

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, January 19, 2017
5:00 p.m. North Ridgeville Branch, 35700 Bainbridge Rd., North Ridgeville, OH
Regular Business Meeting

Mr. Virden called the meeting to order at 5:04 p.m.

Roll Call

Present: Dr. Badillo, Mr. Dore, Ms. Hatch, Ms. Novak, Ms. Tomas, Mr. Virden

Oath of Office

Ethel M. Schiemann – new term of office – was issued the Oath of Office

Approval of Officers

#2017-001 Approval of Officers

Ms. Tomas moved, Dr. Badillo seconded that the following slate of officers for 2017 be approved:

Garalynn Tomas, President
Homer Virden, Vice President
Philip Dore, Secretary

Roll Call: yeas, unanimous

Statement of Expectations for Trustees

The Statement of Expectations was distributed and signed by all trustees present.

2017 Committees

President Tomas appointed the following Board committees:

Library Services & Personnel:	Homer Virden, Chair
	Ethel Schiemann
	Elaine Novak

2017 Committees continued:

Finance, Audit & Properties:

Philip Dore, Chair
Gloria Badillo
Susan Hatch

Trustee Development & Nominating:

Gloria Badillo, Chair
Ethel Schiemann
Susan Hatch

Lorain Co. Trustees Council:

Homer Virden, Representative
Philip Dore, Representative
Elaine Novak, Alternate

2017 Meeting Dates

President Tomas set the following 2017 Board meeting dates, times and locations:

2017 Board Meetings	
Dates*	Location
February 16, 2017	Avon
March 16, 2017	South
April 20, 2017	Domonkas
May 18, 2017	Columbia
June 15, 2017	Main Library
July 20, 2017	Main Library
August 17, 2017	South
September 21, 2017	Avon
October 19, 2017	Main Library
November 16, 2017	Columbia
December 21, 2017	North Ridgeville

**All meetings begin at 5:00 p.m.*

Appointments

#2017-002 Appointment of Chief Fiscal Officer and Assistant Fiscal Officer

Mr. Dore moved, Mr. Virden seconded to appoint James M. Wilson, Chief Fiscal Officer and Clerk of the Board and Sheila D. Lanning, Assistant Fiscal Officer through the 2018 Organizational Meeting, upon execution of a surety bond in the amount of \$100,000.

Roll Call: yeas, unanimous

Regular Business

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

#2017-003 Approval of Minutes

Mr. Dore moved, Ms. Hatch seconded that the minutes of the Board's Regular Business Meeting of December 19, 2016, be approved.

Roll Call: yeas, all except, Ms. Schiemann abstained

#2017-004 Approval of Fiscal Officer's Report

Mr. Dore moved, Dr. Badillo seconded that the Fiscal Officer's Report for the year ending December 31, 2016, be approved.

Mr. Wilson reported the year-end financials. The cash balance at year-end was \$9,766,555. The cash balance in our operating funds were \$8,214,600 of which \$7,924,071 was unencumbered. The unencumbered cash balances as of December 31, 2016, was \$9,175,169. The Revenues for the year totaled \$10,175,574, which represented 99.4% of the estimated annual revenues. The expenses for the year totaled \$9,673,650, which represented 98% of the estimated expenses. The expenses for the year plus encumbrances were \$10,229,036, which represented 106% of annual estimated expenses. There was a net increase to fund balances of \$537,923. The estimated net increase was \$404,485, actual was \$133,438 better than estimated.

There was no correspondence and one public records request. The public records request came from a website collecting information on public spending. They sought information on investment advisors.

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz congratulated Pam Coghlan on her retirement and wished her well. Ms. Diamond-Ortiz advised that the Lorain County library directors are planning a tech expo for all trustees. The tentative date for this expo is March 23, 2017, with the focus on new technology being utilized by libraries. There will be more information to come. Ms. Diamond-Ortiz gave dates of the legislative days in February. These dates are when legislative officials will visit different libraries in the County for a meet and greet. On February 3, 2017, Representative Dick Stein will be at Herrick Memorial Library in Wellington, February 10, 2017, Representative Dan Ramos will be at Amherst Public Library and on February 17, 2017, Senator Gayle Manning and Representative Nathan Manning will be at North Ridgeville branch at 10 am. Ms. Diamond-Ortiz informed the board that Val Smith will retire at the end of August. Ms. Diamond-Ortiz read the library system's first Yelp review regarding the South branch, which was a glowing review.

Report of the Assistant Director

Ms. Whitney thanked North Ridgeville Friends and Ms. Tomas for refreshments at this evenings meeting. Ms. Whitney also thanked Ms. Sigsworth for setting up the meeting room this evening. Ms. Whitney has been working on contract negotiations and gathering documentation for the information request. The librarian position created in Avon has been filled by a lateral move internally. The librarian position created for North Ridgeville and Columbia floater has been filled by an internal promotion. There have been five positions open including Ms. Coghlan's replacement. Ms. Whitney praised Ms. Coghlan for the work she has done at the Domonkas branch during her years there as Branch Librarian Supervisor.

Branches

The finishing touches are being put on the North Ridgeville's new meeting room. Ms. Whitney met with Micheael Conibear and Tony Dimacchia of the Boys and Girls Club regarding the summer lunch program. In qualifying areas, lunches for school-aged kids maybe provided during the summer. Ms. Novak asked several questions regarding qualifications and details about the Summer Food Program offered through the state.

SEIU

Ms. Whitney met with Ms. Sigsworth and Mr. Leonard regarding a staff issue and she believes the issue has been resolved.

Committee Reports

Mr. Dore reported for the Finance, Audit and Properties Committee . The capital repairs budget for 2017 was reviewed. The capital project from last year for the HVAC upgrade was revised. The increase was based on the changes to early estimates by staff. Work on the HVAC project will start on April 17, 2017, but there will be some preliminary work started before then. Potentially there will be changes to the Investment Policy, as there haven't been any changes made since 2007.

Audience Participation

Supervisors

Ms. Sigsworth welcomed everybody back to North Ridgeville. The book sale will start at the end of next week with a large selection. North Ridgeville branch has received good newspaper publicity for their Noon Year's Eve program and for their Coloring for Adults program. The Sunday afternoon winter programs started January 8, 2017, the performer was Clara Barton and there were 80 people in attendance. The publicity of this event also included the schedule of Sunday events. The new meeting room is nearly complete, the Friends have discussed helping with final touches.

Ms. Coghlan thanked the Board for all their support during her tenure at the library. The Board wished Ms. Coghlan a great retirement. Ms. Whitney invited board members to the retirement potluck being held on January 26, 2017, from 3 pm – 4 pm at the Domonkas branch.

Friends of the Library

Columbia Friends next meeting is February 21, 2017.

Avon Friends last meeting was January 5, 2017. Their next book sale will be in March.

Domonkas Friends March Madness book sale will be March 14 17, 2017.

Lorain Friends first book sale of the year netted \$2265.

Foundation

The Foundation is still receiving and accepting donations for the annual appeal.

New Business

#2017-005 Approval of Personnel Appointments

Dr. Badillo moved, Ms. Hatch seconded to approve the following personnel appointments:

- Erika Bobka, Librarian, Public Services, at the Avon Branch, full-time, effective January 1, 2017, at an hourly rate of \$20.990 per hour, grade UJ, step 3.
- Deena Khan, Library Assistant, Public Services at the North Ridgeville Branch, part-time, effective January 3, 2017, at an hourly rate of \$12.140 per hour, grade UE, step 1.
- Sam Lewis, Librarian-Floater, Public Services, at the Columbia and North Ridgeville Branches, full-time, effective January 30, 2017, at an hourly rate of \$19.784 per hour, grade UJ, step 1.

Roll Call: yeas, unanimous

#2017-006 Approval of Surplus Property

Mr. Virden moved, Ms. Novak seconded to approve the disposal of the following materials pursuant to Board Policy 2.02 which were withdrawn from January 1 through December 31, 2016 due to being outdated, in poor condition, or duplicate copies no longer in demand:

for a total of 66,359 items that have been withdrawn from circulation

Roll Call: yeas, unanimous

#2017-007 Acceptance of Donations/Grants

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

Katherine Hageman Trust – Foundation Distribution	\$ 29,395.46
Anonymous Donor - Domonkas Branch Library	\$ 5,000.00

Roll Call: yeas, unanimous

New Business Continued:

#2017-008 Approval of 2017 Permanent Budget Revenues – General and Levy Funds

Ms. Hatch moved, Ms. Novak seconded to approve the permanent budget revenues for the general and levy funds for 2017:

2015		GEN FUND	LORAIN LEVY	AVON LEVY	DOM LEVY	NR LEVY	COL LEVY	TOTAL
1100	PUBLIC LIBRARY FUND	\$4,181,316						\$4,181,316
1200	TAX LEVIES	-	\$3,340,772	\$461,523	\$435,678	\$1,328,868	\$378,259	5,945,100
3000	FINES, FEES, ETC.	127,000						127,000
4000	INTEREST ON INVEST	5,987	3,400	1,331	519	3,798	556	15,591
5000	CONTRACTS/OTHER ENT	-						-
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		\$4,321,903	\$3,935,390	\$625,406	\$506,263	\$1,558,743	\$436,642	\$11,384,347

Roll Call: yeas, unanimous

#2017-009 Approval of 2017 Permanent Budgeted Revenues – Other Funds

Mr. Virden moved, Mr. Dore seconded to approve the permanent budget 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

New Business Continued:

#2017-010 Approval of 2017 Permanent Appropriations Budget

Mr. Dore moved, Ms. Hatch seconded to approve the 2017 Permanent Appropriations Budget as follows:

Fund	Name	Amount	
101	General Fund	\$ 5,899,083	
110	N Ridgeville	1,766,229	
112	Avon	772,586	
120	Columbia	489,832	
122	Domonkas	527,440	
130	Lorain	3,667,430	\$ 13,122,600
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 Fund	1,700	
803	Domonkas Trust	-	
901	HRA Fund	14,454	
Total		\$ 13,885,154	

Roll Call: yeas, unanimous

#2017-011 Approval of Fund Transfers

Ms. Novak moved, Mr. Virden seconded to authorize the following fund transfers, as per the 2017 Appropriations Budget:

From	To	Amount
101-01-59999 Tx General Fund	110-00-49999 Tx In N. Ridgeville Levy	\$ 226,077
101-01-59999 Tx General Fund	112-00-49999 Tx In Avon Levy	\$ 162,552
101-01-59999 Tx General Fund	120-00-49999 Tx In Columbia Levy	\$ 57,827
101-01-59999 Tx General Fund	122-00-49999 Tx In Domonkas Levy	\$ 70,066
101-01-59999 Tx General Fund	130-00-49999 Tx In Lorain Levy	\$ 417,682
101-01-59999 Tx GF - Occupancy	130-00-49999 Tx In Lorain Levy	\$ 173,536

Roll Call: yeas, unanimous

#2017-012 Approve Variance from Fund Balance Policy

Mr. Dore moved, Mr. Virden seconded to approve variances in the Fund Balance Policy for the appropriations budgets for Lorain and the Domonkas Branch budgets, which will have additional levy dollars in 2017.

Roll Call: yeas, unanimous

New Business Continued:

#2017-013 Approval to Renew Ohio Library Council Institutional Membership and Pay Annual Institutional Dues.

Ms. Novak moved, Dr. Badillo seconded to renew the Library's institutional membership in the Ohio Library Council in 2017, and to pay institutional dues in the amount of Thirteen Thousand, One Hundred and Ninety-One Dollars (\$13,191).

Roll Call: yeas, unanimous

#2017-014 Approval for Fine Forgiveness Month

Mr. Dore moved, Dr. Badillo seconded to approve 2017 National Library Week Libraries Transform from April 1-30, 2017, and to forgive one-half of outstanding fines during that month.

Roll Call: yeas, unanimous

#2017-015 Approve Contract with Library Ideas, LLC for Freegal Music Streaming

Mr. Dore moved, Ms. Novak seconded to purchase an annual license for Freegal Music Streaming in the amount of Twenty-Nine Thousand, Seven Hundred and Forty-One Dollars (\$29,741.00) to provide patrons with downloads of digital music.

Roll Call: yeas, unanimous

#2017-016 Approve Contract with Recorded Books for Zinio Magazine Service

Mr. Dore moved, Ms. Novak seconded to enter into a contract with Recorded Books to provide Zinio digital magazines platform and content from 2/1/2017 to 1/31/2018 at a cost not to exceed Twenty-Thousand Dollars (\$20,000).

Roll Call: yeas, unanimous

#2017-017 Approve Contract with Midwest Tape for Hoopla Service

Mr. Dore moved, Ms. Novak seconded to enter into a contract with Hoopla to provide Hoopla digital media platform and content from 2/1/2017 to 1/31/2018 at a cost not to exceed Twenty-Thousand Dollars (\$20,000).

Roll Call: yeas, unanimous

New Business Continued:

#2017-018 Approve Payment of 2015 Invoice from Whittguard Security

Mr. Virden moved, Dr. Badillo seconded to authorize the CFO to pay unbilled invoice #6348 in the amount of \$3,496.50 for security guard services in June, 2015.

Roll Call: yeas, unanimous

#2017-019 Resolution of Appreciation - Corrine Jalkanen Retirement

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

WHEREAS, the primary purpose of any public library is to serve all people with qualified staff; and

WHEREAS, Corinne Jalkanen has been a loyal, dedicated and dependable employee for 11 years; and

WHEREAS, she has performed her duties in a professional and personalized manner; and

WHEREAS, Corinne's excellent customer service skills assured that patrons of the Main Library and Domonkas Branch Library received good library service; and

WHEREAS, she used her dramatic talents to direct the Teen Drama Club at the Main Library and helped to facilitate the Guys Read program at the Lorain City Schools; and

WHEREAS, Corinne Jalkanen used her many talents in providing creative story time and craft programs; now

THEREFORE BE IT RESOLVED that the Lorain Public Library System Board of Trustees does publicly acknowledge Corinne Jalkanen and her contribution to our library system, extends its appreciation on behalf of the Board and Staff, and wishes her well in her retirement.

Roll Call: yeas, unanimous

New Business Continued:

#2017-020 Resolution of Appreciation – Denise Delich Retirement

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

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

WHEREAS, Denise Delich in her 19 plus years of employment with the Lorain Public Library System has been a dedicated staff member in the technical services department, Domonkas Branch and Main Library; and

WHEREAS, her commitment to detail has ensured an efficient work flow in adding and processing library materials; and

WHEREAS, Denise Delich has a pleasant personality, excellent customer service skills and contributed to a well-run and well-organized technical services department; now

THEREFORE BE IT RESOLVED that the Lorain Public Library System Board of Trustees does publicly acknowledge Denise Delich and her contribution to our library system, extends its appreciation on behalf of the Board and Staff, and wishes her well in her retirement.

Roll Call: yeas, unanimous

New Business Continued:

#2017-021 Resolution of Appreciation – Pamela Coghlan Retirement

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

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

WHEREAS, Pamela Coghlan, Branch Librarian Supervisor, will retire on January 31, 2017, after 22 plus years of employment with the Lorain Public Library System serving at both South and Domonkas branch libraries; and

WHEREAS, her commitment to librarianship motivated her to earn her MLIS from Kent State University in 2006 and through her dedication and hard work was promoted to Branch Librarian Supervisor at Domonkas Branch, and

WHEREAS, she has been a very valuable member of the management team working on group projects and sharing her expertise with others, and

WHEREAS, she has successfully been involved in the hiring and training of numerous employees, earning their respect and mentoring them in their work in the provision of excellent customer service to patrons, and

WHEREAS, Pam Coghlan served on several Labor Negotiation Teams on behalf of management offering her opinions with respect for all, and

WHEREAS, she has assured that patrons of the Domonkas Branch Library and the Sheffield Lake and Sheffield Township communities have received good library service and helped garner support for multiple operating levies; and

WHEREAS, she employed her passion for and expertise in the culinary arts to bring many and varied programs on cooking and food to patrons, including programs on bread making and a cookbook discussion group; and

WHEREAS, she has earned the admiration and respect of the library administrators and staff members by the ways in which she has carried out her responsibilities with creativity, initiative, and passion for the community; now

THEREFORE BE IT RESOLVED that the Lorain Public Library System Board of Trustees does publicly acknowledge Pamela Coghlan and her contribution to our library system, extends its appreciation on behalf of the Board and Staff, and wishes her well in her retirement.

Roll Call: yeas, unanimous

New Business Continued:

#2017-022 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Dore moved, Ms. Novak seconded at 5:57 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:07 p.m.

XV. Other Agenda Items

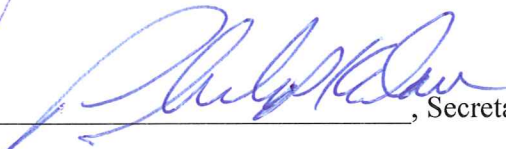
XIV. Next Meeting

February 16, 2017 at 5 p.m.
Avon Branch Library

XVII. Adjournment Time: 6:12 p.m.

Attest:


_____, President


_____, Secretary