

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, May 19, 2016
5:00 p.m. Columbia Branch, 13824 W. River Road N., Columbia Station, OH
Regular Business Meeting

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

Roll Call

Present: Dr. Badillo (*5:07 p.m.*), Mr. Dore, Ms. Hatch, Mr. Kovach, Ms. Novak,
Ms. Tomas (*5:14 p.m.*)

Regular Business

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

#2016-052 Approval of Minutes

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

Roll Call: yeas, unanimous

Dr. Badillo arrived at 5:07 p.m.

#2016-053 Approval of Fiscal Officer's Report

Ms. Hatch moved, Ms. Novak seconded that the Fiscal Officer's Report for the month ending April 30, 2016, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of April 30, 2016, was \$10,332,151. Of the April month end cash balance, \$8,665,858 was in Operating/Governmental Funds, of which \$7,538,394 was unencumbered. Revenues for the month totaled \$3,796,910 which represented 42% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$2,693,391 which represented 30.3% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$3,845,326 or about 43.3% of the *estimated* annual expenses for 2016.

Report of the Fiscal Officer *(continued)*:

Correspondence & Public Record's Request

A letter from the Zellers was received and included in the board packet.

Agenda

Two personnel appointments were added to tonight's agenda.

Training

Mr. Wilson and Sheila Lanning attended the Spring Ohio Library Fiscal Officers Association meeting at the North Canton Public Library on April 29, 2016.

Administrative Clerk/Central Supply Debbie Leyva and Sheila Lanning will be attending a training program on inventory control and cycling counting on June 9, 2016.

Mr. Wilson will attend the Ohio Association of Public Treasurer's training in June. Sheila Lanning will represent the Fiscal Office at the June Board Meeting.

Ms. Tomas arrived at 5:14 p.m.

Report of the Director

Ms. Eldridge welcomed everyone to the Columbia Branch and encouraged everyone to take a minute to look around at the recent changes and improvements. Ms. Eldridge thanked Columbia Friends and Mr. Kovach for providing refreshments this evening.

Ms. Eldridge reminded the board of the date for next year's OLC Legislative Day on March 29, 2017.

On September 23, 2016, a Candidates Forum will be held at the Oberlin Public Library.

Board/Personnel

The Director Recruitment and selection process has begun.

Community Events/Library Programs

The library levy de-briefings at Avon, Lorain and Sheffield Lake have taken place.

Ms. Eldridge attended Dr. Roy Church's Gala Celebration on April 26, 2016.

Ms. Eldridge attended the South Lorain Branch Library Oral History Project Reception on May 7, 2016.

Report of the Director (*Community Events/Library Programs*) **continued:**

Ms. Eldridge attended the Lorain County Metro Parks Sunset Terrace Tasting on May 12, 2016.

Ms. Eldridge attended the Laptop Lab Celebration hosted by the Columbia Community Foundation on May 14, 2016.

There will be a Library Night at the Crushers game held August 19, 2016. When you show your library card, you will get a discount.

Ms. Eldridge attended the Foundation meeting on May 16, 2016.

On June 16, 2016, The Foundation of the Lorain Policy System, Inc. and other organizations will host The Lorain County Chamber of Commerce Jet Express excursion.

Press Coverage/Public Relations

2015 Annual Report is on the library's website.

Statistics

A 2015 Statistical Comparison Summary was included with today's Final Agenda. The registered borrowers were updated to more precisely display the active registered borrowers. An additional column was added to reflect the funds that are spent in the local community by TSD.

Donations

Lorain Friends donated \$1,325.

Assistant Directors Report

Ms. Whitney reported that per Article X, Section B of the Collective Bargaining Agreement a new salary scale became effective the first full pay of April 2016, for bargaining unit employees. There was an inquiry by Jim. Leonard regarding one individual. He will receive a response next week as the inquiry is just a misunderstanding regarding the increase in the pay scale not individual pay.

Assistant Directors Report continued:

Labor Management met on May 4, 2016, and will meet again in July.

The Friends Exchange had many favorable remarks on the event.

New Staff Orientation was attended by nine new staff members.

Ms. Whitney attended her first CLEVNET Directors Meeting.

North Ridgeville Friends received a \$2,500 grant from the Corn Festival Committee that is designated for new furniture in the Quiet Reading Room at North Ridgeville.

Ms. Whitney and Susan Spivey attended a breakfast at Columbia High School. Many of the speakers mentioned the library and upcoming events.

Ms. Whitney attended an Employment Law update sponsored by Benesch. Session topics included handling employee complaints and changes in FLSA.

Ms. Whitney presented at the New Supervisors Academy for NEO-RLS as part of a panel discussion.

Other events Ms Whitney attended were the United Way and Community Foundation grant information; Lorain County Superintendent Summit, and Cleveland Clinic Avon Hospital Advisory Board meeting.

Committee Reports

Finance, Audit and Properties Committee

The Committee last met on May 11, 2016, at South Branch. Mr. Wilson reviewed the budget process. The design process for HVAC was assessed. The General Fund Transfer was reviewed. The Columbia Branch Lease renewal was discussed. The Committee discussed the sale of the bookmobile.

Library Services and Personnel Committee

Three proposals were received regarding the search for a new Director.

Fraud Hotline/Communications

The Zeller letter was included in the board packet.

Audience Participation

Supervisors

Ms. Spivey welcomed everyone to the Columbia Branch. Ms. Spivey encouraged board members to take a look around at the reading room and new Laptop Lab area. Ms. Spivey is busy focusing on summer programs. The new walking trail will go along with the summer reading programs theme, "Exercise your Mind". Columbia Branch is also going to start a walking club. Ms. Spivey thanked the Columbia Friends and Mr. Kovach for tonight's refreshments.

Friends of the Library

Avon Friends next meeting will be in September. They will be involved in the Duct Tape Parade. They recently sponsored the Student Art Show.

At the Columbia Friends Senior Breakfast coupons were handed out for a free book at the next book sale.

Domonkas Friends fall book sale dates will be changing due to a conflict in the schedule. The Friends members are beginning preparation for the May book sale which begins next week.

Lorain Friends netted \$2471.40 at the last book sale. The last meeting was April 26, 2016. They will have a Christmas book sale during Waterfront Winterfest in November 25-26, 2016. On September 7, 2016, they will host a retirement luncheon for Ms. Eldridge.

North Ridgeville Friends last book sale in April netted \$2500. Amazon sales have been discontinued.

New Business

#2016-054 Approval of Personnel Appointments

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

- Sara Goodman, Student Library Aide, Public Services at the Main Library, part-time, effective May 9, 2016, at an hourly rate of \$8.100 per hour, grade EA.
- Kari Mariner, Library Associate I, Public Services at the North Ridgeville Branch Library, part-time, effective June 6, 2016, at an hourly rate of \$16.005 per hour, grade UH, step 1.
- Helena Flasher, Student Library Aide, in the Outreach Department, temporary-part-time, effective May 18, 2016, at an hourly rate of \$8.100 per hour, grade EA.

Roll Call: yeas, unanimous

New Business continued:

#2016-055 Approval of 2017 Proposed Budget

Ms. Novak moved, Ms. Hatch seconded to approve the 2017 Proposed Budget in the following amounts:

General Fund	\$ 4,150,948
Lorain Levy Fund	3,674,462
Avon Branch	738,716
Columbia Branch	467,585
Domonkas Branch	515,010
North Ridgeville Branch	1,730,323
Book Memorial	100,000
Building & Repair Fund	200,000
Capital Improvement Fund	8,000
Hageman Fund	20,600
Stocker Fund	5,000
HRA Fund	14,454
TOTAL PROPOSED	\$ 11,625,098

Roll Call: yeas, unanimous

#2016-056 Approval to Enter Into an Ohio Department of Job and Family Services, *Community Partner Agreement*, with Horizon Education Center

Ms. Novak moved, Ms. Badillo seconded to approve entering into an Ohio Department of Job and Family Services, *Community Partner Agreement*, with the Horizon Education Center, for book and storyteller services to be provided by the Outreach Department of the Library.

Roll Call: yeas, unanimous

#2016-057 Approve 2016-17 Healthcare Committee Benefit Plan Recommendations

Ms. Novak moved, Ms. Tomas seconded to approve 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 2016-17 employee health, dental, vision and life insurance programs, and to reduce employees' personal HRA contributions from \$8.03/\$16.06, to \$5.00/\$10.00 for the first two pay periods of each month.

Roll Call: yeas, unanimous

New Business continued:

#2016-058 Approval to Sell Surplus Bookmobile to Local Buyer

Ms. Tomas moved, Ms. Novak seconded to approve the sale of the bookmobile to a local buyer for One Thousand Dollars (\$1,000.00) or more.

Roll Call: yeas, unanimous

#2016-059 Approval to Enter into Executive Session to Discuss Personnel Matters.

Ms. Novak moved, Ms. Badillo seconded at 5:46 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:50 p.m.

#2016-060 Revision of Community Information Exchange Services Policy

Ms. Hatch moved, Ms. Novak seconded to revise the Community Information Exchange Services Policy as follows:

Petitions may not be displayed, distributed or circulated in library buildings ~~or on library property~~. The only exception will be petitions approved by the library related to ~~and approved by the~~ library purposes. The Library will allow petitions to be circulated on library property in designated areas away from front entrances.

Roll Call: yeas, unanimous

Other Agenda Items

Mr. Kovach asked Mr. Wilson about the status of the Columbia Branch lease agreement. Mr. Wilson stated that legal counsel at Bricker & Eckler is updating the lease and inserting changes such as the Library's taking on the snow removal responsibilities, parking lot striping and housing of Township computer/surveillance equipment. The revised lease will be prepared in time for passage at the June Board meeting.

Board of Trustees
May 19, 2016

0050-2016

Next Meeting

Regular Business Meeting of the Library Board
Thursday, June 16, 2016, at 5 p.m.
Main Library in Lorain

Adjournment

Time: 6:55 p.m.

Attest:

Edwin P. Kovach, President

James A. Vukobratovic, Secretary