

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, November 15, 2018
5:00 p.m. Columbia Branch, 13824 W. River Rd. N. Columbia Station, OH
Regular Business Meeting

Dr. Tomas called the meeting to order at 5:15 p.m.

Roll Call

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

Regular Business

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

#2018-115 Approval of Minutes

Mr. Virden moved, Ms. Schiemann seconded that the minutes of the October 18, 2018 meeting be approved.

Roll Call: yeas, unanimous

#2018-116 Approval of Fiscal Officer's Report

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

Mr. Wilson reported to the Board that the month end cash balance as of October 31, 2018 was \$12,936, 137. The Operating funds cash balance was \$10,255,606, of which \$9,655,692 was unencumbered. The unencumbered cash balance overall as of October 31 was \$12,019,162. The revenues to date were \$9,932,715, which was 94.4.0% of estimated annual revenues without advances or transfers. The expenses of \$8,041,617 were 73.1% of the estimated expenses without advances or transfers. The expenses with encumbrances was \$8,958,593 which was 81.4% of annual estimated expenses.

Mr. Wilson said that he had received no correspondence and that there had been no public records requests.

Mr. Wilson thanked the Book Worm Trivia Team members who came in second place overall at the charity event. Mr. Wilson also thanked Mr. Michael Diamond for supporting the evening and team by attending.

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz welcomed everyone to Columbia Library. She mentioned the progress on the Program of Work for the Library. Ten of sixteen strategic initiatives are completed and the remaining are on schedule for completion by the end of the year. She stated these have been accomplished by the hard work of staff.

Ms. Diamond-Ortiz gave new business cards to all the trustees. Ms. Jennifer Black, Director of Marketing, promoted new meeting use notes that will be available for patrons who have meetings at the libraries. Additionally, a selection of staff picks of children books will be distributed to several media outlets and in local newspapers on Friday, November 23, 2018.. Twenty-thousand pieces will be printed.

Ms. Diamond-Ortiz stated she was elected to be a board member for OhioNET and will serve a three-year term commencing January 1, 2019.

Col Belanger arrived at 5:20 p.m.

Committee Reports

Trustee Development and Nominating Committee

Ms. Schiemann reported that the committee met November 13, 2018, to interview candidates for the Board vacancy. Ms. Schiemann stated both candidates were very good. The committee recommended Ms. Monica Snipes and will submit her name to the Lorain City School's next board meeting.

Dr. Tomas thanked everyone in the library system. She stated that the staff was an exceptional group of people with all different talents. The Board notices all the effort from the top to the bottom. Dr. Tomas wished everyone a happy Thanksgiving and stated that what staff do matters.

Communications

None

Audience Participation

Supervisor

Interim Main Library Manager, Susan Spivey reported on Columbia Branch Library. Ms. Spivey commended her staff for the running the library day to day since her move to Main. Ms. Spivey stated the branch celebrated the anniversary of their renovations and was well attended with 80 participants. The celebration included family fun, chili cook off. Ms. Spivey thanked the Friends of the Columbia Library. Ms. Spivey also thanked the marketing staff for all their work and help.

Friends of the Library

Ms. Schiemann reported that Columbia Friends just had their meeting on Tuesday, October 15. She stated the group approved of projects for 2019.

Dr. Tomas stated the North Ridgeville Friends of the Library, Inc. raised \$3,200 at the last book sale. Dr. Tomas thanked Jennifer Black for creating the 2019 book sale schedule. She stated the account at amazon.com was renewed. Also the square reader works very well at book sales.

Ms. Diamond –Ortiz stated that the Lorain Friends of the Library are having a craft bizarre at the Winterfest Waterfront Festival. The Lorain Friends sponsored retiring Library Assistant Jeff Sigsworth party. The Domonkas Friends are on a short hiatus and will meet again in January. Avon Friends are having their book sale this week.

Foundation

Dr. Tomas said that the LPLS Foundation met to discuss the annual appeal, which will support the Discovery On the Go project. The next meeting will be in December. The Foundation has elected to rejoin BVU, Business Volunteers Unlimited to get more strategic direction. Dr. Tomas thanked the marketing department for their help with foundation materials. Dr. Tomas stated the Foundation has accounts with Benevity.org and Guidestar.

Other

SEIU 1199

Mr. Jim Leonard represented the SEIU 1199 Union. He stated that Cheri Campbell won an award for her political work as a liaison, levy and negotiating committees. Ms. Campbell was honored to receive the award and thanked the library system for their support.

New Business

#2018-128 Approval of Personnel Appointments

Ms. Schiemann moved, Mr. Virden seconded to approve the following personnel appointments:

- Emma Bushong, Student Library Aide, part-time, at the Avon Branch Library, effective November 6, 2018, at an hourly rate of \$8.30, grade EA.

Roll Call: yeas, unanimous

#2018-129 Approval of Participation in NEO-RLS for 2019-2020

Col. Belanger moved, Ms. Badillo seconded to approve participation in the Northeast Ohio Regional Library System for the period July 1, 2019 through June 30, 2020.

Roll Call: yeas, unanimous

#2018-130 Approval of Notice of Intent to Withdraw from NEO-RLS July 1, 2020

Col. Belanger moved, Ms. Schiemann seconded to approve a notice of intent to withdraw from the Northeast Ohio Regional Library System effective July 1, 2020.

Roll Call: yeas, unanimous

#2018-131 Approval of Recommendation for Appointment of Library Trustees

The Trustee Development and Nominating Committee moved, to recommend to the Lorain City School District, Board of Education the appointment of Monica Snipes for a seven-year term as Library Trustee, commencing in January 1, 2019.

Roll Call: yeas, unanimous

New Business Continued:

#2018-132 Resolution of Appreciation for Jeffrey Sigsworth, Upon His Retirement

Dr. Badillo moved, Ms. Schiemann seconded the following resolution of appreciation:

WHEREAS, the Lorain Public Library System is fortunate to have many employees who are dedicated and committed to the Library; and

WHEREAS, Jeffery Sigsworth in his 42 plus years of employment with the Lorain Public Library System has been a dedicated staff member in the Technical Services Department; and

WHEREAS, his commitment to detail has ensured an efficient work flow in adding and processing library materials; and

WHEREAS, Jeffery Sigsworth has a pleasant personality, excellent customer service skills and contributed to a well-run and well-organized Technical Services Department;

THEREFORE, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Jeffery Sigsworth and his contribution to the Library System and extends its appreciation on behalf of the Board and staff.

Roll Call: yeas, unanimous

#2018-133 Resolution of Appreciation for Diane Stull, Upon Her Retirement

Dr. Badillo moved, Ms. Schiemann seconded the following resolution of appreciation:

WHEREAS, the Lorain Public Library System is fortunate to have many employees who are dedicated and committed to the Library; and

WHEREAS, Diane Stull in her 22 plus years of employment with the Lorain Public Library System has been a dedicated staff member in the Outreach and Main Library departments; and

WHEREAS, her commitment to detail has been an asset to the the efficiency of the Library; and

WHEREAS, Diane Stull's ease of communication with staff as well as patrons has helped to make the Library a more welcoming place. She has a flair for conversation along with a welcome smile.

THEREFORE, be it resolved that the Lorain Public Library System Board of Trustees does publicly acknowledge Diane Stull and her contribution to the Library System and extends its appreciation on behalf of the Board and staff.

Roll Call: yeas, unanimous

New Business Continued:

#2018-134 Approve Contract with Library Ideas, LLC for Freegal Music Streaming

Mr. Virden moved, Col. Belanger 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

#2018-135 Approval to Contract to With Triad Research Group

Col. Belanger moved, Mr. Virden seconded to authorize the CFO to approve a contract with the Triad Research Group to conduct a community survey in Avon to determine the public's interests in library services and the potential expansion of the Avon Branch Library, in an amount not to exceed Eleven Thousand, Two Hundred and Fifty Dollars (\$11,250).

Roll Call: yeas, unanimous

#2018-136 Approval of Payroll Processing and HR Software

Dr. Badillo moved, Ms. Schiemann seconded to authorize the CFO to approve a contract with Paycor to provide payroll processing service and HR software in 2019, in an amount not to exceed Twenty-Nine Thousand Dollars (\$29,000).

Roll Call: yeas, unanimous

#2018-137 Approve Renewal of Contract with Schill Landscaping to Provide Snow Removal Services for the Avon and North Ridgeville Branch Libraries

Mr. Virden moved, Ms. Schiemann seconded to authorize the CFO to renew the contract with Schill Landscaping to provide annual snow removal services on an occurrence basis in an amount not to exceed Fifteen Thousand Dollars (\$15,000), for the years 2018-19 and 2019-20.

Roll Call: yeas, unanimous

New Business Continued:

#2018-138 Approval to Apply for an LSTA Grant from the State Library of Ohio, to Provide Mental Health First Aid Training to Library Staff

Dr. Badillo moved, Ms. Schiemann seconded to authorize the Library Administration to submit a grant application to the State Library of Ohio, to obtain funding for mental health first aid training for Library staff.

Roll Call: yeas, unanimous

#2018-139 Approval to Enter into Executive Session to Discuss Personnel Matters.

Col. Belanger moved, Mr. Virden seconded at 5:55 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:57 p.m.

Other Agenda Items

#2018-140 Approval of Non-Bargaining Unit Staff to Join the Stark County Council of Governments Healthcare Plan

Col. Belanger moved, Mr. Virden seconded to re-approve the following June Board resolutions #2018-80 through #2018-83, to be effective immediately, in order for the non-bargaining unit staff to enroll in the Stark County Council of Government's healthcare plan effective January 1, 2019.

#2018-80 Approve 2018-19 Insurance Program

#2018-81 Approve Membership in the Stark County Schools Council

#2018-82 Approval of Appropriation increases Needed with the New Collective Bargaining Agreement & Bargaining Unit Exempt Staff

#2018-83 Revise Wage, Leave & Benefit Policy for Non-bargaining Unit Staff

Roll Call: yeas, unanimous

Board of Trustees
November 15, 2018

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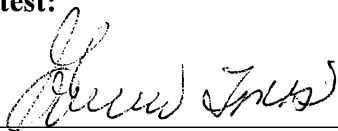
Next Meeting

Regular Business Meeting
December 20, 2018 at 5 p.m.
North Ridgeville Branch Library

Adjournment

Time: 6:59 p.m.

Attest:


_____, President


_____, Secretary