

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, June 15, 2017
5:00 p.m. Main Library, 351 W. 6th St., Lorain, OH
Regular Business Meeting

President Tomas called the meeting to order at 5:00 p.m.

Roll Call

Present: Mr. Dore(5:09 p.m.), Ms. Hatch, Ms. Schiemann, Ms. Tomas, Mr. Virden

Audience Participation

Ms. Betting advised there were approximately 250 in attendance at the Summer Reading Kick off. The program is going well since it began on June 5, 2017. There are already children retrieving their first book. The first week of summer programs have been heavily populated with up to 200 in attendance at the afternoon programs. The Outreach Department is visiting Lorain City Schools summer program at Washington School. They are also doing a visit with the new Spectrum preschool in Lorain. The Outreach Department is looking to add programs that are more tech savvy and more preschool programs. Ms. Betting answered Ms. Tomas question regarding the cost of the Summer Reading program. This year is the cost is between \$15,000 and \$20,000. The Summer Food Program that is in collaboration with the Boys and Girls Club started Monday afternoon. Due to no A/C and the temperature in the 90's attendance was low. Ms. Betting will get the foundation a report regarding feed-back from patrons about the Summer Reading Program in order for funds to be appropriated for 2018. Ms. Betting will be on the local radio station 89.1 with Gloria Buxton promoting the Summer Reading Program.

Mr. Dore arrived at 5:09 p.m

Regular Business

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

#2017-065 Approval of Minutes

Ms. Hatch moved, Mr. Virden seconded that the minutes of the May 18, 2017, meeting be approved.

yeas, unanimous

Regular Business continued:

#2017-066 Approval of Fiscal Officer's Report

Ms. Hatch moved, Mr. Virden seconded that the Fiscal Officer's Report for the month ending May 31, 2017, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of May 31, 2017, was \$11,028,865. Of the May month end cash balance, \$9,478,136 was in Operating/Governmental Funds, of which \$8,343,084 was unencumbered. Unencumbered balance for all funds as of May 31, 2017, was \$9,538,588. Revenues Year-To-Date totaled \$4,855,439 which represented 46.9% of annual estimated revenues without transfers and/or advances. Expenses year-to-date without transfers or advances as of May 31, 2017, were \$3,593,129 or 32.6% of the estimated annual expenses. Year-to-Date Expenses plus encumbrances totaled \$5,038,406 or about 45.8% of the *estimated* annual expenses for 2017. Year-to-Date income was \$1,262,311, compared to last year May 31, 2016, at \$1,262,311.

Mr. Wilson advised there were no correspondence or public record's requests.

The Spring OLFOA Conference in Zanesville was last month. This was a day-long session with the Auditor of State's office. The topic was auditing trends.

Mr. Wilson is mid-session of the June 15 -16, 2017, update of the Ohio Association of Public Treasurers Conference. This is required to maintain credits for Mr. Wilson's CPFA designation.

June 20, 2017, Mr. Wilson is attending the SSI VIP Software workshop. They will be planning for the upgrade of the software which will go live the first quarter of 2018.

Mr. Wilson passed out updates to the May Board Retreat Work Sessions. Requests for the qualifications for the comprehensive facilities study went out yesterday June 14, 2017. There is a resolution for the proposed funding to digitize financial records on today's agenda. This is moving the Fiscal Office toward its goal of a paperless system. The quote includes pay records and timesheets for the periods up to 2015. Ms. Tomas had concerns about the cost as it is not set in stone but only proposed and may increase once they get started. The consensus was that the statement "not to exceed \$33,623.40" was in the resolution and should be conveyed to Casnet for the entire job. Mr. Virden inquired about the other two digitization proposals. Mr. Wilson stated one did not respond and the other only gave a general proposal. Mr. Wilson stated by converting the records it allows for much quicker access to files in pdf format, the materials will be preserved in the "best state" condition will not suffer further degradation and the space the material has been occupying can be freed up.

yeas, unanimous

Report of the Director

Board/Personnel

Ms. Diamond-Ortiz introduced the new Public Service Coordinator, Jamie Lauver. Mr. Lauver stated he was excited to get started. Ms. Diamond-Ortiz showed a power point of the Annual Report.

Public Relations

In regards to the open Marketing/Communications Manager position, there were over 50 applicants the interviews were narrowed down to 6. Ms. Diamond-Ortiz wanted the Board to be aware that applicants were highly qualified, so much so, that some work that is being outsourced could be brought in-house which would save the library money. In doing so there is a thought of hiring two of the applicants as we are now spending over \$100,000 in outsourcing and we wouldn't spend that in a salary of an extra employee. Mr. Virden was concerned in whether there was consideration of the cost of machines to complete the in-house projects. Ms. Diamond-Ortiz advised this thought was new and those things are being taken into consideration but just wanted the Board aware of the progression of replacing the Marketing Communications Manager. Amy Petras who is doing the compensation review advised the 2016 data will not come out until the end of July so the library believes its best to hold off so the data is up to date.

Community Partnerships/Library Programs

Ms. Diamond-Ortiz advised the library is writing two letters supporting grant applications to IMLS, one for a Kent State data analysis for a community project and the other for a project proposal by the University of Pittsburgh supporting transparency in local governments. Ms. Diamond-Ortiz advised the library will have blood pressure kits for the patrons to borrow for 2-3 weeks at a time. Due to the partnership with the Health Department Grant the library is receiving a free bike repair station which will be at the South branch and a bike rack which will be located at Domonkas.

Other

Ms. Diamond-Ortiz advised there was a compromise on the PLF budget possibly increasing to 1.68% thanks to the support of Representative Gayle Manning. Ms. Diamond-Ortiz gave out a handout of a sample of the way she will now give information in a memorandum form which will be helpful for review and save time during board meetings.

Report of the Assistant Director

Ms. Whitney described the bike repair station as a pole with tools securely attached.

SEIU 1199

Ms. Whitney advised signed copies of the recently negotiated collective bargaining agreement has been received from SEIU.

Events/Meetings

Ms. Whitney advised Labor Management met and began By-laws review. They will begin meeting once a month. Ms. Whitney offered to share the link for extended discounts on Cedar Point to board members and the Friends groups.

Branches

Ms. Whitney advised work is being done behind the scenes to implement passport application services at North Ridgeville and Avon branches. Ms. Whitney met with vendors for the building improvements at the South Branch. Ms. Whitney did indicate to the vendors that South Branch would remain open during renovations. Four resolutions were added to today's agenda regarding painting, carpeting, movers and a new circulation desk.

Committee Reports/Communications

None

Audience Participation

Cheri Campbell welcomed new Public Service Coordinator, Jamie Lauver. Ms. Campbell shared that she has been with the Library for 27 years and has only had one Supervisor, Val Smith. Ms. Campbell noted that SEIU 1199 has two new Board members and will be getting a new organizer, Mike Wood.

Friends of the Library

Columbia Friends next meeting is June 20, 2017.

Avon Friends met on June 8, 2017.

North Ridgeville Friends next book sale is July 5, 2017. Ms. Tomas wanted to publicly thank Lorain Friends for the donation of \$1,000.00.

Domonkas Friends next meeting will be in September.

Lorain Friends last met on May 30, 2017.

Audience Participation

Foundation

Ms. Tomas advised the Foundation meets on Tuesday at 8 a.m. at Sugar Creek and anyone is welcome to attend.

New Business

#2017-067 Approval of Change Orders for Main Library HVAC Project

Mr. Dore moved, Ms. Hatch seconded to approve the following change orders for the Main Library HVAC Project, in the amount of Eleven Thousand, Nine Hundred and Fifty-Five Dollars, and Sixty-Four Cents (\$ 11,955.64):

Change Order #4 – Replace Corroded Cold Water Piping	\$ 8,050.69
Change Order #5 – Pipe Enclosure for Pipe Chase	\$ 3,904.95

yeas, unanimous

#2017-068 Approval of Release Time & Use of Funds for OLC Annual Conference

Mr. Viriden moved, Ms. Schiemann seconded to approve release time and expenditure of funds to allow staff and board members to attend the OLC Annual Conference from October 4-6, 2017 at the Dayton Convention Center in Dayton, OH.

yeas, unanimous

#2017-069 Approval to Advertise/Sponsor *FireFish Festival*

Ms. Hatch moved, Mr. Viriden seconded to approve a Five Hundred Dollar (\$500) level advertisement/sponsorship expenditure with the 2017 FireFish Festival.

yeas, unanimous

#2017-070 Approval of Agreement with the State Library of Ohio, for Statewide Delivery Services 7/1/2017 – 6/30/2018

Mr. Viriden moved, Ms. Schiemann seconded to authorize the CFO to renew the Agreement with the State Library of Ohio for the 2017-18 Statewide Delivery Services, in an amount not to exceed Eight Thousand, Twenty-Three Dollars and Forty-Seven Cents (\$8,023.47) for the period 7/1/2017 - 6/30/2018.

yeas, unanimous

New Business Continued:

#2017-071 Approve Contract with Software Solutions

Mr. Dore moved, Ms. Hatch seconded to authorize the Chief Fiscal Officer to enter into a contract with Software Solutions for implementation, training, data conversion and project management services to upgrade the SSI accounting software to the VIP Accounting Suite in an amount not to exceed Twenty-Seven Thousand Dollars (\$27,000).

yeas, unanimous

#2017-072 Approve Contract with CASNET for Digitization of Paper Payroll Reports and Records

Mr. Dore moved, Ms. Schiemann

seconded to authorize the Chief Fiscal Officer to enter into a contract with CASNET, Inc. to digitize all old paper payroll and time records in an amount not to exceed Thirty-Three Thousand, Six Hundred and Twenty-Three Dollars and Forty cents (\$33,623.40).

yeas, unanimous

#2017-073 Revise Credit Card Policy

Ms. Hatch moved, Ms. Schiemann seconded to revise the Credit Card Policy as follows:

CREDIT CARD POLICY (Rev. ~~2006-08-17~~ 2017-06-15)

2.08

The Board of Trustees shall permit the following staff members to use credit cards for expenses incurred while traveling as official representatives of Lorain Public Library, and for other purchases not available through standard purchase order procedure: The Director, Assistant Director, Clerk-Treasurer, The Facilities/Fleet Manager, the library's Administrative Clerk for Purchasing, [the Technical Services Manager](#), the Technology Manager and Marketing Communications Manager. The credit cards shall have a limit of \$10,000. Credit cards shall list the Lorain Public Library as cardholder, and shall be housed with the Fiscal Officer. The Director, Assistant Director and Board shall periodically review usage and credit limits of the cards to ensure that their use is in the best interest of the library. Expenditure Requests (Form A-55-02 rev) must be completed by the above staff members prior to purchasing items using the credit card.

yeas, unanimous

New Business Continued:

#2017-074 Revise Miscellaneous Fees Schedule

Ms. Hatch moved, Ms. Schiemann seconded to revise the miscellaneous fees schedule to include fees for passport services as follows:

MISCELLANEOUS FEES (~~2017-2-16~~ 2017-06-15 Rev)

5.06

Printers: Black and White	.10/page
Printers: Color	.20/page
Faxing: (Outgoing Only)	.50/page
Photocopies: Black and White 8 ½ x 11	.10/page
Photocopies: Color 8 ½ x 11	.20/page
Photocopies: Black and White 11 x 17	.10/page
Photocopies: Color 11 x 17	.20/page
Flash Drives	\$ 3.00
Ear Buds	\$ 1.00
<i>Library Passport Execution Fee</i>	<i>\$ 25.00</i>
<i>Photograph Fee</i>	<i>\$ 11.00 each</i>
<i>Overnight Express Delivery Fee</i>	<i>\$ 24.00</i>

yeas, unanimous

#2017-075 Approval to Attend PLA Biennial Conference.

Mr. Dore moved, Ms. Schiemann seconded to approve up to five days of release time and expenditure of funds for up to ten (10) employees and/or Board Members to attend the Public Library Association (PLA) Biennial Conference in Philadelphia, PA, March 20-24, 2018, at a cost not to exceed Twenty Thousand Dollars (\$20,000.00).

yeas, unanimous

#2017-076 Approval to Apply for a 2017 Grant from the Lorain Rotary Club, Gerald Prucha Fund, to Purchase Library Materials for the Lorain Library

Ms. Hatch moved, Ms. Schiemann 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.

yeas, unanimous

New Business Continued:

#2017-077 Approval to Apply for a Grant from the Lorain County Community Foundation

Ms. Hatch moved, Ms. Schiemann seconded to authorize the Library Administration to submit a grant application to the Lorain County Community Foundation for \$1,500 to support programming for Hispanic Heritage Month at the South Branch Library.

yeas, unanimous

#2017-078 Approve Contract with Golden Dry for System-wide Carpet Cleaning

Mr. Dore moved, Ms. Schiemann seconded to authorize the Chief Fiscal Officer to enter into a contract with Golden Dry Carpet Cleaning to clean all carpeted areas in the Library System in an amount not to exceed Thirteen Thousand, Two Hundred and Forty- Six Dollars (\$13,246).

yeas, unanimous

#2017-079 Approve Contract with Corrigan Moving

Mr. Dore moved, Ms. Schiemann seconded to authorize the Chief Fiscal Officer to enter into a contract with Corrigan Moving to move library materials for the re-carpeting of the South Branch Library, for an amount not to exceed Thirteen Thousand, Seven Hundred and Fifty Dollars (\$13,750).

yeas, unanimous

#2017-080 Approve Contract with Performance Painting

Ms. Hatch moved, Ms. Schiemann seconded to authorize the Chief Fiscal Officer to enter into a contract with Performance Painting to prep and paint ceilings, walls, soffits, metal doors, door and window frames at the South Branch Library for an amount not to exceed Sixteen Thousand, Eight Hundred and Fifty Dollars (\$16,850).

yeas, unanimous

#2017-081 Approve Contract with Architectural Floors

Mr. Dore moved, Ms. Schiemann seconded to authorize the Chief Fiscal Officer to enter into a contract with Architectural Floors to replace carpeting at the South Branch Library for an amount not to exceed Forty-Nine Thousand, Six Hundred and One Dollars (\$49,601).

yeas, unanimous

New Business Continued:

#2017-082 Approve Contract with Kush Custom Cabinetry

Ms. Hatch moved, Ms. Schiemann seconded to authorize the Chief Fiscal Officer to enter into a contract with Kush Custom Cabinetry to make and install a custom circulation desk at the South Branch Library for an amount not to exceed Nine Thousand, Five Hundred and Seventy and Fifty Dollars (\$9,570).

yeas, unanimous

#2017-083 Approval to Partner with the Lorain County Office on Aging

Mr. Dore moved, Ms. Schiemann seconded to approve a Five Hundred Dollar (\$500) level partnership with the Lorain County Office on Aging, to partner with them on a *Farmers Market Voucher* distribution program for seniors on June 26th.

yeas, unanimous

#2017-084 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Dore moved, Ms. Hatch seconded at 6:34 p.m. to approve adjourning to Executive Session to discuss personnel matters.

yeas, unanimous

Reconvened: 7:07 p.m.

#2017-085 Approval of Increases to Administrator Wages, Retroactive to April 1, 2017

Mr. Dore moved, Ms. Schiemann seconded to approve wage increases for the Director and Chief Fiscal Officer, to be retroactive to April 1, 2017:

Anastasia Diamond-Ortiz	\$48.077/hr	4% increase to	\$50.000/hr
James Wilson	\$41.266/hr	1% increase to	\$41.679/hr

yeas, unanimous

Board of Trustees
June 15, 2017

0067-2017

Other Agenda Items

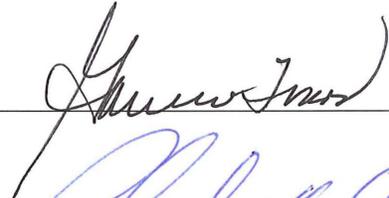
Next Meeting

August 17, 2017 at 5 p.m.
South Branch Library

Adjournment

Time: 7:10 p.m.

Attest:


_____, President


_____, Secretary