



**2018 Committees continued:**

Finance, Audit & Properties:	Philip Dore, Chair Ethel Schiemann Milagros Torres
Trustee Development & Nominating:	Ethel Schiemann, Chair Gloria Badillo Keith Belanger
Lorain Co. Trustees Council:	Homer Virden, Representative Philip Dore, Representative Milagros Torres, Alternate

**2018 Meeting Dates**

President Tomas set the following 2018 Board meeting dates, times and locations:

<b>2018 Board Meetings</b>	
<b>Dates*</b>	<b>Location</b>
<b>February 15, 2018</b>	<b>Avon</b>
<b>March 15, 2018</b>	<b>South</b>
<b>April 19, 2018</b>	<b>Domonkas</b>
<b>May 17, 2018</b>	<b>Columbia</b>
<b>June 21, 2018</b>	<b>Main Library</b>
<b>July 19, 2018</b>	<b>Main Library</b>
<b>August 16, 2018</b>	<b>South</b>
<b>September 20, 2018</b>	<b>Avon</b>
<b>October 18, 2018</b>	<b>Main Library</b>
<b>November 15, 2018</b>	<b>Columbia</b>
<b>December 20, 2018</b>	<b>North Ridgeville</b>

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

## **Appointments**

### **#2018-002 Appointment of Assistant Fiscal Officer**

Mr. Dore moved, Ms. Schiemann seconded to appoint Sheila D. Lanning, Assistant Fiscal Officer with a temporary \$1.00 per hour increase to \$22.715 per hour effective this pay period through the end of the pay period in which a new Administrative Clerk for Accounts Payable starts their position, upon execution of a surety bond.

**Roll Call:** yeas, unanimous

### **#2018-003 Appointment of Chief Fiscal Officer**

Ms. Schiemann moved, Mr. Dore seconded to appoint James M. Wilson, Chief Fiscal Officer a 3% increase to \$42.929 per hour effective this pay period, upon execution of a surety bond.

**Roll Call:** yeas, unanimous

## **Regular Business**

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

### **#2018-004 Approval of Minutes**

Dr. Badillo moved, Ms. Schiemann seconded that the minutes of the Board's Regular Business Meeting of December 21, 2017, be approved.

**Roll Call:** yeas, unanimous

### **#2017-005 Approval of Fiscal Officer's Report**

Mr. Dore moved, Dr. Badillo seconded that the Fiscal Officer's Report for the year ending December 31, 2017, be approved.

Mr. Wilson reported the year-end financials. The cash balance at year-end was \$11,045,039. The cash balance in our operating funds were \$8,882,375 of which \$8,400,721 was unencumbered. The unencumbered cash balances as of December 31, 2017, was \$10,323,305. The Revenues for the year totaled \$10,299,705, which represented 101.6% of the estimated annual revenues. The expenses for the year totaled \$9,021,221, which represented 95.5% of the estimated expenses. The expenses for the year plus encumbrances were \$9,742,954, which represented 103.1% of annual estimated expenses. There was a net income of \$1,278,484.

**Report of Fiscal Officer continued:**

Mr. Wilson advised STAROhio was yielding 1.344% as of December 31, 2017. First Federal of Lakewood has shown interest in being a public depository for Library funds. The Fiscal Office has been busy getting year-end caught up. The Administrative Clerk A/P, Theresa Szippel, has resigned her position as of January 5, 2018. Mr. Wilson has been working with Mr. Gerena to review a tracking module for fixed asset repairs. The Fiscal Office has been working with Paycor to get the time sheets digitalized and looking into utilizing their HR services.

**Roll Call:** yeas, unanimous

**Report of the Director**

Ms. Diamond-Ortiz formally congratulated Cheryl Grizzell on accepting the positions as Assistant Director. Ms. Diamond-Ortiz turned the floor over to Larry Finnegan of CLEVNET who presented their services to member libraries.

**Committee Reports**

None

**Audience Participation**

*Supervisors*

Ms. Sigsworth welcomed everybody back to North Ridgeville. The Sunday Programs have begun and will continue until March. The North Ridgeville Friends sponsors the Sunday Programs. Ms. Sigsworth will be attending the Mayor's State of the City Address next week. On the first Saturday in May the North Ridgeville Branch will be celebrating 15 years in their current building and 60 years open. There were eighteen participants at the Adult Craft Session that the Morning Journal covered.

*Friends of the Library*

Columbia Friends held their holiday meeting in December and planned the 2018 meetings and book sales.

North Ridgeville Friends book sale is next week they will offer \$4 blue Giant Eagle bag sale. The Friends have planned their 2018 meetings and book sales.

Domonkas Friends met last week and are planning for their March Madness book sale.

Lorain Friends are finishing up their book sale.

**Audience Participation continued:**

*Foundation*

The Foundation's next meeting is at the end of the month at 8 a.m. at Sugar Creek Restaurant.

*Other*

Jim Leonard, Executive Board Member of SEIU 1199, congratulated Ms. Grizzell and expressed he is looking forward to working with her this coming year.

**New Business**

**#2018-006 Approval of Surplus Property**

Mr. Dore moved, Ms. Schiemann seconded to approve the disposal of the following materials pursuant to Board Policy 2.02 which were withdrawn from January 1 through December 31, 2017 due to being outdated, in poor condition, or duplicate copies no longer in demand:

for a total of 84,460 items that have been withdrawn from circulation

**Roll Call:** yeas, unanimous

**#2018-007 Acceptance of Donations/Grants**

Dr, Badillo moved, Ms. Schiemann seconded to accept donations/grants as follows:

Katherine Hageman Trust – Foundation Distribution	\$ 27,778.92
Anonymous Donor - Domonkas Branch Library	\$ 5,000.00

**Roll Call:** yeas, unanimous

**New Business continued:**

**#2018-008 Approval of Appropriation Increases**

Mr. Dore moved, Ms. Schiemann seconded to approve the following Appropriation Budget increases in the amount of Forty-Four Thousand, Five Hundred and Eighty-Six Dollars (\$44,586), to help fund the 2018 Sumer Reading Program, and for the pass-through of fines collected for hurricane relief in the 4<sup>th</sup> quarter of 2017.

101	General Fund – Summer Reading	\$ 20,000.00
	Fund Transfer to 203	
101	General Fund – Hurricane Relief	4,586.00
203	Summer Reading Program Expenses	\$ 20,000.00

**Roll Call:** yeas, unanimous

**#2018-009 Approval of Fund Transfers**

Ms. Torres moved, Ms. Schiemann seconded to authorize the following fund transfers, as per the 2018 Appropriations Budget:

<b>From</b>	<b>To</b>	<b>Amount</b>
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 General Fund – Occupancy	130-00-49999 Tx In Lorain Levy	\$ 173,536
101-01-59999 Tx General Fund – Summer Reading	203-00-49999 Tx In Summer Reading	\$ 20,000
101-01-59999 Tx General Fund	401-00-49999 Tx In Bldg & Repair	\$ 1,000,000

**Roll Call:** yeas, unanimous

**#2018-010 Approve Contract with Library Ideas, LLC for Freegal Music Streaming**

Mr. Dore moved, Dr. Badillo 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

**New Business continued:**

**#2018-011 Approval to Renew Ohio Library Council Institutional Membership and Pay Annual Institutional Dues.**

Ms. Schiemann moved, Mr. Dore seconded to renew the Library's institutional membership in the Ohio Library Council in 2018, and to pay institutional dues in the amount of Thirteen Thousand, Seven Hundred and Twenty-One Dollars (\$13,721), a four percent (4%) increase from 2017.

**Roll Call:** yeas, unanimous

**Other Agenda Items**

None

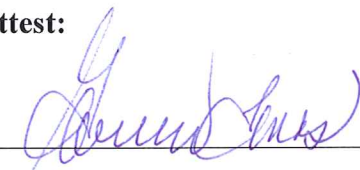
**Next Meeting**

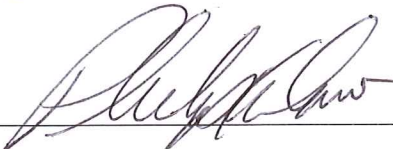
February 15, 2018 at 5 p.m.  
Avon Branch Library

**Adjournment**

Time: 6:40 p.m.

**Attest:**

  
\_\_\_\_\_, President

  
\_\_\_\_\_, Secretary