

Board of Trustees
February 20, 2020

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Thursday, February 20, 2020, 5:00 p.m.
Avon Branch Library, 37485 Harvest Drive, Avon, OH
Regular Business Meeting

Roll Call

Dr. Badillo called the meeting to order at 5:03 p.m., and welcomed all to the Avon Branch.

Present: Dr. Badillo, Col. Belanger, Ms. McClelland, Ms. Snipes, Ms. Torres, Ms. Schiemann

Regular Business None

#2020-003 Approval of Minutes

Ms. McClelland moved, Ms. Schiemann seconded that the minutes of the January 16, 2020 meeting be approved.

Roll Call: yeas, unanimous

#2020-004 Approval of Chief Fiscal Officer's Report

The January financials were included in your packets. The following are the highlights for January:
\$13,958,457 cash balance at month end
\$9,290,614 cash balance in our Operating Funds, 7,778,759 unencumbered
Revenues- \$403,932 which was 3.8% estimated annual revenues w/o advances or transfers
Expenses- \$768,012 which was 5.4% of estimated expenses w/o advances or transfers
Expenses with encumbrances- \$2,697,060, which was 18.8% of annual estimated expenses

On the agenda tonight, we have three bank depository agreements that require the Board's approval per the Ohio Revised Code. Each agreement is for the allowable five year term. Currently, the library has deposits with Northwest Bank and First Federal of Lakewood Bank. We closed our Buckeye Community Bank account because the rates were low; however, if there rates ever improve this depository agreement allows us to use them in the future.

On the personnel agenda, you will see that my new Administrative Assistant, Stephanie Catanzarite started on Monday. Stephanie has previous library experience and has so far been a wonderful addition to the Fiscal Office.

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Also, the Fiscal Office is working with the Technology Department to complete LPLS E-Rate reimbursement requests. Eligible schools and libraries can apply annually for discounts from 20-90% on telecommunications services, internet access, and internal connections.

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz said good afternoon and welcome to Avon! She reported that Connections has a culinary focus, and it was mentioned that Rob Musser, Graphic Designer did the cover. Ms. Diamond-Ortiz said the Toni Morrison program was a huge hit, it was a wonderful dedication. Board president Dr. Garalynn Tomas was MC for the program and did a great job. It was mentioned that there was press there and well and state representatives and the mayor. Six family members of Toni Morrison also attended the event. A bill was passed through the Ohio House to make February 18 Toni Morrison Day, which is her birthday. Ms. Diamond-Ortiz said that Issue 12 was going good and didn't see any problems. Also in March there will be a yearly Lorain County Libraries Breakfast at the North Ridgeville branch and we are getting in touch with state representatives and senators to invite them to the event. Ms. Diamond-Ortiz talked about Mobile@Main and said that the CEO from Second Harvest sent a letter praising the food pantry we had here at Main. Ms. Diamond-Ortiz read her encouraging letter. Over 400 people/200 families attended. We had one food pantry already and there will be one the last week of each month.

Committee Reports

None

Communications

None

Audience Participation

Supervisors

Donna Sprinkle Kelly spoke about the levy and that it was going well and she has help from the Friends of the Library. She said everything looked good and positive for the levy. They are getting out the key message to everyone also telling everyone that the money from the levy is for Avon and not the county. She said the friends are being very generous making phone calls and putting out signs. Jim Leonard said that the union is also helping out with the Avon levy. She mentioned that she and other will be at the Avon Brewing Company watching the results on election day.

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Friends of the Library

It was reported that Columbia branch had a book sale. Lorain and North Ridgeville also had book sales in January and Lorain's sale brought in \$2,569.23 and North Ridgeville's brought in \$3307.00.

Foundation of the LPLS

The board is working on their bylaws and updating.

Other

None

New Business

#2020-011 Approval to Enter into a Depository Agreement with Buckeye Community Bank

Ms. Snipes moved, Ms. McClelland seconded to approve entering into a depository agreement with Buckeye Community Bank for active and interim deposits for the period beginning February 9, 2020, to and including February 8, 2025.

Roll Call: yeas, unanimous

#2020-012 Approval of Enter into a Depository Agreement with Northwest Bank

Ms. Torres moved, Ms. Snipes seconded to approve entering into a depository agreement with Northwest Bank for active and interim deposits for the period beginning February 9, 2020, to and including February 8, 2025.

Roll Call: yeas, unanimous

#2020-013 Approval of Enter into a Depository Agreement with First Federal of Lakewood Bank

Ms. Torres moved, Ma. Schiemann seconded to approve entering into a depository agreement with First Federal of Lakewood Bank for active and interim deposits for the period beginning February 9, 2020, to and including February 8, 2025.

Roll Call: yeas, unanimous

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#2020-014 Approval of Personnel Appointments

Ms. Torres moved, Ms. Schiemann seconded to authorize the following personnel appointments.

<u>NAME</u>	<u>POSITION</u>	<u>DATE</u>	<u>PT/FT/TEMP</u>	<u>GRADE/STEP</u>	<u>SALARY</u>	<u>HOURS</u>	<u>DEPT/BRANCH</u>
Stephanie Catanzarite	Administrative Assistant	2/17/20	FT	C	\$19.00 an hour	38	Fiscal
Zachary Lynn	Library Associate I	2/17/20	PT	UH/1	\$16.327 an hour	29	Columbia
Nicholas Cronin	Outreach Services Manager	4/6/20	FT	F	\$64,000 a year	38	Outreach

Roll Call: yeas, unanimous

#2020-015 Approval to Enter into an Agreement with Tenable to Provide Security Services

Col. Belanger moved, Ms. Schiemann seconded to authorize the Library to enter into an agreement with Tenable for an amount not to exceed sixty three thousand, seven dollars and sixteen cents (\$63,007.16) to provide security services at the Main Library.

Roll Call: yeas, unanimous

#2020-016 Approval to Enter into an Agreement with Emerge for Website Redesign

Ms. Torres moved, Ms. Schiemann seconded the motion to enter into an agreement with Emerge for a redesign of the Library's website in an amount not to exceed twenty four thousand dollars (\$24,000).

Roll Call: yeas, unanimous

#2020-017 Approval to Enter into an Agreement with RB Digital for Digital Content

Ms. Torres moved, Ms. Schiemann seconded the motion to enter into an agreement for an amount not to exceed \$20,000 for an unlimited license for digital periodicals from RB Digital, including magazines from around the world in many languages.

Roll Call: yeas, unanimous

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#2020-018 Approval to Purchase a Delivery Vehicle from Liberty Ford

Ms. Torres moved, Ms. Schiemann seconded the motion to purchase a replacement delivery vehicle from Liberty Ford at a cost not to exceed thirty thousand, six hundred eighty eight dollars and twenty eight cents (\$30,6888.28)

Roll Call: yeas, unanimous

#2020-019 Approval to Purchase Furniture from APG Furnishings for Main Library

Ms. Schiemann moved, Ms. Torres seconded the motion to authorize the Library to purchase furniture from APG Office Furnishings at a cost not to exceed thirty two thousand, six hundred sixty eight dollars and fifty cents (\$32,6888.50) for the Main Library Meeting Room A.

Roll Call: yeas, unanimous

#2020-020 Approval to Purchase Computers from CDW for the North Ridgeville and Columbia Branches

Col. Belanger moved, Ms. Schiemann seconded the motion to authorize the Library to purchase staff computers from CDW at a cost not to exceed twenty four thousand, four hundred forty dollars (\$24,440).

Roll Call: yeas, unanimous

#2020-021 Approval of Purchase Hold Lockers for Main, South and North Ridgeville Branches from D-Tech

Ms. Snipes moved, Ms. Torres seconded the purchase new hold lockers for Main Library and South Branch and to add onto the existing hold lockers at North Ridgeville Branch from D-Tech at a cost not to exceed sixty three thousand seventy dollars (\$63,070).

Roll Call: yeas, unanimous

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#2020-022 Approval of Library Closings for 2020

Ms. Torres moved, Ms. Schiemann seconded the motion to approve the following closures of the Library to the public in 2020:

May 25 - Memorial Day

July 4 - Independence Day

September 7 - Labor Day

October 12 - Staff Development Day

November 25 - All locations close at 6 pm

November 26 - Thanksgiving Day

December 24 - Christmas Eve

December 25 - Christmas

December 31 - All locations close at 6 pm

Roll Call: yeas, unanimous


VIII. Other Agenda Items

None

IX. Next Meeting: March 19, 2020 at 5 p.m. at South Branch

Adjournment Time: 5:45 p.m.

Attest:


_____, President


_____, Secretary