

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, February 15, 2018
5:00 p.m. Avon Branch, 37485 Harvest Dr., Avon, OH
Regular Business Meeting

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

Roll Call

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

Regular Business

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

#2018-012 Approval of Minutes

Mr. Dore moved, Ms. Schiemann seconded that the minutes of the Board's
Organizational Business Meeting of January 18, 2018, be approved.

Roll Call: yeas, unanimous

#2018-013 Approval of Fiscal Officer's Report

Mr. Dore moved, Dr. Badillo seconded that the Fiscal Officer's Report for the month
ending January 31, 2018, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of January 31,
2018, was \$10,658,666. Of the January month end cash balance, \$7,572,126 was in
Operating Funds, of which \$6,087,220 was unencumbered. Revenues for the month
totaled \$368,849 which represented 3.6% of estimated revenue without transfers.
January Expenses were \$755,221 which represented 6.0% of the *estimated* annual
expenses without transfers. Year-to-Date Expenses plus encumbrances totaled
\$2,387,120 or about 19.0% of the *estimated* annual expenses for 2018.

Report of Fiscal Officer continued:

Mr. Wilson stated the North Ridgeville branch of the Detroit bank received a correspondence advising that the Lorain Public Library North Ridgeville branch is a 4% beneficiary of a trust fund. The estimated 4% is \$160,000 before trust and estate expenses. Several personnel appointments were added to the agenda, along with an increase in resolution #2018-021 to add a platform fee for software access.

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz turned the floor over to Mr. Gerena who introduced Bob Krause the CEO of Sommer Electric who gave a presentation on lighting for the North Ridgeville branch.

Ms. Diamond-Ortiz gave out the book sale fliers and Ohio Library Council Trustee Dinner information. Ms. Diamond-Ortiz read the thank you letter received from El Centro for the donation they received from the Library toward the Puerto Rico Disaster Relief Fund.

Committee Reports

None

Audience Participation

Supervisors

Ms. Kelly Sprinkle advised the passport services Avon offers is going well they are now averaging two appointments a day. The Every Child Playground now has equipment and space in the woods with benches that are placed specifically for library story time. The kick off for the playground will be April 14, 2018, where the Mayor of Avon will read the first story.

Friends of the Library

Avon Friends has tried out the cart sales in between books sales. The Friends are purchasing plaques to post throughout the Every Child Playground as they donate the books that will be supplied along the trail.

Audience Participation continued:

North Ridgeville Friends book sale netted over \$3,500 in their January book sale.

Domonkas Friends met in January and are planning for their March Madness book sale.

Lorain Friends are interested in sponsoring scholarships for staff.

Foundation

The Foundation met in January and may have a potential new board member out of Avon. The Foundation wants to partner with the Library on the Library on the Go program.

Other

Jim Leonard, Executive Board Member of SEIU 1199, acknowledged Lisa Work and her efforts toward the fundraising for the Puerto Rico Disaster Relief Fund. Mr. Leonard recognized Cheri Campbell as the person who pushed to have the Library and Lisa recognized for these efforts on the SEIU 1199 Facebook page.

New Business

Mr. Virden moved, Dr. Badillo seconded to approve Resolutions #014-015

#2018-014 Approval of Personnel Appointments

- Emily Brassell, Student Library Aide at the Avon Branch Library, part-time, effective December 26, 2017, at a rate of \$8.300 per hour, grade EA.
- Margaret Urban, Library Associate I, Public Services at the Columbia Branch, part-time, effective January 8, 2018, at a rate of \$16.165 per hour, grade UH, step 1.
- Maggie Shullick, Library Associate I, Public Services at the Columbia Branch, part-time, effective January 29, 2018, at a rate of \$16.165 per hour, grade UH, step 1.
- Nicole Jewett, Library Aide at the North Ridgeville Branch Library, part-time, effective February 12, 2018, at a rate of \$8.441 per hour, grade UA, step 1.
- Chelsea Roberston, Library Associate I-Floater, Public Services at the Avon and North Ridgeville Branches, part-time, effective February 12, 2018, at a rate of \$16.165 per hour, grade UH, step 1.
- Kelsey DeCoste, Library Associate at the Avon Branch Library, part-time, effective January 15, 2018, at a rate of \$16.648 per hour, grade UH, step 2.

New Business Continued:

#2018-015 Acceptance of Donations/Grants

PLA – Stipend for M. Watling	\$ 500.00
Community Foundation of GLC	\$ 18,200.00

Roll Call: yeas, unanimous

#2018-016 Approve the Purchase of the SSI VIP Analytics Module

Mr. Dore moved, Ms. Schiemann seconded to purchase the software, installation and training of the Analytics module for the VIP accounting software implementation, to allow specialized real-time reporting and budgeting capabilities for Library Managers, in the amount of Thirteen Thousand, Two Hundred Dollars (\$13,200.00), with an on-going support cost of \$1,540 annually.

Roll Call: yeas, unanimous

#2018-017 Approve Purchase of Paycor *Perform Time and Time Off Manager*

Mr. Dore moved, Dr. Badillo seconded to purchase the software implementation and on-going processing costs of the Paycor *Perform Time and Time Off Manager* to give employees access to personal pay information, managers and staff on-line scheduling, time sheet submission, time-off request, and mobile application capabilities for an implementation fee, in the amount of One Thousand and Eight Hundred Dollars (\$1,800.00) , with an on-going estimated cost of \$6,417.60 annually.

Roll Call: yeas, unanimous

#2018-018 Approval to Enter Into Depository Agreement

Dr. Badillo moved, Ms. Schiemann seconded to approve entering into a depository agreement with First Federal of Lakewood for active and interim deposits for the period beginning February 16, 2018, to and including February 8, 2020.

Roll Call: yeas, unanimous

New Business Continued:

Dr. Badillo moved, Ms. Torres seconded to approve Resolutions #019 –021

#2018-019 Approve Contract with OverDrive

To purchase an annual license for OverDrive Advantage 2.0 in the amount of Fifteen Thousand, Two Hundred and Fifty Dollars (\$15,250.00) to provide patrons with downloads of digital books and recordings.

#2018-020 Approve Contract with Hoopla for Music Downloads

To purchase Twenty Thousand Dollars (\$20,000.00) in downloadable music, to provide patrons with downloads of digital music recordings.

#2018-021 Approve Contract with Recorded Books Digital

To purchase an annual license for RBdigital Magazine Content in the amount of Sixteen Thousand, Six Hundred and Ninety-Five Dollars and Fifty-One Cents (\$16,695.51) to provide patrons with the platform and downloads of digital magazines.

Roll Call: yeas, unanimous

#2018-022 Approve Purchase of Honeywell Door Controls from Rebman Security

Mr. Dore moved, Dr. Badillo seconded to purchase a new system-wide Honeywell door control system with installation, in the amount of Twelve Thousand, Five Hundred and Fifty-Nine Dollars (\$12,559.00).

Roll Call: yeas, unanimous

Mr. Dore moved, Ms. Torres seconded to approve Resolutions #023 – 025

#2018-023 Approve Purchase of 2018 Ford Transit Van from Liberty Auto Group

To purchase a 2018 Ford Transit Van from Liberty Auto Group in the amount of Thirty-One Thousand, Five Hundred and Sixty-One Dollars, and One Cent (\$31,561.01).

New Business Continued:

#2018-024 Approve Purchase of 2018 F250 Pickup Truck from Liberty Auto Group

To purchase a 2018 Ford F250 Pickup Truck from Liberty Auto Group in the amount of Thirty-Six Thousand, Two Hundred and Ninety-One Dollars, and Thirty-Four Cents (\$36,291.34).

#2018-025 Approve Meal Stipends for Staff Attending PLA Conference in March

To approve the following meal stipends for staff attending the PLA Conference in March, 2018, in the amount of One Thousand, Six Hundred and Seventy-Eight Dollars (\$1,678.00):

Anastasia Diamond-Ortiz	\$ 280.00
Cheryl Grizzell	194.00
Donna Kelly Sprinkle	194.00
Scott Machol	194.00
Cheryl Paganelli	194.00
Susan Spivey	194.00
Elizabeth Wagner	194.00
Marleen Watling	234.00

Roll Call: yeas, unanimous

#2018-026 Eliminate Fees for Outgoing Faxes

Mr. Dore moved, Ms. Schiemann seconded to revise the miscellaneous fees schedule to eliminate fees for outgoing faxes:

MISCELLANEOUS FEES (2017-06-15 2018-02-15 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
Library Passport Execution Fee	\$ 25.00
Photograph Fee	\$ 11.00 each
Overnight Express Delivery Fee	\$ 24.00

Roll Call: yeas, unanimous

New Business Continued:

#2018-027 Approval for *Food for Fines Month*

Mr. Dore moved, Ms. Torres seconded to approve *Food for Fines Month* from February 19th – March 31st, 2018, that will offer overdue fine forgiveness in exchange for food donations of the non- perishable food items most in demand at local hunger centers.

Roll Call: yeas, unanimous

#2018-028 Approve Purchase of School Dude Software

Mr. Dore moved, Mr. Virden seconded to purchase the software and installation of the School Dude software system for fixed asset and maintenance tracking for the maintenance and technology departments at the Library, in the amount of Twelve Thousand, Seven Hundred and Sixty Dollars (\$12,760.00) , with an on-going support cost of \$5,760 annually.

Roll Call: yeas, unanimous

#2018-029 Approval of Memorandum of Understanding (MOU) with Second Harvest

Mr. Virden moved, Dr. Badillo seconded to authorize the CFO to enter into an MOU with Second Harvest Food Bank of North Central Ohio (“Second Harvest”) for the 2018 Food and Fun program.

Roll Call: yeas, unanimous

Other Agenda Items

Legislative Day with Senator Manning and Representative Manning
February 16, 2018 at 10 a.m.
North Ridgeville Branch Library

Legislative Day with Representative Stein
February 23, 2018 at 10 a.m.
Herrick Memorial Library

Board of Trustees
February 15, 2018

0015-2018

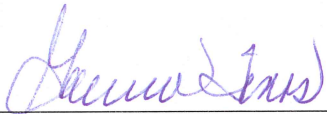
Next Meetings

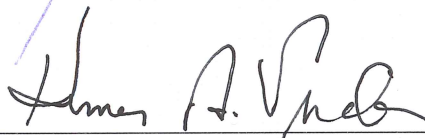
March 15, 2018 at 5 p.m.
South Branch Library

Adjournment

Time: 6:22 p.m.

Attest:


_____, President


_____, Vice President
Secretary