags with food and books for all kindergarteners and first graders in the Lorain School District. The book bags were delivered to the schools last week. The new Sprout backpacks filled with books and hands-on learning materials are now circulating at the Main branch and during programs on the outreach truck. In the months of January and February, the library will be work with local faith based organizations to collaborate on three family engagement programs. A group in Avon spearheaded by the Mayor reached out to the library to partner with them on a project for inclusive playgrounds.

Report of the Assistant Director

Ms. Whitney announced Pam Coghlan's retirement date of January 31, 2016. Ms. Whitney and Ms. Diamond-Ortiz are in the process of hiring a replacement. Two new Librarian positions were created to meet needs at the branches. The position in Avon will provide additional in-charge coverage and help to provide more programming to the community. A Librarian/Floater position for North Ridgeville and Columbia was posted and will equip both branches with additional staffing for programming and coverage. Ms. Whitney has completed the annual Mayor's reports, which reflect statistics and general informational updates. Ms. Whitney has been working behind the scenes preparing for upcoming labor contract and negotiations.

Branches

The North Ridgeville new meeting room is still in progress. Avon is having their meeting room and hallway painted. Domonkas is having repairs done to their HVAC roof unit.

SEIU

The information request from SEIU 1199 has been received. The Sunday schedules for 2017 were completed and distributed.

Committee Reports

None

Audience Participation

Supervisors

Ms. Whitney read Ms. Spivey's report as Ms. Spivey was unable to attend. Ms. Spivey apologized that she was unable to attend due to Santa Claus' arrival at a tea with Santa program and wanted to formally thank Mr. Kovach for all he has done during his tenure as a board member. Ms. Spivey thanked Columbia Friends for providing refreshments for this evenings meeting. On November 2, 2016, Detective Greg Mehling of the Lorain County Task Force was invited to speak regarding the heroin epidemic. As word spread other county agencies and resources expressed an interest in participating as well. A total of 41 people attended the program. A regional action group has formed as a result of the program and they have been utilizing the Columbia branch meeting room for their regular meetings. Ms. Spivey thanked Monique Sherban and the Columbia staff for a phenomenal job throughout the year.

Friends of the Library

Columbia Friends last meeting was Tuesday, December 13, 2016.

North Ridgeville Friends next book sale is in January and their next meeting is Saturday, January 14, 2017, at 1 p.m.

Avon Friends next meeting is January 5, 2017. Avon Friends recently helped Donna with an open house.

Domonkas Friends next meeting is January 10, 2017.

Lorain Friends next meeting is on January 31, 2017, at South Branch. They raised \$714.00 at the Holiday book sale.

Foundation

The annual appeal is underway; it has been designated to fund the 2017 Summer Reading Program. A deposit of \$5,455 was made, there is \$355 in general donations and the Nord Foundation will match up to \$100.00. The next meeting is in February.

New Business

#2016-138 Approval of Personnel Appointments

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

- Baylee Silvaggio, Student Library Aide, part-time, effective November 14, 2016, at a rate of \$8.10 per hour, grade EA.
- Lisa Mikulan, Library Assistant, at the North Ridgeville Branch Library, part-time, effective December 19, 2016, at an hourly rate of \$12.140, grade UE, step 1.

Roll Call: yeas, unanimous

#2016-139 Approval of 2017 Estimated Revenues – General and Levy Funds

Mr. Dore moved, Ms. Tomas seconded to approve the estimated revenues for the general and levy funds for 2017:

2017		GEN FUND	LORAIN LEVY	AVON LEVY	DOM LEVY	NR LEVY	COL LEVY	TOTAL
1100	PUBLIC LIBRARY FUND	\$4,160,237						\$4,160,237
1200	TAX LEVIES		\$3,320,239	\$452,750	\$435,311	\$1,298,937	\$372,544	5,879,781
3000	FINES, FEES, ETC.	127,000						127,000
4000	INTEREST ON INVEST	5,987	3,400	1,550	300	3,798	650	15,685
5000	SERVICES PROVIDED							-
6000	GIFTS/BEQUESTS	1,000						1,000
8000	SALES/REFUNDS/MISC.	6,600						6,600
9000	FUND TRANSFERS		591,218	162,552	70,066	226,077	57,827	1,107,740
TOTAL EST. REVENUE		\$4,300,824	\$3,914,857	\$616,852	\$505,677	\$1,528,812	\$431,021	\$11,298,043

Roll Call: yeas, unanimous

New Business Continued:

#2016-140 Approval of 2017 Estimated Revenues – Other Funds

Mr. Virden moved, Ms. Tomas seconded to approve the estimated revenues for other funds for 2017:

Fund No.	Fund Name	Account Name	Amount
203	Summer Reading	Contributions	\$ 15,000
215	Book/Memorial Fund	Interest on Investments	1,500
		Contributions	10,000
		Contributions Avon	2,000
		Contributions Columbia	2,000
		Contributions Domonkas	2,000
		Contributions N. Ridgeville	2,000
		Contributions South	2,000
401	Building & Repair Fund	Interest on Investments	1,001,500
451	Capital Improvements Fund	Interest on Investments	250
701	Hageman Trust Fund	Interest on Investments	100
		Contributions	27,000
702	Stocker Trust Fund	Interest on Investments	15
801	Kurtz/Male	Interest on Investments	1
803	Domonkas Trust	Interest on Investments	14
901	HRA Fund	Employee HRA Contributions	7,800
TOTAL			\$ 1,073,180

Roll Call: yeas, unanimous

#2016-141 Approval of 2017 Temporary Appropriations Budget

Ms. Tomas moved, Mr. Dore seconded to approve the temporary appropriations budget for 2017:

Fund	Name	Amount	
101	General Fund	\$ 5,846,757	
110	N Ridgeville	1,764,786	
112	Avon	771,567	
120	Columbia	489,363	
122	Domonkas	533,115	
130	Lorain	3,655,483	\$ 13,061,071
203	Summer Reading	22,600	
205	Project Lite	-	
215	Book Memorial	100,000	
401	Building & Repair	265,000	
451	Capital Improvement	300,000	
701	Hageman	55,300	
702	Stocker Trust	3,500	
801	Kurtz-Male	1,700	
803	Domonkas Trust	-	
901	HRA Fund	14,454	
Total		\$ 13,823,625	

Roll Call: yeas, unanimous

New Business Continued:

#2016-142 Approval to Renew Contract with Emerge, Inc. to Host the Library Website and Support Social Media Sites for Library Publicity for 2017.

Mr. Dore moved, Dr. Badillo seconded to authorize the CFO to enter into a renewal agreement with Emerge, Inc. to host the Library website, and to support and maintain the Library website and social media Internet sites for the Library in 2017, without increase, in an amount not to exceed Twenty-Four Thousand Dollars (\$24,000).

Roll Call: yeas, unanimous

#2016-143 Approve Contracts with Emerge, Inc. to Expand Patron Services for 2017.

Mr. Virden moved, Dr. Badillo seconded to authorize the CFO to enter into a new agreement with Emerge, Inc. to develop texting and personalized email capabilities needed to push information to patrons about Library programs and services, for amounts estimated at Six-Thousand Dollars (\$6,000) each, or Twelve Thousand Dollars (\$12,000) in the aggregate.

Roll Call: yeas, unanimous

#2016-144 Approval to Renew Contract with Kuno Creative Strategic Marketing for the Design and Layout of the *Dimensions* Newsletter

Ms. Tomas moved, Mr. Dore seconded to authorize the CFO to enter into an agreement with Kuno Creative for the design and layout of the *Dimensions* newsletter for the Spring, Summer and Fall, 2017 and Winter, 2018 issues, without increase, in an amount not to exceed Fourteen Thousand Dollars (\$14,000).

Roll Call: yeas, unanimous

#2016-145 Renew PR Consulting Contract

Mr. Dore moved, Ms. Badillo seconded to authorize the CFO to renew the consulting contract with Whitespace PR, for the Four Thousand, Four Hundred and Fifty-Eight Dollars and Thirty-Three Cents (\$4,458.33) per month, or Fifty-Three Thousand, Five Hundred Dollars (\$53,500) for the year.

Roll Call: yeas, unanimous

New Business Continued:

#2016-146 Approval to Purchase Print and Electronic Media Coverage Through Whitespace PR

Dr. Badillo moved, Ms. Tomas seconded to authorize the CFO to enter into an agreement with Whitespace PR to purchase up to Sixty-Six Thousand, Two Hundred and Twenty-Four Dollars (\$66,224) of print and electronic media coverage from local media outlets in 2017.

Roll Call: yeas, unanimous

#2016-147 Approval to Contract With Whitespace PR to Develop and Implement a Digital Marketing Plan

Dr. Badillo moved, Ms. Tomas seconded to authorize the CFO to enter into an agreement with Whitespace PR to develop and implement a digital marketing plan and provide ten months coverage for an amount not to exceed Sixteen Thousand, Nine Hundred Dollars (\$16,900).

Roll Call: yeas, unanimous

#2016-148 Approval to Enter into Contract with Bodnar Printing for the Printing of Eight Issues of the Library's 2017-18 Dimensions Newsletter

Ms. Tomas moved, Dr. Badillo seconded to authorize the CFO to enter into an agreement with Bodnar Printing for the printing of eight editions of all 2017-18 issues of the Library's *Dimensions* newsletter, for an amount not to exceed Sixty-One Thousand, Nine Hundred and Fifty-Eight Dollars (\$61,958) per year.

Roll Call: yeas, unanimous

#2016-149 Approval of Wage Increases to New Ohio Minimum Wage of \$8.15 Hour

Ms. Tomas moved, Dr. Badillo seconded to approve 2017 wage increases to \$8.15 per hour for the following employees, effective December 18, 2016, for the first pay of 2017:

Valerie Cesaratto
Aylisa Grenald
Emily McGan
Baylee Silvaggio

Andrew Ciryak
Kennedy Harris
Stephanie Michalek
Kaylie Taips

Sarah Goodman
Myah McDonald
Liana Schraff
Christina Vega

Roll Call: yeas, unanimous

New Business Continued:

#2016-150 Approval to Participate in a Lorain County General Health District Collaborative Grant with the City of Avon

Mr. Dore moved, Dr. Badillo seconded to authorize the Library Director to co-submit a collaborative grant application with the City of Avon and others, through the Lorain County General Health District, to create healthier lifestyles for community members.

Roll Call: yeas, unanimous

#2016-151 Resolution of Appreciation for Edwin A. Kovach, Board President

Mr. Virden moved, Mr. Dore seconded the following resolution of appreciation:

WHEREAS, the Lorain Public Library System is fortunate to have many community volunteers who are dedicated to the library; and

WHEREAS, Edwin A. Kovach in his service on the board of trustees from January 2003 through December 2016, has devoted countless hours to the library; and

WHEREAS, Edwin Kovach has served in many leadership capacities as president, vice president and secretary of the Lorain Public Library System board of trustees; and

WHEREAS, he has given thoughtful, professional advice as a member of a number of library board committees, such as: the Finance, Audit and Properties Committee; the Library Services and Personnel Committee, the Trustee Development and Nominating Committee; and

WHEREAS, Edwin Kovach has been involved in building and levy campaigns to ensure that the citizens of the Columbia Township community benefit from good up-to-date library services and technology; and

WHEREAS, Edwin Kovach has been involved in The Friends of the Columbia Library, Inc. activities and community events and stepped up to lead the Friends group as president of the organization; and

WHEREAS, Edwin Kovach upheld the importance of providing good customer service as a core value of the Lorain Public Library System; and has done an exemplary job representing the communities that the library system serves; and

THEREFORE, BE IT RESOLVED, that the Lorain Public Library System board of trustees does publicly acknowledge Edwin A. Kovach and his contribution to our library system, and extends its appreciation, on behalf of the board and staff.

Roll Call: yeas, unanimous

New Business Continued:

#2016-152 Approval of Fund Transfers

Mr. Dore moved, Ms. Tomas seconded to authorize the following fund transfers, as per the 2016 Appropriations Budget:

From	To	Amount
101-01-59999 Tx General Fund	110-00-49999 Tx In N. Ridgeville Levy	\$ 268,006
101-01-59999 Tx General Fund	112-00-49999 Tx In Avon Levy	\$ 192,698
101-01-59999 Tx General Fund	120-00-49999 Tx In Columbia Levy	\$ 68,552
101-01-59999 Tx General Fund	122-00-49999 Tx In Domonkas Levy	\$ 83,060
101-01-59999 Tx General Fund	130-00-49999 Tx In Lorain Levy	\$ 495,145
101-01-59999 Tx General Fund - Occupancy	130-00-49999 Tx In Lorain Levy	\$ 173,536

Roll Call: yeas, unanimous

#2016-153 Approval to Enter into Executive Session to Discuss Personnel Matters

Ms. Tomas moved, Dr. Badillo seconded at 5:55 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 7:37 p.m.

#2016-154 Approval of Administrative Salaries

Dr. Badillo moved, Mr. Dore seconded to increase the salary for the Chief Fiscal Officer, effective the first pay of 2017, by the following percentage:

James Wilson, CFO	Three Percent (3%)	\$41.266/hour
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Roll Call: yeas, unanimous

Other Agenda Items

Next Meeting

Finance, Audit & Properties Committee
Tuesday, January 17, 2017 at 5 p.m.
At the North Ridgeville Branch Library

Organizational Business Meeting of the Library Board
Thursday, January 19, 2017 at 5 p.m.
At the North Ridgeville Branch Library

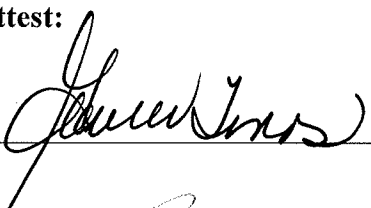
Board of Trustees
December 19, 2016

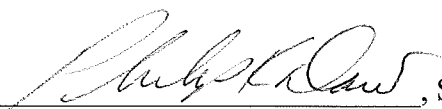
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Adjournment

Time: 7:44 p.m.

Attest:


_____, President


_____, Secretary