

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, August 20, 2015
5:00 p.m. Main Library, 351 W. 6th St., Lorain, OH
Regular Business Meeting

Mr. Virden called the meeting to order at 5:08 p.m.

Roll Call

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

Regular Business (*the chair asks if any Members have a conflict of interest with today's agenda*)

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

#2015-082 Approval of Minutes

Mr. Kovach moved, Ms. Novak seconded that the minutes of the June 18, 2015, meeting be approved.

Roll Call: yeas, unanimous

#2015-083 Approval of Fiscal Officer's Report

Ms. Novak moved, Mr. Kovach seconded that the Fiscal Officer's Report for the months ending July 31 and June 30, 2015, be approved.

Ms. Lanning reported to the Board that the month end cash balance as of July 31, 2015, was \$8,949,629. Of the July month end cash balance, \$7,259,110 was in the Operating Funds, of which \$6,193,233 was unencumbered. Revenues for the year totaled \$4,920,940 which represented 56.8 % of estimated revenue without transfers and/or advances. Year-to-date expenses were \$4,659,339 which was 52.9% of the *estimated* expenses without transfers. Year to Date Expenses plus encumbrances totaled \$5,752,097 or about 65.3% of the *estimated* annual expenses for 2015. The unencumbered cash balance as of July 31, 2015, was \$7.9 million, still short of the July 31, 2008 balance of \$8.1 million.

Fiscal Officer's Report continued:

Correspondence & Public Record's Request

City of Sheffield Lake – Fireworks Permission

Mr. Wilson addressed a public records request from the Euclid Public Library for the 5-year projected operating budget.

Mr. Wilson addressed a public records request from the attorney for the Euclid Public Library for copies of CBA's from 2008-2011 and 2011-2014.

Training

Mr. Wilson will attend the Ohio Cooperative Purchasing Program Trade Fair in Columbus, on September 2, 2015.

Mr. Wilson will attend the SSI Annual Users Group Training Program September 15-18, 2015.

Sheila Lanning will be representing the Fiscal Office at the next board meeting.

Roll Call: yeas, unanimous

The Board recognized and sends condolences to Jim Wilson on the passing of his Mother-in-Law, Anna Schultz.

Report of the Director

Ms. Eldridge sent condolences to Jim Wilson on the death of his mother-in-law.

Ms. Eldridge stated that the State's biennium budget is approved and the library will be receiving 1.7% of the State's general fund from Public Library Fund (PLF).

Ms. Eldridge will be attending the Lorain County Fair Breakfast on August 24, 2015.

Lorain County Reads will be featuring Mary Doria Russell on August 29, 2015. The library has purchased posters in support of this program.

The annual OLC conference will be held in Cincinnati in October 6th -9th. A chartered bus will be leaving Avon Lake on Tuesday, October 6th and will return on Friday, October 9th.

Ms. Eldridge attended and worked as planning committee member at the ninth annual national conference of African-American Librarians in St. Louis.

Director's Report continued

Ms. Eldridge, Youth Services and Outreach Supervisor, Elaine Betting and Marketing Communications Manager, Megan Hayes approved the graphics for the new Book truck. The new book truck will be making lobby stops.

Ms. Eldridge stated Summer Reading was a lot of fun and is now complete.

Ms. Eldridge mentioned that the library participated at the Lake Erie Crushers game on July 29th but due to bad weather it has been rescheduled for September 2nd. Library items were passed out to support the Foundation's appeal campaign.

Ms. Eldridge thanked Toni Whitney for her assistance with scheduling all of the focus groups. Eight focus groups were held with only one being rescheduled in October. Staff focus groups will be scheduled.

Ms. Eldridge mentioned the completion of the Community Art Project that was sponsored by the Lorain Friends, and hung in the Toni Morrison Room. The Morrison room has new artwork, new carpet, paint and sound system.

Report of the Assistant Director

Facilities

Branch Librarian Supervisors across the system have been facing numerous staffing challenges this summer. There are many open positions within the library system due to resignations and internal movement resulting in many new hires and associated training. Additionally, managers have been busy with the 2015 summer reading programs and events, seasonal festivals and parades.

Restroom renovations are planned for the Avon Branch and will begin soon. A dumpster pad with fencing is being installed and the parking lot will be repaved this fall.

Outdoor electronic signage is being considered for the Avon and Columbia branches.

Whitney reported that the Columbia Township Trustees and County Engineer dug swales at the branch this spring and no further flooding occurred. The Township also lowered flower beds and removed old shrubbery in an effort to divert water from around the building. Plans are finalized for restoration of the Branch with work beginning late August and to be completed by the end of September.

The Domonkas Branch will have a wall added to the alcove located in the fiction area to create a much needed storage room.

Upon Board approval of resolution, a new meeting room will be added at the North Ridgeville Branch. Heavy duty shelving was installed in the meeting room closet.

Community Events

Saturday, August 29th the library will be exhibiting at the Lorain County Fair and Whitney invited the Board to visit.

Committee Reports

There were no committee meetings to report.

Fraud Hotline

None. The Chair of the Finance, Audit and Properties Committee will be given the access information for the new *Fraud Hotline*.voice-mailbox.

Audience Participation

Supervisors

Megan Anderson thanked Joanne Eldridge and Valerie Smith for selecting her as the Circulation Services Manager. Ms. Anderson reported the Summer Reading Program was very successful and believed participants enjoyed the experience. Ms. Anderson mentioned the Balloon Pallooza and Science programs.

Friends of the Library

The Avon Friends will be having their book sale in August. The next meeting will be September 3, 2015.

The Columbia Friends participated in the Columbia Homecoming event, however the turnout was very disappointing due to weather. Over thirty high school students helped set up the recent book sale. A nominating committee has been appointed. The next book sale will be in October.

The Domonkas Friends participated in the Sheffield Lake Community Days Parade and won third place. Pam Coghlan will be riding in the Sheffield's Art Fest parade.

The Lorain Friends next meeting will be August 26, 2015 at the Main library and will highlight the new mural located in the Morrison room.

The North Ridgeville Friends made over \$2,000 at the book sale. The next meeting will be in October. The Friends will participate in the Library's Noon Year's Eve program and will not participate in Holiday on the Ridge this year.

Foundation

The Foundation's next meeting will be in September. Ms. Tomas requested names of any business contacts that may be interested in receiving a letter for the fall campaign.

New Business

#2015-084 Approval of Personnel Appointments

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

- Rachel Martin, Library Assistant, part-time, in the Technical Services Department of the Lorain Public Library System, effective June 22, 2015, at an hourly rate of \$12.690, which is grade UE, step 3.
- Katie O'Keefe, Library Associate I, Public Services position, full-time, at the Main Library of the Lorain Public Library System, effective July 6, 2015, at an hourly rate of \$16.239, which is grade UH, step 2.
- Emerald Woodburn, Student Library Aide, temporary part-time, in the Outreach Department of the Lorain Public Library System, effective June 26, 2015, at an hourly rate of \$8.10, which is grade EA.
- Niccole Paytosh, Library Associate I, Public Services position, part-time, at the South Branch Library of the Lorain Public Library System, effective August 3, 2015, at an hourly rate of \$15.768, which is grade UH, step 1.
- Kaylie Taips, Student Library Aide, part-time, at the Avon Branch Library of the Lorain Public Library System, effective August 17, 2015, at an hourly rate of \$8.10, which is grade EA.

Roll Call: yeas, unanimous

#2015-085 Approve Contract with Williams Brothers Builders, Inc. for Restroom Renovations at the Avon Branch Library

Ms. Novak moved, Mr. Dore seconded to authorize the Chief Fiscal Officer to enter into a contract with Williams Brothers Builders, Inc. to renovate the restrooms at the Avon Branch Library for an amount not to exceed Twenty-Eight Thousand, Six Hundred and Forty-Five Dollars (\$28,645).

Roll Call: yeas, unanimous

New Business Continued:

#2015-086 Approve Contract with Jim’s Upholstery, Inc.

Ms. Hatch moved, Mr. Dore seconded to authorize the Chief Fiscal Officer to enter into a contract with Jim’s Upholstery, Inc. for labor and materials to make 8 pillows and upholster 8 tall chairs, 14 chairs with attached tables, 4 ottomans and 4 benches for the North Ridgeville Branch Library for an amount not to exceed Eighteen Thousand, Seven Hundred and Forty-Four Dollars (\$18,744).

Roll Call: yeas, unanimous

#2015-087 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, Goodwill of Lorain County, or the Friends of the Library.

Mr. Kovach moved, Ms. Novak seconded to approve the donation of scrap computer equipment to the Lorain County Solid Waste Management District’s *Electronic Collections Days*, Goodwill of Lorain County or the Friends of the Library.

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Circ Station	3M 995	950747	435
Computer	A&J Server		5773
Computer	Dell Latitude D820	69JQKC1	5822
Computer	Dell Latitude D820	5zkvqc1	5855
Computer	Dell Latitude D820	7YKVQC1	5860
Miscellaneous	D-Link DKVM 8E 8-Port Rack Mount KVM Switch	BS0P26B000149	5951
Miscellaneous	Sharp CD-1194 Calculator	8D004041	92081
Monitor	Samsung SyncMaster 151s	GG15H4NTC00893K	1898
Monitor	Samsung SyncMaster 151s	GG15H4NTC00919E	1899
Monitor	Samsung SyncMaster 943BX	my19h9nq317638m	6160
Phone Equipment	Nortel WLAN Handset 6120	NNTMHHM680626846	6298
Phone Equipment	Nortel WLAN Handset 6120	NNTMHHM680623743	6299
Phone Equipment	Nortel WLAN Handset 6120	NNTMHHM680623851	6300
Phone Equipment	Nortel WLAN Handset 6120	NNTMHHM680597090	6303
Phone Equipment	Nortel 1120E	NNTMDF04R91X	6315
Phone Equipment	Nortel 1120E	NNTMDF04R92C	6316
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTM84L01LD7	6413
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTM84L01KNE	6414
Phone Equipment	Nortel 1140E	NNTMDF04H7VP	6434
Phone Equipment	Nortel T7316E	NNTMHPG4K0TK	6437
Phone Equipment	Nortel T7316E	NNTMHPG4K0WG	6439
Phone Equipment	Nortel T7316E	NNTMHPG4MGLT	6441
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTMDF01WLLW	6468
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTMDF01LP95	6492
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTMDF01M8V0	6494

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTMDF00GR6Y	6496
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTM84L01KY3	7011
Phone Equipment	Nortel WLAN Handset 6140	NNTMHHM600781536	7172
Phone Equipment	Avaya WLAN Handset 6140	NNTMHHM610925430	7264
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTMDF04FVMG	7266
Phone Equipment	Nortel i2004 IP Telephone NTDU92	NNTM84L0C7RG	7298
Phone Equipment	Avaya WLAN Handset 6140	NNTMHHM620977900	7325
Phone Equipment	Avaya WLAN Handset 6140	NNTMHHM620998797	7424
Phone Equipment	Nortel BCM400	NNTMRAC08743	6170
Printer	Star SP500	150031200094	2931
Printer	Okidata Microline 420	AE6A011733C0	5810
Printer	Brother HL-5250DN	U61444J7J271943	6074
Printer	Okidata Microline 490	AE86053221C0	6263
Printer	Okidata Microline 490	AE84030554C0	6277
Printer	Okidata Microline 490	AE8A023926C0	6333
Printer	Okidata Microline 490	AE8A023927C0	6334
Printer	HP OfficeJet Pro 8600 N911a	CN283BS1YF	7323
Projctor	InFocus LP750	2YW92101257	1158
Typewriter	Panasonic KX E700m	8FM10F39410	60
Typewriter	Panasonic KX E700m	8FM10F39416	150
Typewriter	IBM Selectric		418
Typewriter	Panasonic KX E700m		448
Typewriter	Panasonic KX E700m	51M09A02064	942
Shredder	Fellows/Powershred	CRC38225	n/a

Roll Call: yeas, unanimous

#2015-088 Approve Increase to Resolution #2015-043 - Approval to Purchase NewInternet Protocol (IP) Phone System and to Add the Technical Services Location to the Upgrade Plan

Ms. Hatch moved, Mr. Novak seconded to authorize the Chief Fiscal Officer to enter into a contract with various suppliers to provide an IP phone system server and related software, telephone handsets and other hardware needed to install an IP phone system at the Main Library, and TSD for additional amount not to exceed Nine Thousand Dollars (\$9,000) in the aggregate, that will also cover non-phone system expenses associated with changes to staff phone extensions.

Roll Call: yeas, unanimous

#2015-089 Revise FRAUD HOTLINE POLICY (2015-08-20 2012-04-19 Revised).

Mr. Kovach moved, Ms. Hatch seconded to revise the Fraud Hotline Policy to reflect the new phone extension 1(440)244-1192 x276 805.

Roll Call: yeas, unanimous

New Business Continued:

#2015-090 Revenue Budget Increase.

Mr. Dore moved, Mr. Kovach seconded to approve the following Revenue Budget increase in the amount of One Hundred and Eighty-One Thousand, Fifty-Four Dollars and Sixty-Eight Cents (\$181,054.68), in accordance with the first *Amended Official Certificate of Estimated Resources* from the Lorain County Budget Commission, dated July 21, 2015:

101 Fund Public Library Funds \$ 181,054.68

Roll Call: yeas, unanimous

#2015-091 Acceptance of Donations/Grants

Ms. Novak moved, Mr. Kovach seconded to accept donations/grants as follows: 6/2/15 The Friends of the Lorain Library – Various Programs \$ 2,900.00

Roll Call: yeas, unanimous

#2015-092 Approve Change of Hours at the North Ridgeville Branch Library

Ms. Tomas moved, Ms. Hatch seconded to approve opening the North Ridgeville Branch Library at 10:00 a.m. on Wednesdays, effective October 7, 2015.

Roll Call: yeas, unanimous

New Business Continued:

#2015-093 Approval for Release Time and Use of Funds for OLC Annual Conference

Mr. Kovach moved, Ms. Novak seconded to approve release time and expenditure of funds to allow staff and board members to attend the OLC Annual Conference from October 6-9, 2015 at the Duke Energy Convention Center in Cincinnati, Ohio.

	Units/ Person	Unit Cost	# Units/ Persons	Total
Registration (Full Convention and Expo)	1	\$170.00	15	\$2,550.00
Special Ticketed Events	2	\$45.00	15	\$1,350.00
Hotel Cost/Night (Includes 10% Occ. Tax)	3	\$150.00	15	\$3,375.00
Meal Allowance per day (4 Days Maximum)	4	\$35.00	15	\$2,100.00
Chartered Bus Travel*		\$266.67	15	\$4,000.00
Parking	4	\$30.00	15	\$120.00
TOTAL				\$13,495.00

AVERAGE COST PER PERSON

\$899.67

*56 Passenger vehicle cost to be shared with other libraries

**Attendance at ticketed events reduces the cost of per day meal allowance

Roll Call: yeas, unanimous

#2015-094 Resolutions Requesting the County Auditor to Certify and the Lorain City School District, Lorain County, Ohio to Submit to the Electors of the School District the Question of Levy for Current Operating Expenses of the Lorain Public Library System

Ms. Novak moved, Mr. Kovach seconded to request the County Auditor and the Lorain City School District to submit to the Electors of the School District the question of Levy for Current Operating Expense of the Lorain Public Library System.

RESOLUTION REQUESTING THE LORAIN COUNTY AUDITOR TO CERTIFY THE CURRENT ASSESSED VALUATION OF THE LORAIN CITY SCHOOL DISTRICT, LORAIN COUNTY, OHIO AND THE AMOUNT TO BE GENERATED DURING THE FIRST YEAR OF COLLECTION OF A RENEWAL WITH AN INCREASE TAX LEVY FOR CURRENT EXPENSES OF THE LORAIN PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.25)
Renewal with an Increase Library Operating Levy

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the Lorain City School District, Lorain County, Ohio (the "School District"), the question of a renewal with an increase tax levy for current expenses of the Library.

WHEREAS, the Library is currently levying a five (5) year four and eight hundredths (4.08) mill current expense levy approved by the voters of the School District on May 3, 2011 and first placed on the tax list and duplicate in 2011 for tax collection years 2012-2016 (the "Original Levy").

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

Section 1. The Lorain County Auditor is hereby requested to certify the current assessed valuation of the School District and the amount to be generated during the first year of collection of a renewal all of the Original Levy with an increase of one and eighty-seven hundredths (1.87) mills for the benefit of the Library at a total rate not exceeding five and ninety-five hundredths (5.95) mills for each one dollar of valuation, which amounts to fifty-nine and one-half cents (\$0.595) for each one hundred dollars of valuation, for current expenses of the Library for five (5) years, commencing in 2016, first due in calendar year 2017.

Section 2. The Secretary of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Lorain County Auditor for certification for the March 15, 2016 election.

Section 3. 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 Ohio Revised Code Section 121.22.

AND

RESOLUTION REQUESTING THE LORAIN CITY SCHOOL DISTRICT, LORAIN COUNTY, OHIO TO SUBMIT TO THE ELECTORS OF THE SCHOOL DISTRICT THE QUESTION OF A RENEWAL WITH AN INCREASE TAX LEVY FOR CURRENT EXPENSES OF THE LORAIN PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.23, 5705.25)
Renewal with an Increase Library Operating Levy

WHEREAS, the Lorain County Auditor has certified that the above-referenced tax will generate \$_____ during the first year of collection, based on the current assessed valuation of the Lorain City School District, Lorain County, Ohio (the "School District") of \$_____.

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

Section 1. It is hereby found, determined, declared and recited, that (a) the Library was established prior to September 4, 1947, by resolution passed by the Board of Education of the School District as a free public library to serve the School District; and (b) this Board wishes to initiate proceedings for the submission to the electors of the School District the question of the renewal with an increase tax levy for current expenses of the Library.

Section 2. It is hereby found, determined and declared that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and it is necessary to levy a renewal with an increase tax in excess of such limitation for current expenses of the Library, such renewal with an increase tax levy to renew all of the four and eight hundredths (4.08) mill levy approved by the voters of the School District on May 3, 2011, with an increase of one and eighty-seven hundredths (1.87) mills.

Section 3. This Board hereby requests the Board of Education of the School District to pass a resolution under Ohio Revised Code Section 5705.25 and other applicable provisions of law to submit to the electors of the School District at an election to be held therein on March 15, 2016, the question of such renewal with an increase tax levy for current expenses of the Library. The Library shall reimburse the School District for costs of the election as certified by the Board of Elections of Lorain County.

Section 4. Such renewal with an increase tax levy shall be at a rate not exceeding five and ninety-five hundredths (5.95) mills for each one dollar of valuation, which amounts to fifty-nine and one-half cents (\$.595) for each one hundred dollars of valuation, for five (5) years.

Section 5. Such renewal with an increase tax levy shall be placed upon the tax list and duplicate for the current tax year, commencing in 2016, first due in calendar year 2017, if a majority of the electors voting thereon vote in favor thereof.

Section 6. 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 the School District and for the residents of the School District.

Section 7. The Secretary of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Board of Education of the School District.

Section 8. 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 Ohio Revised Code Section 121.22.

Roll Call: yeas, unanimous

New Business Continued:

#2015-095 Resolution Requesting The City of Sheffield Lake to Request Auditor Certification and Submission of a Levy

Mr. Kovach moved, Ms. Hatch seconded to request the City of Sheffield Lake to request auditor certification and submission of a levy.

RESOLUTION REQUESTING THE CITY COUNCIL OF THE CITY OF SHEFFIELD LAKE, LORAIN COUNTY, OHIO, TO REQUEST THAT THE LORAIN COUNTY AUDITOR CERTIFY THE CURRENT TAX VALUATION OF THE CITY OF SHEFFIELD LAKE, LORAIN COUNTY, OHIO AND THE DOLLAR AMOUNT OF REVENUE TO BE GENERATED BY A RENEWAL WITH AN INCREASE TAX LEVY; AND TO SUBMIT TO THE ELECTORS OF THE CITY THE QUESTION OF A RENEWAL WITH AN INCREASE TAX LEVY FOR CURRENT OPERATING EXPENSES OF THE DOMONKAS BRANCH OF THE LORAIN PUBLIC LIBRARY; AND AUTHORIZING THE EXECUTION OF AN AGREEMENT RELATING TO THE DOMONKAS BRANCH OF THE LORAIN PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.19(D), 5705.25)
Renewal with an Increase Library Operating Levy

WHEREAS, the City of Sheffield Lake, Ohio (the "City") is currently levying a two and two tenths (2.20) mill levy for the purpose of current operating expenses of the Domonkas Branch of the Lorain Public Library, approved by the electors of the City and first placed on the tax list and duplicate in 2011 for Tax Collection Years 2012-2016 (the "Original Levy"); and

WHEREAS, this Board wishes to request that the City Council of the City initiate proceedings for the submission to the electors of the City the question of a renewal of the Original Levy with an increase for current operating expenses of the Domonkas Branch of the Lorain Public Library.

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

Section 1. It is hereby found, determined, declared and recited, that (a) the Lorain Public Library was established prior to September 4, 1947 by a resolution passed by the Board of Education of the Lorain City School District, Lorain County, Ohio as a free public library; (b) the Domonkas Branch of the Lorain Public Library has been established as a free public library to serve the City; and (c) this Board wishes to initiate proceedings for the submission to the electors of the City the question of a renewal with an increase tax levy for current operating expenses of the Domonkas Branch of the Lorain Public Library, which is located in the City.

Section 2. It is hereby found, determined, and declared that the amount of taxes which may be raised within the ten-mill limitation by levying on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Domonkas Branch of the Lorain Public Library, and it is necessary to levy a renewal with an increase tax in excess of such limitation for current expenses of the Domonkas Branch of the Lorain Public Library, for a period of five (5) years.

Section 3. The City Council of the City is hereby requested to request that the Lorain County Auditor certify the current tax valuation of the City and the dollar amount to be generated by renewal of the Original Levy with an increase of seventy-three hundredths (0.73) mills for the benefit of the Library, at a total rate not exceeding two and ninety-five hundredths (2.95) mills for each one dollar of valuation, which amounts to twenty-nine and one-half cents (\$.295) for each hundred dollars of valuation, for the purpose of current operating expenses of the Domonkas Branch of the Lorain Public Library.

Section 4. This Board hereby requests that the City Council of the City adopt an ordinance under the provisions of the City Charter and other applicable provisions of law, including Ohio Revised Code Section 5705.25, to submit to the electors of the City at an election to be held therein on March 15, 2016, the question of such renewal with an increase tax levy for current operating expenses of the Domonkas Branch of the Lorain Public Library. The Library shall reimburse the City for costs of the election as certified by the Board of Elections of Lorain County.

Section 5. Such renewal with an increase tax levy shall be placed upon the tax list and duplicate in the current tax year, commencing in 2016, first due in calendar year 2017, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the levy of the renewal with an increase tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the City and for the residents of the City.

Section 7. Pursuant to Ohio Revised Code Section 3375.42, this Board hereby finds and determines it to be necessary to enter into an agreement (the "Agreement") with the City relating to the operation of the Domonkas Branch of the Library and to the use of the proceeds of the renewal with an increase tax levy to be voted on by the electors as contemplated in this resolution and of other funds available for the operation of the Domonkas Branch of the Library.

Section 8. 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 9. The President and 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 10. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the City Council of the City.

Section 11. 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

#2015-096 Agreement Between The Library and The City of Sheffield Lake

Ms. Tomas moved, and Mr. Kovach seconded the following agreement:

WHEREAS, the Library provides free public library service to the people of the City; and

WHEREAS, pursuant to Ohio Revised Code Section 3375.42, the Library and the City are desirous of entering into an agreement, pursuant to which agreement the Library will operate and pay the current operating expenses of the Domonkas Branch of the Library and provide library service to all inhabitants of the City on equal terms without cost to the City and pursuant to which the Library will receive for such purpose all funds derived from an operating tax levy passed for such purpose as a supplemental revenue to the Library.

NOW THEREFORE, in consideration of the mutual covenants herein contained, it is mutually agreed by and between the parties as follows:

1. The City agrees to submit, on the ballot at the March 15, 2016 election, the question of a renewal with an increase tax levy within the City at a rate not exceeding two and ninety-five hundredths (2.95) mills for each one dollar of valuation, which amounts to twenty-nine and one-half cents cents (\$0.295) for each one hundred dollars of valuation, for five (5) years (the "Tax Levy") for the purpose of paying the current operating expenses of the Domonkas Branch of the Library. The Library shall reimburse the City for costs of the election as certified by the Board of Elections of Lorain County, and legal fees associated with the election.

2. The City shall appropriate and pay to the Library each year funds derived from any tax levy heretofore or hereafter passed for the purpose of paying the current operating expenses of the Library, including the Tax Levy. The Library shall use all funds raised and paid to the Library from the collection of the Tax Levy for the current operating expenses of the Domonkas Branch of the Library. The Library shall not alter the allocation of revenues other than the Tax Levy in the budget of the Domonkas Branch of the Library as a result of any moneys received from the Tax Levy to be used for the current operating expenses of the Domonkas Branch of the Library.

3. The Library will provide library service to all inhabitants of the City without cost to the City during the effective period of this Agreement.

4. The Library will provide to the City each year during the effective period of this Agreement an annual report in writing as referred to in Ohio Revised Code Section 3375.42 that itemizes the expenditure of the moneys derived from the Tax Levy.

5. The Library and the City agree that any equipment or materials purchased by the Library from the moneys derived from the Tax Levy shall remain the property of the Library for use within the City by the Domonkas Branch of the Library.

6. In the event that the Library shall consolidate with or transfer all of its assets to another public library system governed by the provisions of Ohio Revised Code Chapter 3375, the rights and obligations of the Library under this Agreement shall inure to and become the rights and obligations of the resulting public library system for the benefit of the branch or branches of the resulting public library system located in the City.

7. This Agreement will be effective from the date of its execution and shall continue to be effective throughout the duration of the Tax Levy, unless the voters of the City shall have failed to pass an operating tax levy for the current operating expenses of the Domonkas Branch of the Library between the date of this Agreement and March 15, 2016, in which case this Agreement will terminate on March 16, 2016.

Roll Call: yeas, unanimous

#2015-097 Resolution Requesting The City of Avon to Request Auditor Certification and Submission of a Renewal Tax Levy

Ms. Novak moved, and Mr. Kovach seconded to request the City of Avon to request auditor certification and submission of a renewal tax levy.

RESOLUTION REQUESTING THE CITY COUNCIL OF THE CITY OF AVON, LORAIN COUNTY, OHIO, TO REQUEST THAT THE LORAIN COUNTY AUDITOR CERTIFY THE CURRENT TAX VALUATION OF THE CITY OF AVON, 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 CITY THE QUESTION OF A RENEWAL TAX LEVY FOR CURRENT OPERATING EXPENSES OF THE AVON BRANCH OF THE LORAIN PUBLIC LIBRARY; AND AUTHORIZING THE EXECUTION OF AN AGREEMENT RELATING TO THE AVON BRANCH OF THE LORAIN PUBLIC LIBRARY.

(R.C. Sections 5705.03, 5705.19(D), 5705.25)
Renewal Library Operating Levy

WHEREAS, the City of Avon, Ohio (the "City") is currently levying a one and two tenths (1.20) mill levy for the purpose of current operating expenses of the Avon Branch of the Lorain Public Library, approved by the electors of the City and first placed on the tax list and duplicate in 2011 for Tax Collection Years (2012-2016) (the "Original Levy"); and

WHEREAS, this Board wishes to request that the City Council of the City initiate proceedings for the submission to the electors of the City the question of a renewal of the Original Levy for current operating expenses of the Avon Branch of the Lorain Public Library.

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

Section 1. It is hereby found, determined, declared and recited, that (a) the Lorain Public Library was established prior to September 4, 1947 by a resolution passed by the Board of Education of the Lorain City School District, Lorain County, Ohio as a free public library; (b) the Avon Branch of the Lorain Public Library has been established as a free public library to serve the City; and (c) this Board wishes to initiate proceedings for the submission to the electors of the City the question of a renewal tax levy for current operating expenses of the Avon Branch of the Lorain Public Library, which is located in the City.

Section 2. It is hereby found, determined, and declared that the amount of taxes which may be raised within the ten-mill limitation by levying on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Avon Branch of the Lorain Public Library, and it is necessary to levy a renewal tax in excess of such limitation for current expenses of the Avon Branch of the Lorain Public Library, for a period of five (5) years.

Section 3. The City Council of the City is hereby requested to request that the Lorain County Auditor certify the current tax valuation of the City and the dollar amount to be generated by renewal of the Original Levy for the benefit of the City of Avon, Lorain County, Ohio, at a total rate not exceeding one and two tenths (1.20) mills for each one dollar of valuation, which amounts to twelve cents (\$0.12) for each hundred dollars of valuation, for the purpose of current operating expenses of the Avon Branch of the Lorain Public Library.

Section 4. This Board hereby requests that the City Council of the City adopt an ordinance under the provisions of the City Charter and other applicable provisions of law, including Ohio Revised Code Section 5705.25, to submit to the electors of the City at an election to be held therein on March 15, 2016, the question of such renewal tax levy for current operating expenses of the Avon Branch of the Lorain Public Library. The Library shall reimburse the City for costs of the election as certified by the Board of Elections of Lorain County.

Section 5. Such renewal tax levy shall be placed upon the tax list and duplicate in the current tax year, commencing in 2016, first due in calendar year 2017, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the levy of the renewal tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the City and for the residents of the City.

Section 7. Pursuant to Ohio Revised Code Section 3375.42, this Board hereby finds and determines it to be necessary to enter into an agreement (the "Agreement") with the City relating to the operation of the Avon Branch of the Library and to the use of the proceeds of the renewal tax levy to be voted on by the electors as contemplated in this resolution and of other funds available for the operation of the Avon Branch of the Library.

Section 8. 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 9. The President and 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 10. The Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the City Council of the City.

Section 11. 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

#2015-098 Agreement Between The Library and The City of Avon

Mr. Kovach moved, and Ms. Hatch seconded the following agreement:

WHEREAS, the Library provides free public library service to the people of the City; and

WHEREAS, pursuant to Ohio Revised Code Section 3375.42, the Library and the City are desirous of entering into an agreement, pursuant to which agreement the Library will operate and pay the current operating expenses of the Avon Branch of the Library and provide library service to all inhabitants of the City on equal terms without cost to the City and pursuant to which the Library will receive for such purpose all funds derived from an operating tax levy passed for such purpose as a supplemental revenue to the Library.

NOW THEREFORE, in consideration of the mutual covenants herein contained, it is mutually agreed by and between the parties as follows:

1. The City agrees to submit, on the ballot at the March 15, 2016 election, the question of a renewal tax levy within the City at a rate not exceeding one and two tenths (1.20) mills for each one dollar of valuation, which amounts to twelve cents (\$0.12) for each one hundred dollars of valuation, for five (5) years (the "Tax Levy") for the purpose of paying the current operating expenses of the Avon Branch of the Library. The Library shall reimburse the City for costs of the election as certified by the Board of Elections of Lorain County, and legal fees associated with the election.

2. The City shall appropriate and pay to the Library each year funds derived from any tax levy heretofore or hereafter passed for the purpose of paying the current operating expenses of

the Library, including the Tax Levy. The Library shall use all funds raised and paid to the Library from the collection of the Tax Levy for the current operating expenses of the Avon Branch of the Library. The Library shall not alter the allocation of revenues other than the Tax Levy in the budget of the Avon Branch of the Library as a result of any moneys received from the Tax Levy to be used for the current operating expenses of the Avon Branch of the Library.

3. The Library will provide library service to all inhabitants of the City without cost to the City during the effective period of this Agreement.

4. The Library will provide to the City each year during the effective period of this Agreement an annual report in writing as referred to in Ohio Revised Code Section 3375.42 that itemizes the expenditure of the moneys derived from the Tax Levy and other detailed financial information as required by the City and as requested by the City Finance Director for preparation of the City's annual budget.

5. The Library and the City agree that any equipment or materials purchased by the Library from the moneys derived from the Tax Levy shall remain the property of the Library for use within the City by the Avon Branch of the Library.

6. In the event that the Library shall consolidate with or transfer all of its assets to another public library system governed by the provisions of Ohio Revised Code Chapter 3375, the rights and obligations of the Library under this Agreement shall inure to and become the rights and obligations of the resulting public library system for the benefit of the branch or branches of the resulting public library system located in the City.

7. This Agreement will be effective from the date of its execution and shall continue to be effective throughout the duration of the Tax Levy, unless the voters of the City shall have failed to pass an operating tax levy for the current operating expenses of the Avon Branch of the Library between the date of this Agreement and March 15, 2016, in which case this Agreement will terminate on March 16, 2016.

Roll Call: yeas, unanimous

#2015-099 Approve Contract with Williams Brothers Builders, Inc. for Concrete Replacement in the Parking Lot of the Main Library

Mr. Kovach moved, Ms. Novak seconded to authorize the Chief Fiscal Officer to enter into a contract with Williams Brothers Builders, Inc. to replace sixteen sections of six-inch, parking-lot concrete at the Main Library, for an amount not to exceed Ten Thousand, Two Hundred and Fifty Dollars (\$10,250).

Roll Call: yeas, unanimous

New Business Continued:

#2015-100 Approve Contracts with Arkinetics and Williams Brothers Builders, Inc. for Room Addition at the North Ridgeville Branch Library

Ms. Tomas moved, Mr. Kovach seconded to authorize the Chief Fiscal Officer to enter into contracts with Arkinetics and Williams Brothers Builders, Inc. to design and construct a new meeting room at the North Ridgeville Branch Library, for a total cost not to exceed Forty-Nine Thousand, Four Hundred Dollars (\$49,400) of which amount Seven Thousand, Six Hundred Dollars (\$7,600) for design, specification and plans through Arkinetics, and Forty-One Thousand, Eight Hundred Dollars (\$41,000) for construction by Williams Brothers Builders, Inc.

Roll Call: yeas, unanimous

#2015-101 Approve Contract with Wadsworth Northeast to Replace the HVAC Control System at the South Branch Library

Mr. Kovach moved, Ms. Hatch seconded to authorize the Chief Fiscal Officer to enter into a contract with Wadsworth Northeast to design and install a new control system for the HVAC system at the South Branch Library, for a total cost not to exceed Thirteen Thousand, One Hundred and Eighty-One Dollars and Seventy-Five Cents (\$13,181.75).

Roll Call: yeas, unanimous

#2015-102 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Kovach moved, Ms. Novak seconded at 6.08 p.m. to approve adjourning to Executive Session to discuss non-bargaining unit salaries.

Roll Call: yeas, unanimous

Reconvened: 7:28 p.m.

#2015-103 Approval of Compensation adjustment for Assistant Director.

Mr. Virden moved, Mr. Kovach seconded to increase the annualized salary of the Assistant Director by \$5,000 starting with the current pay period, based upon the Board's extensive research of comparable salaries for Assistant Directors at similarly-sized libraries throughout the State of Ohio.

Board of Trustees
August 20, 2015

0081-2015

Other Agenda Items

Next Meeting

Board of Trustees, Regular Business Meeting
September 17, 2015 at 5 p.m.
Avon Branch Library

Adjournment Time: 7:30 p.m.

Attest:

Ed Fwach, President

Susan J Hatch, Secretary