

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, February 18, 2016
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: Mr. Dore, Ms. Hatch, Mr. Kovach, Ms. Novak, Mr. Virden (5:08 P.M.),

Oath of Office

Dr. Gloria Badillo – new term of office – was issued the Oath of Office

Regular Business

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

#2016-017 Approval of Minutes

Mr. Dore moved, Ms. Novak seconded that the minutes of the January 21, 2016, meeting be approved.

Roll Call: yeas, unanimous

#2016-018 Approval of Fiscal Officer's Report

Mr. Dore moved, Ms. Novak seconded that the Fiscal Officer's Report for the month ending January 31, 2016, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of January 31, 2016, was \$9,089,968. Of the January month end cash balance, \$7,406,807 was in Operating/Governmental Funds, of which \$6,036,308 was unencumbered. Revenues for the month totaled \$375,667 which represented 4.1% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$514,330 which represented 5.8% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$1,910,449 or about 21.7% of the *estimated* annual expenses for 2016. The unencumbered cash balance as of January 31, 2016, was \$7,693,849.

Report of the Fiscal Officer *(continued)*:

Correspondence & Public Record's Request

None

Other

Mr. Wilson has been busy with levy committee meetings. He is also working with managers regarding new copier vendors. There will be side by side comparisons and decisions made after March 15, 2016.

Roll Call: yeas, unanimous

Mr. Virden arrived at 5:08 p.m.

Report of the Director

Ms. Eldridge welcomed everyone to the Avon Branch and thanked the Avon Friends for providing refreshments for the meeting this evening.

Board/Personnel

New board member orientation is scheduled with Dr. Gloria Badillo for February 19th and 26th, 2016.

Community Events/Library Programs

Ohio Library Council (OLC) is hosting its Library Trustee Workshop on Saturday, March 19, 2016, from 9:30 a.m. to 3:30 p.m. at Westerville Public Library. Dr. Badillo has been advised that if she would like to attend expenses would be paid by the library.

Ms. Eldridge advised there will be no bus provided for the OLC Legislative Day on April 13, 2016, in Columbus due to attention given to the three levy campaigns. Ms. Eldridge stated she would forward information to any board member interested in attending.

On February 15, 2016, The Citizens Committee for the Lorain Library Levy hosted the movie "Selma" at the Lorain Palace Civic Center. The event had a positive response and was well attended.

Ms. Eldridge will receive the N.A.A.C.P. "Living Black History Honoree" award on February 20, 2016.

Professional Relations

Ms. Hayes expressed that January was a good month for press coverage for the library.

Assistant Directors Report

SEIU 1199

Ms. Whitney thanked SEIU District 1199 for their contributions and endorsements of the Levy Committees.

Ms. Whitney gave a power point presentation on Ohio Open Meeting Act as requested by the Board.

Committee Reports

Finance, Audit and Properties Committee

None

Library Services and Personnel Committee

None

Fraud Hotline

None

Communications

None

Audience Participation

Supervisors

Ms. Kelly welcomed everyone to the Avon Branch. Ms. Kelly commented that all renovations have been completed. Ms. Kelly is managing arrangements to pass the levy. There were great programs offered in January and good publicity coverage for those programs.

Friends of the Library

Avon Friends last met on January 7, 2016. They will host their Adult Art Show in March and their Teen Art Show in April. They will be providing lunch for staff during National Library Week again.

Columbia Friends last meeting was February 17, 2016. Their first book sale will be held in April.

Audience Participation (*Friends continued*):

Domonkas Friends next meeting is March 8, 2016. The “March Madness” book cart sale will be held on March 18 – 22, 2016. “Pi” day featuring home-made pies will be held on March 14, 2016. They will be hosting the Friends Exchange on April 22, 2016, from 10 a.m. – 1 p.m.

North Ridgeville Friends last meeting was January 16, 2016. Their next meeting will be held on April 4, 2016. The book sale netted \$3,222.24 and membership fees netted \$420.

Lorain Friends annual meeting was February 14, 2016.

Foundation

None

New Business

#2016-019 Approval of Personnel Appointments

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

- Jennifer Workman, Library Aide-Floater, Public Services TSD/System-Wide Floater position, part-time, effective February 1, 2016, at an hourly rate of \$8.100 per hour, grade UA, step 2.
- Danielle Montanaro, Library Aide, Public Services at the Main Library, part-time, effective February 1, 2016, at an hourly rate of \$8.100 per hour, grade UA, step 2.
- Erin Zan, Library Assistant, Public Services at the North Ridgeville Branch, part-time, effective February 1, 2016, at an hourly rate of \$11.961 per hour, grade UE, step 1.

Roll Call: yeas, unanimous

New Business (continued):

#2016-020 Approval of 2016 Permanent Budget Revenues – General and Levy Funds

Ms. Novak moved, Mr. Dore seconded to approve the permanent budget revenues for the general and levy funds for 2016:

2015		GEN FUND	LORAIN LEVY	AVON LEVY	DOM LEVY	NR LEVY	COL LEVY	TOTAL
1100	PUBLIC LIBRARY FUND	\$4,062,277						\$4,062,277
1200	TAX LEVIES	-	\$2,269,775	\$452,750	\$324,612	\$1,298,937	\$372,544	4,718,618
3000	FINES, FEES, ETC.	127,000						127,000
4000	INTEREST ON INVEST	5,987	3,400	1,331	519	3,798	555	15,590
5000	CONTRACTS/OTHER ENT	-						-
6000	GIFTS/BEQUESTS	1,000						1,000
8000	SALES/REFUNDS/MISC.	6,600						6,600
9000	FUND TRANSFERS		668,681	192,698	83,060	268,006	68,552	1,280,997
TOTAL EST. REVENUE		\$4,202,864	\$2,941,856	\$646,779	\$408,191	\$1,570,741	\$441,651	\$10,212,082

Roll Call: yeas, unanimous

#2016-021 Approval of 2016 Permanent Budgeted Revenues – Other Funds

Mr. Virden moved, Ms. Hatch seconded to approve the permanent budget revenues for other funds for 2016:

Fund No.	Fund Name	Account Name	Amount
203	Summer Reading	Contributions	\$ 15,000
204	Family Read Aloud	Contributions	
215	Book/Memorial Fund	Interest on Investments	
		Contributions	2,859
		Contributions Avon	1,000
		Contributions Columbia	1,000
		Contributions Domonkas	1,000
		Contributions N. Ridgeville	1,000
		Contributions South	1,000
401	Building & Repair Fund	Interest on Investments	1,250
451	Capital Improvements Fund	Interest on Investments	250
701	Hageman Trust Fund	Interest on Investments	100
		Contributions	27,000
702	Stocker Trust Fund	Interest on Investments	15
801	Kurtz/Male	Interest on Investments	1
803	Domonkas Trust	Interest on Investments	25
901	HRA Fund	Employee HRA Contributions	15,000
TOTAL			\$ 66,500

Roll Call: yeas, unanimous

New Business (*continued*):

#2016-022 Approval of 2016 Permanent Appropriations Budget

Ms. Novak moved, Mr. Virden seconded to approve the 2016 Permanent Appropriations Budget as follows:

Fund	Name	Amount	
101	General Fund	\$ 4,271,864	
110	N Ridgeville	1,835,417	
112	Avon	706,956	
120	Columbia	448,511	
122	Domonkas	483,791	
130	Lorain	3,430,005	\$ 11,176,544
203	Summer Reading	24,739	
205	Project Lite	-	
215	Book Memorial	100,000	
401	Building & Repair	405,000	
451	Capital Improvement	8,000	
701	Hageman	20,600	
702	Stocker Trust	5,000	
803	Domonkas Trust	40,000	
901	HRA Fund	14,454	
Total		\$ 11,794,337	

Roll Call: yeas, unanimous

#2016-023 Acceptance of Donations/Grants

Mr. Dore moved, Ms. Hatch seconded to accept donations/grants as follows:

The Foundation of the Lorain Public Library System – Summer Reading Program
\$15,000.00

Roll Call: yeas, unanimous

#2016-024 Approve Increase to Contract with Recorded Books for Zinio Magazine Service from Resolution #2016-015

Ms. Hatch moved, Ms. Novak seconded to increase the contract with Recorded Books to provide Zinio digital magazines platform and content from 2/1/2016 to 1/31/2017 for an additional \$4,000, for a total of Twelve Thousand Dollars (\$12,000.00).

Roll Call: yeas, unanimous

New Business (*continued*):

#2016-025 Resolution of Appreciation for Avon High School Student Volunteers

Mr. Dore moved, Ms. Novak seconded the following resolution of appreciation:

WHEREAS, Avon High School students and staff members have shared their time and talents helping to further the mission of the Lorain Public Library System to support lifelong learning throughout Lorain County; and

WHEREAS, Avon High School students have provided numerous volunteer hours to the Avon Branch Library; and

WHEREAS, the football team promoted reading through participation in Football Reading Buddies at the Avon Branch Library, and

WHEREAS, the Tech Club faculty and students prepared and presented coding classes at the Avon Branch Library; and

WHEREAS, the Robotics Club presented Robotics demonstrations at the Avon Branch Library; and

WHEREAS, Avon High School faculty promoted and participated in the College Test Prep program at the Avon Branch Library, and

THEREFORE, BE IT RESOLVED that the Lorain Public Library System recognizes the Avon High School students and faculty for invaluable contributions to the Avon Branch Library and looks forward to many fruitful partnership opportunities in the years to come.

Roll Call: yeas, unanimous

#2016-026 Approval to Enter into Executive Session to Discuss Personnel Matters.

Ms. Novak moved, Mr. Dore seconded at 5:38 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:23 p.m.

X. Other Agenda Items

Board of Trustees
February 18, 2016

0018-2016

XI. Next Meeting

March 3, 2016, at 5 p.m.
Library Services and
Personnel Committee Meeting
Lorain Main Library

Board of Trustees, Regular Business Meeting
March 17, 2016, at 5 p.m.
South Branch Library

XII. Adjournment

Time: 6:24 p.m.

Attest:

Edwin A. Kovach, President

James A. Vile, Secretary **VICE PRESIDENT**