

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, August 17, 2017
5:00 p.m. South Branch, 2121 Homewood Dr., Lorain, OH
Regular Business Meeting

President Tomas called the meeting to order at 5:03 p.m.

Roll Call

Present: Dr. Badillo (*5:07 p.m.*), Mr. Dore, Ms. Schiemann, Ms. Tomas, Mr. Virden

Regular Business

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

Dr. Badillo arrived at 5:07 p.m

New Business

#2017-098 Resolution of Appreciation for Valerie Smith, Upon Her Retirement

Mr. Dore moved, Ms. Schiemann 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, Valerie Smith will retire on August 31, 2017, after 43 years of public service, beginning as a librarian in the Adult Services Department in 1974 and ending her career as the Library's Public Services Coordinator for Adult Services, and

WHEREAS, during Valerie Smith's tenure at Lorain Public Library System, she has contributed to many wonderful projects that have had lasting impact on the Library and City of Lorain, a few of which include:

- Serving as the Library's levy campaign speaker in 1976, helping to secure passage of the first successful library levy referendum on June 8, 1976.
- Ushering in the use of microcomputers for public use at the Main Library in 1981, including the successful grant application for a Community Development Block Grant to acquire microcomputers to teach the public about computer literacy.

New Business Continued Resolution #2017-098:

- Contributing to the Library's efforts to celebrate the Lorain sesquicentennial in 1984, including the creation of a Lorain Historical Calendar.
- Assisting in the automation of the Library's catalog and circulation operations in 1990.
- Overseeing the publication of first edition of *History of the Lorain Lighthouse* in 1991 and the subsequent update of the publication in 2017 in partnership with the Lorain Lighthouse Foundation.
- Helping with the Lorain Public Library System centennial in 2001 and suggesting the name for our mascot, "Browser®" a friendly canine character whose mission is to promote the Library, books and reading.
- Developing the lunchtime local history programs that are very popular with senior citizens.
- Developing the Hageman Collection by acquiring books, electronic resources and technology that support research and learning in innovative ways.
- Building a strong local history collection that is widely used by both local and out-of-town researchers; and

WHEREAS, Valerie Smith has been the Library's technology advocate, often experimenting with new services, devices, and digital formats long before being adopted by other libraries; and

WHEREAS, Valerie Smith's leadership and adaptability during her tenure at the Main Library created an environment of collegiality, teamwork and respect among managers and staff alike; now

THEREFORE, be it resolved that the Board of Trustees does publicly acknowledge Valerie Smith and her contribution to the Lorain Public Library System and extends its heartfelt appreciation on behalf of the Library Board and staff.

yeas, unanimous

#2017-087 Approval of Minutes

Mr. Dore moved, Ms. Schiemann seconded that the minutes of the June 15, 2017, and July 13, 2017, meetings be approved.

yeas, unanimous

Regular Business continued:

#2017-088 Approval of Fiscal Officer's Report

Ms. Schiemann moved, Mr. Dore seconded that the Fiscal Officer's Report for the months ending June 30 and July 31, 2017, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of June 30, 2017, was \$10,633,583. First-half results came in before the majority of capital spending for the year. Unencumbered cash balance for all funds as of July 31, 2017, was \$9,140,694. Revenues Year-To-Date totaled \$5,758,794 which represented 55.6% of annual estimated revenues without transfers and/or advances. Expenses year-to-date without transfers or advances as of July 31, 2017, were \$5,107,319 or 46.4% of the estimated annual expenses. Year-to-Date Expenses plus encumbrances totaled \$6,384,655 or about 58% of the *estimated* annual expenses for 2017.

Mr. Wilson reported that three pieces of correspondence were received. The City of Sheffield Lake requested permission for fireworks in July, which was approved. The Lorain County Budget Commission sent an update of the Ohio Department of Taxation reduction of PLF certification for 2017. Board members received the resignation email of Board Member Elaine Novak.

There were no public records request.

Mr. Wilson advised that the fieldwork for the 2015-16 audit will be completed sometime next week.

Ms. Lanning and Ms. Elliott worked together to get all the old payroll/time records to CASNET for their digitizing. The most recent conversations with CASNET indicates that the project may come in slightly lower than the not-to-exceed purchase order.

This month Mr. Wilson attended the Auditor of the State's Cyber Crime conference. In September Mr. Wilson will attend the NEO-RLS Fiscal Officers' Roundtable and the SSI Annual Users Group conference in Columbus. In the first week of October Mr. Wilson will attend the Fall Ohio Association of Public Treasurers' Annual Conference.

yeas, unanimous

Report of the Director

Community Partnerships/Library Programs

Ms. Diamond-Ortiz read thank you letters from Firefish and a local senior citizen for the library's sponsorships of the Firefish Annual Festival and the Summer Farmers' Markets. Ms. Diamond Ortiz reminded that the Lorain County Fair is next week. Pony Parties took place this week at several branches to increase registration for the Dolly

Report of the Director continued:

Parton Imagination Library. The summer lunch program statistics were included in the board packet showing over 500 lunches served.

Report of the Director

Board/Personnel

Regarding the HR audit with Amy Petrus, Ms. Diamond-Ortiz, Ms. Whitney and Mr. Wilson met to review evaluation forms and processes. Ms. Petrus will be at the September board meeting to present updated information and a compensation review. Ms. Petrus will also attend the October board meeting to present her final report.

Report of the Assistant Director

Passport

Ms. Whitney advised she has spoken to staff that will be passport acceptance agents. On September 13-14, 2017, the U.S. Department of State will send a trainer for the library system. This will expedite the training. The first day the training will be at Avon and the second day at North Ridgeville. There must be two trained employees who have received their passport agent numbers before the library can accept passport applications. At the North Ridgeville branch, the tutor room will be converted into the passport room and at Avon there will be a desk dedicated to the passport service. There will be approximately 30 staff members trained. Much of the equipment needed has already been ordered.

Branches

Avon branch's countertops were replaced in the tutor rooms. The Columbia branch is obtaining quotes on lateral cabinets and blinds. Thanks to an anonymous donor the kitchen floor at the Domonkas branch will be replaced on August 24-25, 2017. The North Ridgeville Friends donated money for the stain glass windows being installed in the new meeting room. Ms. Whitney is obtaining samples for chairs for the new meeting room as well. The South branch color palette was laid out for the board to review. The scheme compliments the outdoor nature look of the branch. There will be tile laid at the front entrance to eliminate deterioration on carpet in high traffic areas.

Meetings

Ms. Whitney attended a STAR HR conference which was exceptional. Ms. Whitney also attended the Lorain County Chamber of Commerce Safety Council meeting.

Committee Reports/Communications

None

Audience Participation

Ms. Grizzell is excited about renovations. Ms. Grizzell thanked the Board for the new tables in the meeting room as they are easier to handle as they have wheels. Ms. Grizzell advised the international room will be transformed into the early literacy room. They will have an adult reading area and they are receiving a new circulation desk. Ms. Grizzell acknowledged the appreciation of the community in regards to the summer lunch program. The South branch served over 140 lunches and most of those were not repeats. On August 15, 2107, was the Imagination Library kick-off event which included pony rides and a singing cowboy. There were 94 people in attendance and 22 kids registered for the Imagination Library. Ms. Grizzell advised she had handouts today for anyone interested in information regarding the writer's conference. There are 100 spaces available and 35 people have already signed up. Ms. Grizzell thanked the Friends groups for their contributions to the writer's conference. Ms. Grizzell is appreciative of the new librarian who started two weeks ago. She has many good ideas and a history of successful programs.

Friends of the Library

Columbia Friends last meeting was August 15, 2017. The Community Fun Fest is in September. There will be an eclipse program next week.

Avon Friends next meet on September 7, 2017 at 7 p.m.

Domonkas Friends next meet on September 12, 2017.

North Ridgeville Friends book sale in July netted \$2,900. Ms. Tomas advised the left over books have been donated to other Friends groups. The next meeting is in October. Ms. Tomas stated new residents of North Ridgeville showed their interest in the services of the library at the Corn Festival.

Lorain Friends next meet on September 26, 2017. Ms. Whitney thanked the Friends for their donation to help with the festivities for Val Smith's retirement.

Audience Participation

Ms. Tomas introduced Elizabeth Wagner, Marketing/Communications Manager to the Board. Ms. Wagner spoke on her background and updated the Board on what PR has been working on.

New Business

#2017-089 Approval of Personnel Appointments

Mr. Virden moved, Ms. Schiemann seconded to approve the following personnel appointments:

- Danielle Montanaro, Library Assistant, Public Services position at the Domonkas Branch Library, part-time, effective June 5, 2017, at an hourly rate of \$12.629 per hour, grade UE, Step 2.
- Ashley Alexander, Library Assistant, Public Services position at the Domonkas Branch Library, part-time, effective June 5, 2017, at an hourly rate of \$12.261 per hour, grade UE, Step 1.
- Brittany Vimpeny, Library Assistant, Public Services position at the North Ridgeville Branch, part-time, effective June 12, 2017, at an hourly rate of \$12.261 per hour, grade UE, Step 1.
- Helena Flasher, Student Library Aide in Outreach Services, part-time, effective June 15, 2017, at an hourly rate of \$8.150, grade EA.
- Makenzie Taips, Student Library Aide at the Avon Branch Library, part-time, effective June 26, 2017, at an hourly rate of \$8.150, grade EA.
- Jamie Lauver, Public Services Coordinator/Head of Main Library at the Main Library, full-time, effective June 26, 2017, at an hourly rate of \$34.500, grade EL.
- Elizabeth Wagner, Marketing Communications Manager at the Main Library, full-time, effective June 30, 2017, at an hourly rate of \$34.641, grade EK.
- Valerie Cesaratto, Library Assistant-Floater, Public Services position at the Avon and Domonkas Branch Libraries, part-time, effective July 17, 2017, at an hourly rate of \$12.261, grade UE, Step 1.
- Liam Reilly, Student Library Aide at the Avon Branch Library, part-time, effective July 17, 2017, at an hourly rate of \$8.150, grade EA.
- Elena Cintron, Student Library Aide at the Main Library, part-time, effective July 24, 2017, at an hourly rate of \$8.150, grade EA.
- Brittney Thomas, Librarian, Public Services position at the South Branch Library, full-time, effective July 31, 2017, at an hourly rate of \$19.982, grade UJ, Step 1.
- Cierra Harvey, Library Aide, Public Services position, System Wide, part-time, effective August 14, 2017, at an hourly rate of \$8.441, grade UA, Step 3.

yeas, unanimous

#2017-090 Acceptance of Donations/Grants

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

Gerald R. Prucha Fund – The Lorain Rotary Club	\$ 800.00
Books for the Lorain Library	
The Lorain Rotary Club – Speaker Signature Books	\$ 600.00
Children’s Books for Main and South	
The Community Foundation of Greater Lorain County -	\$ 1,500.00

yeas, unanimous

New Business Continued:

#2017-091 Revenue Budget Decrease

Mr. Virden moved, Mr. Dore seconded to approve the following Revenue Budget decrease in the amount of Two Hundred and Eighteen Thousand, Five Hundred and Sixty Dollars and Ninety-Eight Cents (\$218,560.98), in accordance with the second *Amended Official Certificate of Estimated Resources* from the Lorain County Budget Commission, dated July 10, 2017:

101 Fund	Public Library Funds	(\$ 218,560.98)
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yeas, unanimous

#2017-092 Ratification of 2017-18 Maintenance for Self-Check Equipment

Mr. Dore moved, Dr. Badillo seconded to ratify the renewal of the service agreement on bibliothecá+3M for the period May 13, 2017 – May 12, 2018, with contract reduction of approximately \$20,000 from 2016-17, in the amount of Ten Thousand, Fourteen Dollars, and Fifteen Cents (\$10,014.15):

yeas, unanimous

#2017-093 Resolution to Close Library on New Year's Eve, Sunday, December 31, 2017

Mr. Virden moved, Mr. Dore seconded to approve the closing of the Library on New Year's Eve, Sunday, December 31, 2017.

yeas, unanimous

#2017-094 Approval of Release Time & Use of Funds for SSI Annual User's Group

Dr. Badillo moved, Mr. Virden seconded to approve release time and expenditure of funds to allow James M. Wilson, CFO to attend the SSI Annual User's Group Meeting from September 13-15, 2017 at the Quest Conference Center in Columbus, OH.

yeas, unanimous

#2017-095 Approval of Release Time & Use of Funds for OAPT Fall Conference

Dr. Badillo moved, Ms. Schiemann seconded to approve release time and expenditure of funds to allow James M. Wilson, CFO to attend the Ohio Association of Public Treasurers Fall Conference from October 4-6, 2017 at the Maumee Bay State Park in Oregon, OH.

yeas, unanimous

New Business Continued:

#2017-096 Approval of Agreement with Thomas Porter, Architects, for System-wide Facilities Assessment Services

Mr. Dore moved, Ms. Schiemann seconded to authorize the CFO to enter into an agreement with Thomas Porter, Architects, of Toledo, Ohio, for a system-wide facilities assessment and web-based tracking system, in an amount not to exceed Thirty-Four Thousand, Five hundred Dollars (\$34,500.00).

yeas, unanimous

#2017-097 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, Goodwill of Lorain County, or the Friends of the Library

Mr. Dore 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 – Aug 2017			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Anti-Theft Equipment	3M Mediacheck 325	3250324	1740
Anti-Theft Equipment	3M Mediacheck 325	3250323	1758
Anti-Theft Equipment	3M Mediacheck 325	3250325	1759
Anti-Theft Equipment	3M Mediacheck 325	3250331	1760
Anti-Theft Equipment	3M Mediacheck 325	3250322	1781
Anti-Theft Equipment	3M 763		2816
Anti-Theft Equipment	3M Mediacheck 325	3250361	2817
Anti-Theft Equipment	3M Mediacheck 325	3250352	2818
Anti-Theft Equipment	3M Mediacheck 325	3250363	2819
Anti-Theft Equipment	3M Mediacheck 325	3250362	2820
Anti-Theft Equipment	3M Mediacheck 325	3250360	2822
Anti-Theft Equipment	3M Mediacheck 325	3251282	5971
Barcode Reader	BTL75	N563338	452
Barcode Reader	3M 943 Bookcheck	94007710	7001
Barcode Reader	3M 943 Bookcheck	94007711	7002
Barcode Reader	3M 943 Bookcheck	94007712	7003
Barcode Reader	3M 943 Bookcheck	94007713	7004
Barcode Reader	3M 943 Bookcheck	94007714	7005
Barcode Reader	3M 943 Bookcheck	94007715	7006

Surplus List for Board – Aug 2017			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Circ Station	3M 995	950748	434
Circ Station	3M 995	951227	1735
Circ Station	3M 995	951323	1937
Circ Station	3M 995	951324	1938
Circ Station	3M 995	951321	1939
Circ Station	3M 995	951322	1940
Circ Station	3M 943	9403116	5972
Circ Station	3M 955	501248	7094
Computer	Dell GX280	D52P481	3138
Computer	Dell Optiplex 745	GD5P9C1	5816
Computer	Dell Latitude D830	679LVD1	5977
Computer	Dell Latitude D830	8L9W0F1	6083
Computer	Dell Latitude D830	CL9W0F1	6084
Computer	Dell Latitude D830	7FG7VF1	6111
Computer	Dell Latitude D830	HDG7VF1	6113
Computer	Dell Latitude D830	DFG7VF1	6114
Computer	Dell Latitude D830	JFG7VF1	6115
Computer	Dell Latitude D830	9DG7VF1	6116
Computer	Dell Latitude D830	GFG7VF1	6123
External Drive	StarTech SDOCK1EU3P	HD33715290101	7560
Monitor	Samsung SyncMaster 151s	GG15H4NTC00873X	1901
Monitor	Samsung SyncMaster 151s	GG15H4NTC875E	1904
Monitor	Samsung SyncMaster 170N	NB17H9NW702824	2864
Monitor	Samsung SyncMaster 913v	GS19HVEYA06105K	5700
Monitor	Samsung SyncMaster 940BX	ha19hvfp116459p	5828
Printer	Star SP500	150031200106	2950
Printer	Brother HL-5250DN	U61444G6J555660	5787
Printer	Brother HL-5250DN	U61444F7J138127	5990
Printer	Brother HL-5250DN	U61444B8J483915	6146
Printer	Brother HL-5250DN	U61444H8J18771	6254
Printer	Brother MFC-9440CN	K8J348217	6308
Projector	Optoma TX1080	Q8BH012AAAAAC0283	6500
Paperback Book Spinner	Unknown	Unknown	90776

yeas, unanimous

New Business Continued:

#2017-099 Acceptance of bid for 2017 Main Library HVAC Project Phase 2

Mr. Dore moved, Dr. Badillo seconded to accept the bid for the 2017 Main Library HVAC Project Phase 2, Chiller Replacement:

Contractor: North Bay Construction, Inc.

Base Bid:	\$ 236,859.00
Alternate No. 1:	<u>(\$ 7,203.00)</u>
Project:	<u>\$ 229,656.00</u>

yeas, unanimous

Other Agenda Items

Ms. Tomas advised that Board Members should anticipate an Executive Sessions at the September and October Board Meetings where Amy Petrus will provide updates and ask for feedback on the HR audit process.

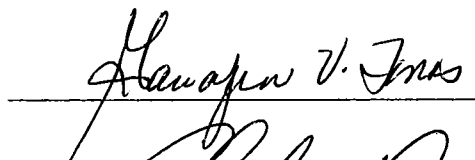
Next Meeting

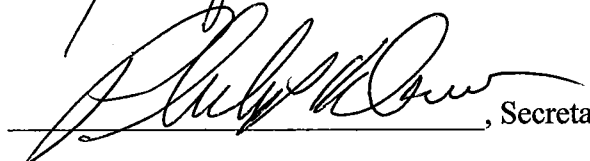
September 21, 2017 at 5 p.m.
Avon Branch Library

Adjournment

Time: 5:57 p.m.

Attest:


_____, President


_____, Secretary