

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, June 18, 2015
5:00 p.m. South Branch, 2121 Homewood Dr., Lorain, OH
Regular Business Meeting

Mr. Virden called the meeting to order at 5:02 p.m.

Roll Call

Present: Ms. Hatch, Mr. Kovach, Ms. Novak, Ms. Tomas, Mr. Virden

Regular Business

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

#2015-065 Approval of Minutes

Ms. Novak moved, Ms. Tomas seconded that the minutes of the May 21, 2015, meeting be approved.

Roll Call: yeas, unanimous

#2015-066 Approval of Fiscal Officer's Report

Ms. Novak moved, Mr. Kovach seconded that the Fiscal Officer's Report for the month ending May 31, 2015, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of May 31, 2015, was \$9,696,946. Of the May month end cash balance, \$7,884,716 was in the Operating Funds, of which \$6,682,690 was unencumbered. Revenues for the year totaled \$4,123,996 which represented 47.6% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$3,115,078 which was 35.3% of the *estimated* expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$4,447,126 or about 50.5% of the *estimated* annual expenses for 2015. The unencumbered cash balance as of May 31, 2015, was \$8.4 million, which was less than the May 31, 2009, balance of \$8.6 million.

Fiscal Officer's Report continued:

Correspondence & Public Record's Request

None

Agenda

There were two additional resolutions added to the agenda;

2015-078 Approval of Proposed Agreement with the North Ridgeville Corn Festival Committee

2015-079 Approval of Memorandum of Understanding with the Lorain County Dolly Parton Library Imagination Partnership

Training

Mr. Wilson attended the OAPT Annual Conference the week of June 8, 2015.

Mr. Wilson attended the Library Budget Hearing.

Lorain City School Board meeting was rescheduled for June 24, 2015.

Roll Call: yeas, unanimous

Report of the Director

Ms. Eldridge welcomed everyone to the South Branch. The Senate's final version of the biennium budget has the Public Library Funding (PLF) at 1.7% of general fund revenues.

Ms. Eldridge asked board members to mark their calendar for the Lorain County Fair Breakfast on August 24, 2015.

Board/Personnel

Young Adult Librarian Megan Anderson was appointed to fill the vacant Circulation Services Manager position.

Ms. Eldridge will be attending the American Library Association Annual Conference June 25 – June 30, 2015.

The Lorain Public Library received a recognition award from United Way of Greater Lorain County.

Director's Report continued:

Community Events/Library Programs

Summer Reading Kickoff had over 400 people in attendance.

Good advice was offered at the Columbia Library Levy wrap up meeting on June 8, 2015.

Library Day at the Crushers Stadium will be held on July 29, 2015.

Ms. Eldridge will be walking in the Juneteenth Parade on Saturday, June 20, 2015.

Avon Friends will be participating in the Duct Tape Festival on June 20, 2015.

Strategic Planning

The strategic planning process is coming along, Ms. Eldridge is pleased with the state consultant. Ms. Eldridge thanked Ms. Whitney for scheduling nine focus group sessions. The state consultant acknowledged that LPLS, Lorain turned in more surveys than any other library.

Facilities

Ms. Eldridge thanked Ms. Whitney for the work she has done on the flood remediation and restoration at the Columbia Branch.

The Mosaic is complete and will be installed in the Toni Morrison room on July 1, 2015.

Ms. Whitney is on a most deserved vacation.

Donations

Lorain Friends donated \$3,100

Committee Reports

Library Services and Personnel Committee

At the last meeting held June 6, 2015, provisions of the health insurance renewal was discussed before going into Executive Session.

Fraud Hotline

None

Audience Participation

Supervisors

Ms. Grizzell thanked everyone for visiting the South Branch. Ms. Grizzell gave a presentation about circulating Wi-Fi hotspots and Rokus.

Friends of the Library

Columbia Friends last met on June 16, 2015. The Elaine Martin issue has been resolved. The work on Homecoming has been complete. The next book sale starts June 20, 2015.

Avon Friends will be participating in the Duct Tape Festival on June 20, 2015. Their next book sale will be in August.

Domonkas Friends will be participating in Sheffield Lake Community Days Parade in July.

Lorain Friends next meeting will be August 26, 2015, at the South Branch.

North Ridgeville Friends next meeting is July 6, 2015. North Ridgeville Friends will be participating in the Corn Festival the second week of August. The next book sale will be held the week of June 20, 2015.

Foundation

The Foundation's Annual Appeal in the fall plans to raise \$25,000 for the 2016 Summer Reading Program.

New Business

#2015-067 Approval of Personnel Appointments

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

- Julie Marchand, Library Associate II, Public Services, full-time, at the North Ridgeville Branch Library of the Lorain Public Library System, effective June 8, 2015, at an hourly rate of \$19.142, which is grade UI, step 4.
- Megan Anderson, Circulation Services Manager, Public Services, at the Main Library of the Lorain Public Library System, effective June 22, 2015, at an hourly rate of \$22.773, which is grade EK.

Roll Call: yeas, unanimous

New Business Continued:

#2015-068 Approve Contract with Wadsworth Solutions

Mr. Kovach moved, Ms. Hatch seconded to authorize the Chief Fiscal Officer to enter into a contract with Wadsworth Solutions to upgrade the North Ridgeville Branch Library HVAC control system for an amount not to exceed Thirteen Thousand, One Hundred and Eighty-Two Dollars (\$13,182).

Roll Call: yeas, unanimous

#2015-069 Approve Contract with Williams Brothers Builders, Inc.

Ms. Tomas moved, Ms. Novak seconded to authorize the Chief Fiscal Officer to enter into a contract with Williams Brothers Builders, Inc. to remove the temporary plywood, replace drywall and insulation and then paint the flood-damaged areas at the Columbia Branch Library, and if added, change the paint color in the meeting room for an amount not to exceed Sixteen Thousand, and Twenty-Five Dollars (\$16,025).

Roll Call: yeas, unanimous

#2015-070 Approve Contract with Carney-McNicholas, Inc.

Ms. Hatch moved, Ms. Novak seconded to authorize the Chief Fiscal Officer to enter into a contract with Carney-McNicholas, Inc. to move library materials for the restoration and re-carpeting of the Columbia Branch Library, and if added, the Children's Department materials for an amount not to exceed Six Thousand, Nine Hundred, and Thirty-Five Dollars (\$6,935).

Roll Call: yeas, unanimous

#2015-071 Approve Contract with Williams Brothers Builders, Inc.

Mr. Novak moved, Mr. Kovach seconded to authorize the Chief Fiscal Officer to enter into a contract with Williams Brothers Builders, Inc. to remove the current wooden dumpster enclosure at the North Ridgeville Branch Library and to replace it with a white vinyl fence including the gate for an amount not to exceed Six Thousand, Nine Hundred Dollars (\$6,900).

Roll Call: yeas, unanimous

New Business Continued:

#2015-072 Approve Contract with Williams Brothers Builders, Inc.

Mr. Kovach moved, Ms. Hatch seconded to authorize the Chief Fiscal Officer to enter into a contract with Williams Brothers Builders, Inc. to build a dumpster enclosure, including concrete pad and vinyl fence enclosure with gate at the Avon Branch Library for an amount not to exceed Eleven Thousand, One Hundred Dollars (\$11,100), before required permitting or installation of pipe bollards.

Roll Call: yeas, unanimous

#2015-073 Approve Contract with River Floors, Inc.

Mr. Kovach moved, Ms. Hatch seconded to authorize the Chief Fiscal Officer to enter into a contract with River Floors, Inc. to remove current floor covering, prepare floors and baseboards, and install new floor covering at the Columbia Branch Library for an amount not to exceed Thirty-Five Thousand, Five Hundred, and Thirty-Nine Dollars (\$35,539).

Roll Call: yeas, unanimous

#2015-074 Resolution of Appreciation for Donna Mathewson

Ms. Novak moved, Mr. Kovach seconded to approve the following resolution of appreciation Donna Mathewson, upon her retirement:

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

WHEREAS, Donna Mathewson in her 31 plus years of employment with the Lorain Public Library System has been a dedicated staff member in the Technical Services Department; and

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

WHEREAS, Donna Mathewson 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 Donna Mathewson 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:

#2015-075 Ratify 2015-16 Healthcare Committee Benefit Plan Recommendations

Mr. Kovach moved, Ms. Novak seconded to ratify the Healthcare Committee's renewal recommendations and to authorize the Chief Fiscal Officer to enter into contracts with Medical Mutual of Ohio and Assurant Insurance for the 2015-16 employee health, dental, vision and life insurance programs.

Roll Call: yeas, unanimous

#2015-076 Approval of Agreement with the State Library of Ohio, for Statewide Delivery Services 7/1/2015 – 6/30/2016

Ms. Tomas moved, Mr. Kovach seconded to authorize the CFO to renew the Agreement with the State Library of Ohio for the 2015-16 Statewide Delivery Services, in an amount not to exceed Seven Thousand, Seven Hundred, Fifty-Three Dollars and Twenty Cents (\$7,753.20) for the period 7/1/2015 - 6/30/2016.

Roll Call: yeas, unanimous

#2015-077 Approval of Contracts to Repair Parking Lots

Ms. Tomas moved, Ms. Novak seconded to approve contracts with Maintenance Systems of Northern Ohio, to resurface the entire parking lot at the Avon Branch and repair, reseal and stripe Library parking lots at the North Ridgeville and South Branch Libraries in amounts not to exceed a total of Thirty-Four Thousand, Seven Hundred and Seventy Dollars (\$34,770):

North Ridgeville	\$ 4,040.00
Avon	28,980.00
South Branch	1,750.00

Roll Call: yeas, unanimous

#2015-078 Approval of Proposed Agreement with the North Ridgeville Corn Festival Committee

Ms. Tomas moved, Ms. Novak seconded to authorize the CFO to enter into an Agreement with the North Ridgeville Corn Festival Committee for the 2015 Corn Festival.

Roll Call: yeas, unanimous

New Business Continued:

#2015-079 Approval of Memorandum of Understanding (MOU) with the Lorain County Dolly Parton Imagination Library Partnership

Ms. Tomas moved, Ms. Novak seconded to authorize the CFO to enter into an MOU with the Lorain County Dolly Parton Imagination Library Partnership.

Roll Call: yeas, unanimous

#2015-080 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Kovach moved, Ms. Novak seconded at 5:59 p.m. to approve adjourning to Executive Session to discuss non-bargaining unit salaries.

Roll Call: yeas, unanimous

Reconvened: 6:17 p.m.

#2015-081 Approval of Compensation Adjustment for Director and Chief Fiscal Officer.

Ms. Tomas moved, Mr. Kovach seconded to increase the annualized salaries of both the Director and Chief Fiscal Officer by \$5,000, starting with the current pay period, based upon the Board's extensive research of comparable salaries for directors and fiscal officers at similarly-sized libraries throughout the State of Ohio.

Other Agenda Items

Next Meeting

Board of Trustees, Regular Business Meeting
August 20, 2015, at 5 p.m.
Main Library

Adjournment

Time: 6:19 p.m.

Board of Trustees
June 18, 2015

0061-2015

Attest:

James A. Vrede, President

Susan J. Hatch, Secretary