

**LORAIN PUBLIC LIBRARY SYSTEM**  
**Lorain, Ohio**

**Minutes**

Lorain Public Library System  
Thursday, April 18, 2018  
5:00 p.m. Domonkas Branch, 4125 East Lake Ave., Sheffield Lake, OH  
Regular Business Meeting

Dr. Tomas called the meeting to order at 5:02 p.m.

**Roll Call**

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

**Regular Business**

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

Ms. Tomas on behalf of the Board presented flowers to Anastasia Diamond-Ortiz to congratulate her as Kent State's Alumni of the Year.

**#2018-040 Approval of Minutes**

Mr. Dore moved, Mr. Virden seconded that the minutes of the March 15, 2018 board meeting be approved.

**Roll Call:** yeas, unanimous

**#2018-041 Approval of Fiscal Officer's Report**

Mr. Dore moved, Ms. Schiemann seconded that the Fiscal Officer's Report for the month ending March 31, 2018, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of March 31, 2018, was \$11,464,957. Of the March month end cash balance, \$8,441,089 was in Operating Funds, of which \$7,054,845 was unencumbered. Revenues for the month totaled \$2,737,145, which represented 27.0% of estimated revenue without transfers. March Expenses were \$2,317,226, which represented 21.8% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$3,827,366 or about 36.1% of the *estimated* annual expenses for 2018.

**Report of Fiscal Officer continued:**

Mr. Wilson advised the year-to-date tax revenues for March were received. There were no correspondence, no public records request and no changes to today's agenda.

**Roll Call:** yeas, unanimous

**Report of the Director**

Ms. Diamond-Ortiz congratulated Dr. Tomas on being accepted as a board member of the Ohio Public Library Information Network (OPLIN). OPLIN is a pipeline to Ohio libraries and to be on the board is a great honor. Ms. Diamond-Ortiz shared the written thank-you certificate from Second Harvest for the Library System participating in Harvest for Hunger and donating 1500 lbs. of food, which equals 1338 meals. The 15<sup>th</sup> Annual Celebration of the North Ridgeville Branch building is on May 5, 2018, from 1 p.m. – 4 p.m. Several library staff members attended Legislative Day in Columbus last week and met with Representative Manning and Senator Manning. Ms. Grizzell expressed the Penguin programs were a huge success. Attendance at each branch was over 100 people with a total attendance reaching 800. The program was inclusive and integrated it was not just for children all ages expressed their enjoyment.

**Committee Reports**

None

**Audience Participation**

*Supervisors*

Ms. Watling informed that Domonkas just hosted their annual Pi Day. Ms. Watling pointed out the garden growing in the room from the Veggie U program. Domonkas will be hosting a summer lunch program again this year. Lunch will be provided for six weeks on Tuesdays and Thursdays. Ms. Watling will be introducing different types of music during the lunch program on Thursdays for those six weeks to go along with the summer reading theme Libraries Rock. Domonkas started a Teen Book Club. Ms. Watling is working on the local arrangements for the Ohio Library Conference for their book store.

*Friends of the Library*

North Ridgeville Friends book sale is next week and they are choosing to accept credit and debit cards. Ms. Tomas thanked Mr. Gerena and the maintenance department for the work they did helping to get the window installed. The Corn Festival donated \$1500 for the new room.

Domonkas Friends book sale last week netted \$455. The next book sale will be in May.

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

Columbia Friends book sale netted \$1000, the most they ever made, thanks to the Penguin Program.

Lorain Friends next book sale will be in May.

*Foundation*

The Foundation's next meeting is coming up and they want to be a partner for the Discovery on the Go program.

**New Business**

**#2018-042 Approval of Personnel Appointments**

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

- Maureen Turner, Accounting Assistant at the Main Library, full-time, effective March 26, 2018, at a rate of \$16.00 per hour, grade C.
- Michelle Ely, Library Assistant, part-time, Public Services at the North Ridgeville Branch Library, effective April 9, 2018, at an hourly rate of \$12.384, grade UE, step 1.

**Roll Call:** yeas, unanimous

**#2018-043 Acceptance of Donations/Grants**

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

Estate of John Pfaff	\$ 1,880.86
Books from the Estate of Barbara Krieg	\$ Undetermined

**Roll Call:** yeas, unanimous

**New Business continued**

**#2018-044 Approve Renewal of 2018-19 Maintenance for Self-Check Equipment**

Mr. Dore moved, Ms. Schiemann seconded to ratify the renewal of the service agreement on bibliothecá+3M for the period May 13, 2018 – May 12, 2019, in the amount of Ten Thousand, Five Hundred and Fourteen Dollars, and Eighty-Eight Cents (\$10,514.88):

**Roll Call:** yeas, unanimous

**#2018-045 Approval of Increase to Appropriations**

Mr. Virden moved, Mr. Dore seconded to approve the following increase to appropriations for payroll changes approved to go into effect in April, 2018:

101-01-58999	Contingency Appropriation – Gen Fund	\$ 20,000.00
112-04-58999	Contingency Appropriation – Avon	5,000.00
120-07-58999	Contingency Appropriation – Columbia	5,000.00
122-08-58999	Contingency Appropriation – Domonkas	3,000.00
130-03-58999	Contingency Appropriation – Main	2,000.00

**Roll Call:** yeas, unanimous

**#2018-046 Approve Purchase of 2018 Ford E-350 from Liberty Auto Group**

Mr. Dore moved, Ms. Schiemann seconded to purchase a 2018 Ford Transit High Roof E-350 from Liberty Auto Group, for use as an Outreach Vehicle in the amount of Forty-Six Thousand, Fifty-Eight Dollars, and Ninety Cents (\$46,058.90), less \$25,010.00 trade-in for LPLS Outreach Truck.

**Roll Call:** yeas, unanimous

**#2018-047 Approval to Authorize Gergely’s Maintenance King Janitorial Supplies & Service, Inc. for Cleaning Services throughout the Library System**

Mr. Virden moved, Dr. Badillo seconded to authorize the CFO to enter into a contract with Gergely’s Maintenance King Janitorial Supplies & Service, Inc., in an amount not to exceed Ninety Four Thousand, Four Hundred and Forty Dollars (\$94,440.00) annually, to provide cleaning services throughout the Library System.

**Roll Call:** yeas, unanimous

## **New Business continued**

### **#2018-048 Resolution to Promote Healthy Food Choices at Library Events.**

#### **RATIONALE**

The Lorain Public Library System (LPLS) is committed to the health and well-being of our employees and our public. The strong relationship between diet and health and the increasing rates of overweight and obesity make supporting nutritious choices at work part of our commitment to health. The following guidelines were designed to make the healthy food and beverage choice the easy choice. By following these guidelines, we can promote better health and help reduce risks for chronic diseases.

#### **COMPONENTS**

Effective April 18, 2018, it is the desire of LPLS that when foods and beverages are purchased with library funds, served on LPLS property, and/or served at LPLS-sponsored meetings or events, the food and beverages offered should comply with these guidelines.

#### **Food and Beverage Guidelines**

*For all meetings and events, where food and beverages are provided, LPLS should:*

- Provide cool filtered water at no cost
- Provide at least (1) fruit and/or vegetable
- Provide at least (1) whole grain option, when serving grain products
- Provide a vegetarian option when serving meat
- Provide fat-free or low-fat (1%) milk and lower fat milk alternatives (yogurt, cheese), when serving dairy products
- Provide smaller portion sizes
- Include physical activity opportunities, when possible

#### **Implementation Standard**

- Highlight the healthier options using signage or displays.
- Promote healthier portion sizes by using smaller sized dishware and serving ware.
- When sold, pricing of water will be equal to or lower than all other beverages.

#### **Considerations**

*Lorain Public Library should consider:*

- Strategically placing foods and beverages to encourage consumers to select healthier options.
- Providing nutrition information for each food and beverage offered including (but not limited to) calories, sodium, sugar, and saturated fat.
- Providing a variety of prepared foods that appeal to consumers with diverse dietary requirements and preferences, including (but not limited to) vegetarian, vegan, gluten-free, low sodium, and low sugar.

#### **Monitoring, Compliance and Review**

An employee survey should be administered annually that evaluates the use of the policy and seeks further suggestions for its improvement and ongoing implementation.

**Roll Call:** yeas, unanimous

**New Business continued**

**#2018-049 Approval of New Job Classification Summaries**

Dr. Badillo moved, Ms. Schiemann seconded to approve the following new job classification summaries:

<b>Job Title:</b>	PR Assistant	<b>Date:</b>	April 2018
<b>Grade:</b>	C	<b>FLSA:</b>	Yes

**Basic Function:**

Performs writing, copy editing, proof reading, social media and graphic role to assist Marketing Manager, Content Marketing Strategist and Graphic Designer, under the direction of the Marketing Manager. Oversees physical and electronic assets. Provides administrative and clerical support as needed. May serve as first point of contact for administrative office.

**Distinguishing Features of the Class:**

This classification engages in varied communication support work based on needs of the department and Lorain Public Library System. This position does not exercise direct supervision.

**Characteristic Duties and Responsibilities:**

+ Using news release template, compiles weekly media calendar listing for system locations and sends to media by deadline.

**New Business Continued (Resolution #2018-049):**

- + Edits, proofs Dimensions calendar listings for accuracy, grammar and AP style.
- + Inputs monthly social media content, text, photos and graphics into management system such as HootSuite; posts to other social media channels as needed.
- + Proofs digital and print content produced for the library system.
- + Prepares expenditure and work requests and files purchase orders.
- + Supports graphic needs in production of print/electronic content including eblasts, newsletters, flyers, bookmarks, posters, etc.
- + Supports graphic needs in production of program and event updates for electronic signage.
- + Maintains databases, listings and other reference documents as needed.
- + Provides department stats and information and compiles reports.
- + Oversees give-away program by filling requested program/event needs, maintaining status of inventory, storing items, monitoring supply, making recommendations regarding quantity and items to be ordered or discarded.
- + Oversees loan of library items including display and tablecloths. Follows up with borrower if items not returned by due date. Examines returned items for damage/dirt. Makes recommendations for repair/cleaning to manager as needed.

**New Business Continued (Resolution #2018-049):**

- + Oversees distribution of Dimensions newsletters and other communications as needed.
- + Maintains database of mailing lists, prepares labels for and oversees distribution of newsletters, special event items, etc.
- + Performs additional information and material requests as necessary.
- + Operates PC, photocopy, fax, label maker or other basic office machines as needed.

**Knowledge, Skills and Abilities:**

Ability to communicate effectively; experience with Microsoft Office suite, Adobe Creative Suite and Outlook; ability to write, edit and proofread; solid foundation of AP style; graphic design experience; possesses tact, courtesy; ability to work in a team environment; good judgment. Able to manage time to fulfill competing priorities. Ability to lift and carry items weighing up to 35 pounds.

**Education, Training and Experience:**

Requires business school or college courses in writing/journalism and design, at least two years of experience, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Familiarity using PCs, writing, editing, proofreading, design, data entry. Ability to handle confidential information with sensitivity and to interact with tact and discretion. Must possess organizational and people skills.

<b>Job Title:</b>	Graphic Designer	<b>Date:</b>	April 2018
<b>Grade:</b>	D	<b>FLSA:</b>	Yes

**Basic Function:**

Provide range of graphic design support to the library system under the direction of the marketing manager.

**Distinguishing Features of the Class:**

To possess the fullest understanding of graphic design, print and digital standards and stay up-to-date with skills needed to execute projects of all sizes. Complete projects in a timely manner and with resourcefulness and dedication from concept through final product. As brand ambassador for the system, the Graphic Designer will work with internal and external customers, producing projects according to brand guidelines. The person will be able to manage multiple, often shifting priorities, to complete assignments creatively, accurately and on deadline.

**New Business Continued (Resolution #2018-049):**

**Characteristic Duties and Responsibilities:**

- Plan, design, prepare finished content using print, digital, video, animation skills for projects including print/digital material, publications, website content, annual reports, stationery, ads, social media, PowerPoint presentations, SharePoint, branded library material, signage, etc.
- Supply appropriate system logo in format/fonts for complete range of graphics as needed to meet deadlines.
- Follows projects from concept through layout, final editing, proofreading, including visual proofing, to final print/digital content.
- Research and provide photos and graphics as needed for content marketing needs (social media assets, publications, digital/print material, ads, give aways and visual display items, including system vehicles, signage, etc.). Researches and recommends paper, give aways, etc. as needed.
- Maintains organized physical and electronic graphics files using a system that easily referenced by team members and others.
- Maintains appropriate levels of graphic supplies to fulfill system needs.
- Assists with fulfilling requests for give aways and other system material as needed.
- Completes projects by coordinating with outside agencies, art services, printers, publications, etc. as needed.
- Completes paperwork, forms, spreadsheets, reports, etc. as needed.

**Knowledge, Skills and Abilities:**

- Self-starting individual with proven ability to take ownership for results by preparing work to be accomplished, gathering information and materials — including photos and graphics.
- Able to bring new ideas for design and content creation to the team using expertise and eye for great design.
- Highly knowledgeable of digital and traditional media, emerging trends, creative tools and user experience; able to stay current with skills and implement trends.
- Creative, detail-oriented and strong organizational skills.
- Experience with project and change management processes.
- Able to handle confidential information and deal with issues sensitively; possesses a customer focus.
- Meticulous attention to detail, proofreading skills and knowledge of AP style.
- Designer will be based in an office environment and may occasionally have to work with external vendors and others outside regular scheduled hours.
- Strong written and verbal communication skills.
- Tact, courtesy; ability to work in a team environment; good judgment.

**New Business Continued (Resolution #2018-049):**

- Able to manage time to fulfill competing priorities and meet deadlines while maintaining a cool head.
- Ability to lift and carry items weighing up to 35 pounds.

**Education, Training and Experience:**

Requires an associate's degree or completion of a technical specialty program in graphic design or a related area, or college courses in graphic/digital design and at least two years of equivalent experience. Position requires experience from concept through final design to include branding, attention to detail, proficiency in Adobe Creative Suite, Microsoft Office and Outlook; familiarity with responsive design. Capability to use PCs, proofread, design, compose text documents and do data entry. Ability to handle confidential information with sensitivity and to interact with tact and discretion. Must possess organizational and people skills. Willingness and ability to learn other programs/skills as needed.

**Roll Call:** yeas, unanimous

**#2018-050 Approve Amendment to the CLEVNET System Agreement**

Mr. Virden moved, Dr. Badillo seconded to approve the following amendment to the CLEVNET System Agreement:

This Amendment ("Amendment") to the CLEVNET System Agreement between Lorain Public Library (the "Contract Library") and the Cleveland Public Library ("CPL") is made and entered into as of the 18<sup>th</sup> day of April, 2018.

**RECITALS**

WHEREAS, CPL administers the CLEVNET System and provides member libraries with services and access to the CLEVNET System. Costs of the CLEVNET System are allocated among CPL and member libraries by formula on a cost recovery basis.

WHEREAS, The Contract Library and CPL entered into the CLEVNET System Agreement (the "Agreement") on July 1, 2008.

WHEREAS, CPL and the Contract Library desire to make certain changes to the Agreement including, without limitation, updates to the Provisional Bylaws, Itemized Fees, and Term.

NOW, THEREFORE, for and in consideration of the mutual promises and conditions contained in this Amendment, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. **Section 5 of the Agreement, titled "Term and Termination," Part (a), titled "Term," shall be modified to provide that Renewal Terms shall commence each January 1<sup>st</sup> and shall terminate each December 31<sup>st</sup> of any given year.**

**New Business Continued (Resolution #2018-050):**

2. Schedule B of the Agreement, titled "Provisional Bylaws of CLEVNET Directors' Advisory Panel and CLEVNET Directors' Advisory Group," shall be replaced in its entirety with the document attached to this Amendment as the new "Schedule B" and titled "CLEVNET Operating Procedures," and all references in the Agreement to the "Provisional Bylaws" shall be modified to refer to the "CLEVNET Operating Procedures."
3. Schedule E of the Agreement, which contains the Itemized Fees, shall be replaced in its entirety with the document attached to this Amendment as the new "Schedule E."
4. All other terms and conditions of the Agreement which are not expressly modified herein shall remain in full force and effect, and all defined terms used herein shall have the same meaning as in the Agreement.
5. In the event of a conflict between this Amendment and the Agreement, this Amendment will control.
6. This Amendment may be executed in counterparts, each of which taken together shall constitute one single agreement between the parties. The parties consent to the use of scanned/facsimile/copied signatures in this Amendment and agree that such signatures shall have the same legal effect as if the parties mutually signed this Amendment.

**Roll Call:** yeas, unanimous

**#2018-051 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Mr. Virden moved, Mr. Dore seconded at 5:33 p.m. to approve adjourning to Executive Session to discuss personnel matters.

**Roll Call:** yeas, unanimous

**Reconvened: 5:59 p.m.**

**#2018-052 Approval of 2018 Salaries for Non-Bargaining Unit Staff**

Mr. Virden moved, Mr. Dore seconded to approve the salary adjustment and one-time merit payment for the Library Director, effective March 25, 2018.

2018 Nonbargaining Staff Salaries - Library Director						
Effective 3-25-2018						
Last Name	First Name	Grade	Title	Current Rate	New Rate	% Increase
Diamond-Ortiz	Anastasia		Library Director	\$ 50,000	\$ 52,000	4.00%

**Roll Call:** yeas, unanimous

Board of Trustees  
April 18, 2018

0033-2018

**Other Agenda Items**

None

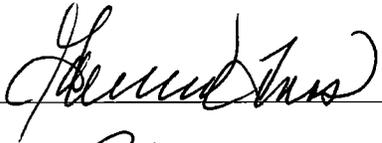
**Next Meeting**

May 17, 2018 at 5 p.m.  
Columbia Branch Library

**Adjournment**

Time: 6:01 p.m.

**Attest:**

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

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