

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, March 15, 2018
5:00 p.m. South Branch, 2121 Homewood Dr., Lorain, OH
Regular Business Meeting

Dr. Tomas called the meeting to order at 5:13 p.m.

Roll Call

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

Regular Business

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

#2018-030 Approval of Minutes

Ms. Torres moved, Dr. Badillo seconded that the minutes of the February 15, 2018 board meeting be approved.

Roll Call: yeas, unanimous

#2018-031 Approval of Fiscal Officer's Report

Dr. Badillo moved, Mr. Virden seconded that the Fiscal Officer's Report for the month ending February 28, 2018, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of February 28, 2018, was \$10,267,148. Of the February month end cash balance, \$7,231,247 was in Operating Funds, of which \$5,853,016 was unencumbered. Revenues for the month totaled \$797,489, which represented 7.9% of estimated revenue without transfers. February Expenses were \$1,575,379, which represented 12.6% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$3,074,304 or about 24.5% of the *estimated* annual expenses for 2018.

Report of Fiscal Officer continued:

Mr. Wilson gave an update on the bequest from last month. The trustee for the decedent hopes to have all distributions made by November of 2018. Maureen Turner, a former employee of the Lorain Public Library System's Fiscal Office, is filling the position of Accounts Payable Assistant. There were no correspondence or public record's requests. There were several maintenance item requests for the North Ridgeville Branch, increases to appropriations for deferred repairs, and changes to the wage scale for bargaining-unit exempt staff added to today's agenda.

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz welcomed everyone to the new improved South branch and introduced the new South branch Supervisor, Sam Lewis. Ohio Library Council (OLC) Legislative Day is on April 11, 2018. Ms. Diamond-Ortiz requested board members advise her if they wanted to attend as attendees will be carpooling. OLC Trustees Dinner is on April 26, 2018 in Wadsworth if any board members want to attend, they are to advise Ms. Diamond-Ortiz. There is an article in the Spring Dimensions highlighting the passport services offered at Avon and North Ridgeville. The passport services have been extremely successful. The state mandated fee for passports has increased from \$25.00 to \$35.00. Ms. Diamond-Ortiz spoke with a reporter of WCPN about what part the Lorain Public Library System is planning regarding the opioid crisis. Ms. Diamond-Ortiz turned the floor over to Sam Lewis and Elizabeth Wagner to give a presentation on the new augmented reality format of Dimensions. This format is targeting a younger demographic.

Ms. Diamond-Ortiz thanked everyone for all their hard work while she was away.

Committee Reports

Mr. Viriden advised the Library Services and Personnel Committee met on March 14, 2018, at 5:00 p.m. The meeting went directly into Executive Session and adjourned at 5:48 p.m. The discussion will continue in Executive Session today.

Audience Participation

Supervisors

Mr. Sam Lewis welcomed everyone to the South branch. Mr. Lewis started as the South branch Supervisor on February 26, 2018. The South branch has received a positive response for Food for Fines, there are many patrons donating food even though they do not have any fines. Mr. Lewis thanked Ms. Diamond-Ortiz and Ms. Grizzell for trusting him to supervise the South branch.

Friends of the Library

North Ridgeville Friends next book sale is in April and their next meeting is April 2, 2018.

Domonkas Friends March Madness book sale is now going on.

Lorain Friends are preparing to volunteer at the annual Mini Gulf program at Main on April 14, 2018, from 6pm – 8 pm.

Columbia Friends book sale begins in April.

Foundation

The Foundation welcomed new member, Craig Koehler the Principal of Avon Middle School. The Foundation discussed the planned giving program. The next meeting will be held on May 7, 2018.

Other

Jim Leonard, Executive Board Member of SEIU 1199, congratulated Sam Lewis as the new Library Supervisor at the South branch.

New Business

#2018-032 Approval of Personnel Appointments

Mr. Virden moved, Dr. Badillo seconded to approve the following personnel appointments:

- Samuel Lewis, Branch Librarian Supervisor at the South Branch Library, full-time, effective February 26, 2018, at a rate of \$24.50 per hour, grade EK.
- Juan Ortiz, Maintenance Worker in the Maintenance Department of the Lorain Public Library System, part-time, effective March 1, 2018, at a rate of \$14.573 per hour, grade UG1, step 1.

Roll Call: yeas, unanimous

#2018-033 Acceptance of Donations/Grants

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

Community Foundation of Greater Lorain County \$ 1,837.00

Roll Call: yeas, unanimous

New Business Continued:

#2018-034 Approve Contract with Sommer Electric to Change to LED Bulbs

Mr. Virden moved, Mr. Belanger seconded to authorize the CFO to enter into a contract with Sommer Electric to replace North Ridgeville Branch Lighting with LED bulbs, for an amount not to exceed Eighteen Thousand, One Hundred and Thirty-One Dollars and Thirty Cents (\$18,131.30).

Roll Call: yeas, unanimous

#2018-035 Approve Changes to the WAGE, LEAVE AND BENEFIT POLICY FOR NON-BARGAINING UNIT STAFF ~~(2017-4-6)~~ (2018-3-15) 4.08

Mr. Virden moved, Ms. Torres seconded to accept changes to *Appendix A Exempt Salary Scale* as follows:

GRADE	JOB TITLE	Minimum	Midpoint	Maximum
A	Office Assistant	\$ 8.30	\$ 10.00	\$ 11.50
B	Public Relations Clerk	\$ 11.05	\$ 13.00	\$ 14.95
C	Central Supply Assistant	\$ 13.20	\$ 16.50	\$ 19.80
	Accounting Assistant	\$ 13.20	\$ 16.50	\$ 19.80
	Administrative Office Assistant	\$ 13.20	\$ 16.50	\$ 19.80
	Human Resources Specialist	\$ 13.20	\$ 16.50	\$ 19.80
	Public Relations Assistant	\$ 13.20	\$ 16.50	\$ 19.80
D	Graphic Designer	\$ 16.00	\$ 20.00	\$ 24.00
E	Content Marketing Strategist	\$ 18.80	\$ 23.50	\$ 28.20
	Assistant Fiscal Officer	\$ 18.80	\$ 23.50	\$ 28.20
	Human Resources Administrator	\$ 18.80	\$ 23.50	\$ 28.20
	Grants and Development Strategist	\$ 18.80	\$ 23.50	\$ 28.20
F	Branch Manager	\$ 21.38	\$ 28.50	\$ 35.63
G	Facilities Manager	\$ 26.25	\$ 35.00	\$ 43.75
	Human Resources Manager	\$ 26.25	\$ 35.00	\$ 43.75
	Information Technology Manager	\$ 26.25	\$ 35.00	\$ 43.75
	Main Library Manager	\$ 26.25	\$ 35.00	\$ 43.75
	Marketing Manager	\$ 26.25	\$ 35.00	\$ 43.75
	Technical Services Manager	\$ 26.25	\$ 35.00	\$ 43.75
	Community Engagement Manager	\$ 26.25	\$ 35.00	\$ 43.75

Roll Call: yeas, unanimous

New Business Continued:

#2018-036 Approve Contract with Johnson Controls to Replace HVAC Compressor

Dr. Badillo moved, Ms. Torres seconded to authorize the CFO to enter into a contract with Johnson Controls to replace North Ridgeville Branch HVAC compressor, for an amount not to exceed Fifteen Thousand, Nine Hundred and Fifty-Eight Dollars and Ninety-Nine Cents (\$15,958.99).

Roll Call: yeas, unanimous

#2018-037 Approval of Increase to Appropriations

Ms. Torres moved, Mr. Virden seconded to approve the following increase to appropriations for new public service offerings, expanded facilities repairs, landscape services and safety enhancements:

110-10-52150	Passport Supplies - NR	\$ 3,000.00
112-04-52150	Passport Supplies – AVON	3,000.00
110-10-53310	Building/Site Repairs – NR	\$ 20,000.00
112-04-53310	Building/Site Repairs – AVON	5,000.00
120-07-53310	Building/Site Repairs – COL	10,000.00
215-08-53310	Building/Site Repairs – DOM	10,000.00
130-03-53310	Building/Site Repairs – Main Library	20,000.00
130-13-53310	Building/Site Repairs – South	10,000.00
110-10-53340	Groundskeeping/Snow Removal – NR	\$ 10,000.00
112-04-53340	Groundskeeping/Snow Removal – AVON	8,000.00
120-07-53340	Groundskeeping/Snow Removal – COL	8,000.00
122-08-53340	Groundskeeping/Snow Removal – DOM	8,000.00
130-03-53340	Groundskeeping/Snow Removal – Main	10,000.00
130-13-53340	Groundskeeping/Snow Removal – South	5,000.00
110-10-53370	Security – NR	\$ 10,000.00
112-04-53370	Security – AVON	3,000.00
120-07-53370	Security – COL	1,000.00
122-08-53370	Security – DOM	3,000.00
130-03-53370	Security – Main	20,000.00
130-13-53370	Security – South	8,000.00
110-10-53399	Other Property Svcs – NR	\$ 1,000.00
122-08-53399	Other Property Svcs – DOM	1,000.00
130-03-53399	Other Property Svcs – Main	1,000.00
130-13-53399	Other Property Svcs – South	1,000.00

Roll Call: yeas, unanimous

New Business Continued:

#2018-038 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Virden moved, Ms. Torres seconded at 5:54 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 7:45 p.m.

#2018-039 Approval of 2018 Salaries for Non-Bargaining Unit Staff

Ms. Tomas moved, Mr. Belanger seconded to approve the salary adjustments and one-time merit payments for non-bargaining unit staff, effective March 25, 2018.

2018 Nonbargaining Staff Salaries							
Effective 3-25-2018							
Last Name	First Name	Grade	Title	Current Rate	New Rate	% Increase	
Adamcek	Mary	A	Office Assistant	\$ 8.973	\$ 9.242	3.00%	
Williams	LaQuanda	B	Public Relations Clerk	11.669	12.019	3.00%	
Elliott	Kiesha	C	Administrative Office Specialist	14.682	15.380	4.75%	
Russo	Carol	C	Human Resources Specialist	16.077	17.070	6.18%	
Leyva	Deborah	C	Central Supply Assistant	14.508	15.200	4.77%	
Whitmore	Kathleen	D	Graphic Designer	21.576	22.224	3.00%	
Lanning	Sheila	E	Assistant Fiscal Officer	21.715	22.780	4.90%	
Patterson	Jennie	E	Administrative Office Manager	22.070	23.140	4.85%	
Kelly Sprinkle	Donna	F	Branch Manager	25.475	28.710	12.70%	
Spivey	Susan	F	Branch Manager	23.704	26.890	13.44%	
Watling	Marleen	F	Branch Manager	22.773	25.000	9.78%	
Sigsworth	Karen	F	Branch Manager	34.349	35.380	3.00%	
Betting	Elaine	G	Community Engagement Mgr	30.617	32.570	6.38%	
Gerena	Richard	G	Facilities Manager	32.900	34.890	6.05%	
Lauver	Jamie	G	Main Library Manager	34.500	35.536	3.00%	
Wagner	Elizabeth	G	Marketing Manager	34.641	35.680	3.00%	
Paganelli	Cheryl	G	Technical Services Manager	24.158	26.690	10.48%	
2018 TOTAL						6.02%	

Roll Call: yeas, unanimous

Board of Trustees
March 15, 2018

0022-2018

Other Agenda Items

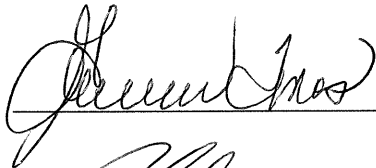
Next Meeting


April 19, 2018 at 5 p.m.
Domonkas Branch Library

Adjournment

Time: 7:46 p.m.

Attest:

 _____, President

 _____, Secretary