Dr. Tomas called the meeting to order at 5:10 p.m.

Roll Call

Present: Dr. Badillo, Mr. Belanger, Mr. Dore, Ms. Schiemann, Dr. Tomas, Ms. Torres

Approval of Officers

#2018-001 Approval of Officers

Mr. Dore moved, Ms. Torres seconded that the following slate of officers for 2018 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.

2018 Committees

President Tomas appointed the following Board committees:

Library Services & Personnel: Homer Virden, Chair
                           Keith Belanger
                           Gloria Badillo
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:

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

*All meetings begin at 5:00 p.m.
Board of Trustees
January 18, 2018

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: yes, 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: yes, 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: yes, 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 Szippl, 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 Summer Reading Program, and for the pass-through of fines collected for hurricane relief in the 4th quarter of 2017.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>101  General Fund – Summer Reading</td>
<td>Fund Transfer to 203</td>
<td>$ 20,000.00</td>
</tr>
<tr>
<td>101  General Fund – Hurricane Relief</td>
<td></td>
<td>4,586.00</td>
</tr>
<tr>
<td>203 Summer Reading Program Expenses</td>
<td></td>
<td>$ 20,000.00</td>
</tr>
</tbody>
</table>

**Roll Call:** yea, 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:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>101-01-59999 Tx General Fund</td>
<td>110-00-49999 Tx In N. Ridgeville Levy</td>
<td>$ 226,077</td>
</tr>
<tr>
<td>101-01-59999 Tx General Fund</td>
<td>112-00-49999 Tx In Avon Levy</td>
<td>$ 162,552</td>
</tr>
<tr>
<td>101-01-59999 Tx General Fund</td>
<td>120-00-49999 Tx In Columbia Levy</td>
<td>$ 57,827</td>
</tr>
<tr>
<td>101-01-59999 Tx General Fund</td>
<td>122-00-49999 Tx In Domonkas Levy</td>
<td>$ 70,066</td>
</tr>
<tr>
<td>101-01-59999 Tx General Fund</td>
<td>130-00-49999 Tx In Lorain Levy</td>
<td>$ 417,682</td>
</tr>
<tr>
<td>101-01-59999 Tx General Fund – Occupancy</td>
<td>130-00-49999 Tx In Lorain Levy</td>
<td>$ 173,536</td>
</tr>
<tr>
<td>101-01-59999 Tx General Fund – Summer Reading</td>
<td>203-00-49999 Tx In Summer Reading</td>
<td>$ 20,000</td>
</tr>
<tr>
<td>101-01-59999 Tx General Fund</td>
<td>401-00-49999 Tx In Bldg &amp; Repair</td>
<td>$ 1,000,000</td>
</tr>
</tbody>
</table>

**Roll Call:** yea, unanimous

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

Mr. Dore moved, Dr. Badillos 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:** yea, unanimous
Board of Trustees
January 18, 2018

New Business continued:


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: [Signature]

President

[Signature]
Secretary