

Board of Trustees
September 18, 2014

0083-2014

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Lorain Public Library System

Thursday, September 18, 2014

5:00 p.m. Avon Branch, 37485 Harvest Dr., Avon, OH

Regular Business Meeting

Mr. Kovach called the meeting to order at 5:00 p.m.

Roll Call

Present: Ms. Hatch, Mr. Kovach, Ms. Tomas (5:07pm), Ms. Novak, Mr. Dore

Regular Business

#2014-089 Approval of Minutes

Ms. Hatch moved, Mr. Dore seconded that the minutes of the August 21, 2014 meeting be approved.

Roll Call: yeas, unanimous

#2014-090 Approval of Chief Fiscal Officer's (CFO's) Report

Mr. Dore moved, Ms. Hatch seconded that the Treasurer's Report for the month ending August 31, 2014 be approved.

Mr. Wilson reported to the Board that the month end cash balance as of August 31, 2014 was \$9,901,694. Of the August month end cash balance, \$7,660,121 was in our Operating/Governmental Funds, of which \$6,710,044 was unencumbered. Revenues for the year totaled \$6,632,577 which represented 79.7% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$5,641,441 which were 58.6% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$6,650,694 or 69.0% of the *estimated* annual expenses for 2014. The unencumbered cash balance as of August 31, 2014 is \$8.9 million, which was less than the August 31, 2008 balance of \$9.6 million.

One letter of correspondence was received. The Ohio Department of Jobs and Family Services (ODJFS) sent a letter requesting an agreement for the bookmobile to stop at the Lighthouse Learning Center.

Regular Business Continued (*Fiscal Officer's Report continued*):

No Public Records request.

There was a modification to Resolution #2014-110 and #2014-111. Resolution 2014-114 is an addition due to the above correspondence request.

Mr. Wilson attended the SSI Annual Users Group Meeting on September 9-12, 2014.

Mr. Wilson will be attending the Ohio Association of Public Treasurer's Meeting held October 8-10, 2014.

Sheila Lanning, Assistant Fiscal Officer, will be attending a Paycor Training program next week in Independence at their headquarters.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed everyone to the Avon Branch. Ms. Eldridge advised the Ohio Library Council (OLC) is asking all library directors to contact local newspapers to discuss restoring the Public Library Fund (PLF) to 2.22% of general fund revenues. Ms. Eldridge believes the Bus Tour will be a good advocacy opportunity and there are other strategies being developed.

Board/Personnel

Ms. Eldridge celebrated 20 years with the Lorain Public Library System on September 1, 2014.

Community Events

On August 28, 2014, the First Evangelical Lutheran Church had a fire and the Lorain Public Library staff will be doing a holiday fundraiser on their behalf.

September 4, 2014, Ms. Eldridge attended the Columbia Township Trustees meeting where she requested a work session. The work session was held on September 15, 2014.

September 14, 2014, Ms. Eldridge attended the Hispanic Heritage Sunset Festival at Lakeview Park.

Report of the Director (*Community Events continued*):

September 19, 2014, Ms. Eldridge will be attending the Lorain Palace Century Club 86th Anniversary Celebration. Ms. Eldridge requested if any board members wanted to attend as her guest to let her know.

September 20, 2014, Ms. Eldridge will be attending the N.A.A.C.P. Annual Freedom Fund Banquet.

September 25, 2014, and October 2, 2014, Ms. Eldridge will be one of the hosts of the Tours of the Public Libraries in Lorain County.

Facilities

Ms. Eldridge still has concerns on the restoration of the Columbia Branch after meeting with the Columbia Township Trustees at the workshop held September 15, 2014.

The Main Library's, Sixth Street replacement is almost complete.

Donations

Avon Friends of the Library donated \$1,300 for a fireplace.

North Ridgeville Friends of the Library donated \$3,409.98 for furnishings.

Report of Assistant Director

Ms. Whitney welcomed everyone to the Avon Branch. Ms. Whitney advised that a Notice of a Level 3 Grievance was received from SEIU 1199. SEIU 1199 has been notified of a Grievance Hearing scheduled for September 23, 2014.

A proposal and quote are pending for Avon Branch landscaping. Ms. Whitney thanked Avon Friends for the generous donation for the fireplace.

Columbia Branch flood remediation solutions are still pending after meeting with the Columbia Township Trustees.

Domonkas Branch front door is to be replaced and quotes for sidewalk replacement have been received.

Report of Assistant Director continued:

North Ridgeville Branch landscape improvements are underway. The Children's Area has new seating ordered thanks to the generous donation from the North Ridgeville Friends. "Tiffany" style floor lamps have been delivered and installed at the Reference Desk.

South Branch quotes are pending for office chair replacement, floor covering replacement and painting.

Ms. Whitney gave a Zentangle inspired art presentation at the Domonkas Branch on September 16, 2014, as part of the "How To" month, system-wide event.

Ms. Whitney will be helping Ms. Eldridge behind the scenes for the Bus Tours of the Libraries.

Ms. Whitney will be attending a NEO RLS "Prezi" Webinar on September 30, 2014.

Committee Reports

No Committee or Fraud Hotline reports.

Audience Participation

Friends of the Library

Columbia Friends of the Library had their last meeting on August 19, 2014. The next book sale is the week of October 6, 2014. The next meeting will be held on October 21, 2014.

North Ridgeville Friends has their next meeting on October 6, 2014. The next book sale is October 24 -26. Holiday on the Ridge is coming up in December.

Domonkas Friends are having their book sale next week.

Lorain Friends netted \$2,900 from the books sale that took place September 12-16, 2014. They sold chairs from the Avon Branch at the book sale where Avon agreed to split the profit. Sixty two out of sixty four chairs were sold netting a profit of \$160.00.

Avon Friends met September 4, 2014. The fireplace for the "Quiet Reading Room" is on order. Mr. Kovach thanked Kathy Petersen for providing dinner for the meeting today.

Audience Participation Continued (*Supervisors*):

Donna Kelly, Librarian Supervisor of the Avon Branch, expressed her gratitude for everyone being there. Ms. Kelly was excited to inform everyone that renovations to the Avon Branch are almost complete. Avon Branch celebrated 20 years in this building in August. The Avon Branch will be one of the stops on the Library Bus Tour on September 25, 2014.

Foundation

No report per Ms. Tomas.

Other

State Library of Ohio Staff Members, Missy Lodge and Katie Klettlinger presented their Strategic Plan Process.

New Business

#2014-107 Approval of Personnel Appointments

Ms. Tomas moved, Ms. Novak seconded to approve the following personnel appointments:

- Emily McGan, Student Library Aide, part-time, at the Avon Branch of the Lorain Public Library System, effective September 2, 2014, at an hourly rate of \$7.968, grade EA.
- Valerie Cesaratto, Student Library Aide, part-time, at the Avon Branch of the Lorain Public Library System, effective September 2, 2014, at an hourly rate of \$7.968, grade EA.

Roll Call: yeas, unanimous

#2014-108 Acceptance of Donations/Grants

Ms. Novak moved, Ms. Tomas seconded to accept donations/grants as follows:

Friends of the Avon Branch Library for a fireplace - \$ 1,300.00

Roll Call: yeas, unanimous

New Business continued:

#2014-109 Approve Contract to Install Custom Cabinetry at Avon Branch Library

Ms. Novak moved, Ms. Hatch seconded to authorize the Fiscal Officer to enter into a contract with Kush Custom Cabinetry to install slatwall shelving, corkboard wall covering and resurface bookshelf tops for an amount not to exceed Fifteen Thousand and Seventy-Five Dollars (\$15,075.00).

Roll Call: yeas, unanimous

#2014-110 Ratification of the Engagement of Bricker & Eckler for Legal Services

Ms. Novak moved, Ms. Hatch seconded to ratify the Fiscal Officer's engagement of the law firm of Bricker & Eckler to serve as legal counsel for the upcoming 2015 Columbia Branch Levy in the Spring of 2015 for an amount not to exceed Ten Thousand Dollars (\$10,000.00).

Roll Call: yeas, unanimous

#2014-111 Resolution Requesting Columbia Township Trustees to Request Lorain County Auditor to Certify Current Tax Valuation and to Submit Renewal Levy to the Electorate of Columbia Township

Ms. Tomas moved, Mr. Dore seconded to approve the following resolution:

RESOLUTION REQUESTING THE BOARD OF TOWNSHIP TRUSTEES OF COLUMBIA TOWNSHIP, LORAIN COUNTY, OHIO, TO REQUEST THAT THE LORAIN COUNTY AUDITOR CERTIFY THE CURRENT TAX VALUATION OF COLUMBIA TOWNSHIP, LORAIN COUNTY, OHIO AND THE DOLLAR AMOUNT OF REVENUE TO BE GENERATED BY A RENEWAL TAX LEVY; AND TO SUBMIT TO THE ELECTORS OF THE TOWNSHIP THE QUESTION OF A RENEWAL LEVY FOR CURRENT EXPENSES OF THE LORAIN PUBLIC LIBRARY SYSTEM, INCLUDING OPERATING THE BRANCH LIBRARY LOCATED IN THE TOWNSHIP

New Business Continued (Resolution 2014-111):

(R.C. Sections 5705.03, 5705.19(D), 5705.191)
Public Library Operating Levy

WHEREAS, the Township of Columbia (the "Township") is currently levying a 1.74 mill operating levy for five years for the purpose of providing current expenses for the Lorain Public Library System, including operating the branch library located in the Township, approved by the

voters of the Township on May 4, 2010, and first placed on the tax list and duplicate in 2010 for first collection in 2011 and final collection in 2015 (the "Existing Levy"); and

WHEREAS, pursuant to Section 3375.42, Ohio Revised Code, the Township and Library entered into an agreement relating to the operation of the Library and to the use of the proceeds of the Existing Levy and of other funds available for the operation of the Library;

WHEREAS, this Board wishes to request that the Board of Township Trustees of the Township initiate proceedings for the submission to the electors of the Township the question to renew all of the Existing Levy for a period of five years;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library System, Lorain County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is hereby found, determined, declared and recited, that (a) the Lorain Public Library System was established prior to September 4, 1947, by resolution adopted by the Board of Education of the School District as a free public library; (b) the Columbia Branch of the Lorain Public Library System has been established as a free public library to serve the Township; and (c) this Board wishes to initiate proceedings for the submission to the electors of the Township the question of a renewal of all of the Existing Levy for current expenses of the Lorain Public Library System, including operating a branch library located in the Township.

Section 2. The Board of Trustees of the Township is hereby requested to request that the Lorain County Auditor certify the current tax valuation of the Township and the dollar amount to be generated by a renewal tax for the benefit of the Library at a rate not exceeding 1.74 mills for each one dollar of valuation, which amounts to \$0.174 for each one hundred dollars of valuation, for the purpose of providing current expenses of the Lorain Public Library System, including operating the branch library located in the Township, for a period of five years, commencing in 2015, first due in calendar year 2016.

Section 3. This Board finds, determines and declares that the levy of the tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in Columbia Township, Lorain County, Ohio and for the residents of Columbia Township, Lorain County, Ohio.

New Business Continued (Resolution 2014-111):

Section 4. Pursuant to Section 3375.42, Ohio Revised Code, this Board hereby finds and determines it to be necessary to enter into an agreement with the Township relating to the operation of the Columbia Branch of the Library and to the use of the proceeds of the tax levy to be voted on by the electors as contemplated in this resolution and of other funds available for the operation of the Columbia Branch of the Library. That agreement shall be in substantially the form attached hereto as Exhibit A (“Agreement”).

Section 5. The Agreement is hereby approved in substantially the form attached hereto as Exhibit A, with such changes therein as are not inconsistent with this resolution and not substantially adverse to the Board as shall be approved by the officers executing the Agreement; provided that the approval of those changes by those officers, and their character as not being substantially adverse to the Board, shall be evidenced conclusively by their execution of that Agreement.

Section 6. The President and Chief Fiscal Officer of the Board of Library Trustees are hereby authorized and directed, for and in the name and on behalf of this Board, to execute and deliver the Agreement in substantially the form attached hereto as Exhibit A.

Section 7. This Board hereby requests that the Board of Trustees of the Township pass a resolution under section 5705.191, Ohio Revised Code, and other applicable provisions of law to submit to the electors of the Township at an election to be held therein on May 5, 2015, the question of a renewal tax levy for current expenses of the Library. The Library shall reimburse the Township for costs of the election as certified by the Board of Elections of Lorain County.

Section 8. The Chief Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Board of Trustees of the Township.

Section 9. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll Call: yeas, unanimous

#2014-112 Approve Contract to Install Front Entrance at Domonkas Branch Library

Ms. Novak moved, Ms. Hatch seconded to authorize the Fiscal Officer to enter into a contract with Williams Brothers Builders, Inc. to install new concrete entrance, front doors and tile flooring at the Domonkas Branch Library for an amount not to exceed Thirty-Seven Thousand, Seven Hundred and Fifty Dollars (\$37,750.00).

Roll Call: yeas, unanimous

New Business Continued:

#2014-113 Approval to Submit Grant Request

Ms. Tomas moved, Ms. Novak seconded to approve the Library's submission of a grant request to the Stocker Foundation, for the 2015 Summer Reading Program.

Roll Call: yeas, unanimous

#2014-114 Approval of Community Partners Agreement

Ms. Tomas moved, Mr. Dore seconded to approve the Library's signing of a *Community Partners Agreement for Step Up to Quality (SUTQ)* with the Ohio Department of Jobs and Family Services, for Bookmobile services at the Little Lighthouse Learning Center.

Roll Call: yeas, unanimous

#2014-115 Approval to Enter into Executive Session to Discuss Personnel Matters

Ms. Tomas moved, Novak seconded at 5:34 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 5:55 p.m.

IX. Other Agenda Items

#2014-116 Approval to Pay for Returned Items

Ms. Novak moved, Ms. Hatch seconded to authorize the Chief Fiscal Officer to pay Belfor USA an amount not to exceed Four Thousand, Six Hundred and Twenty-One Dollars, and Sixty-Four Cents (\$4,621.64), for the return and restocking of carpeting that was postponed pending the resolution of flooding issues at the Columbia Branch Library.

Roll Call: yeas, unanimous

Board of Trustees
September 18, 2014

0092-2014

X. Next Meeting

Board of Trustees Regular Business Meeting
October 16, 2014 at 5 p.m.
Columbia Branch Library

XI. Adjournment

Time: 6:00 p.m.

Attest:

James A. Vande, President

Susan J. Hatch, Secretary