

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, June 16, 2016
5:00 p.m. Main Library, 351 W. 6th St., Lorain, OH
Regular Business Meeting

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

Roll Call

Present: Dr. Badillo, Mr. Dore (*5:01 p.m.*), Ms. Hatch, Mr. Kovach, Ms. Novak, Mr. Virden

Regular Business

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

Mr. Dore arrived at 5:01 p.m.

#2016-064 Approval of Minutes

Ms. Novak moved, Mr. Virden seconded that the minutes of the May 19, 2016, and May 26, 2016 special meetings be approved.

Roll Call: yeas, unanimous

#2016-065 Approval of Fiscal Officer's Report

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

Ms. Lanning reported to the Board that the month end cash balance as of May 31, 2016, was \$9,915,331. Of the May month end cash balance, \$8,257,715 was in Operating/Governmental Funds, of which \$7,220,927 was unencumbered. Revenues for the month totaled \$4,166,547 which represented 46.1% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$3,479,847 which represented 39.2% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$4,540,647 or about 51.1% of the *estimated* annual expenses for 2016.

Report of the Fiscal Officer *(continued)*:

All of the first half property taxes have been collected.

Correspondence & Public Record's Request

none

Agenda

Two resolutions were added to the agenda for this evening.

Training

Administrative Clerk/Central Supply Debbie Leyva and Assistant Financial Officer Sheila Lanning attended a training program on inventory control and cycling counting on June 9, 2016.

Mr. Wilson is presently attending the Ohio Association of Public Treasurer's training.

Report of the Director

Ms. Eldridge welcomed everyone to the Main Branch. Ms. Eldridge thanked Megan Anderson and Ms. Whitney for helping with refreshments for this evening's board meeting.

Ms. Eldridge sent out invites to board members to attend the County Fair Breakfast, Mr. Virden and Ms. Hatch are available to attend.

The OLC Annual Conference will be in September and Ms. Eldridge would like to register any board member who is interested in attending.

PLF revenues are down 2.5%-3% in the last couple of months. Ms. Eldridge is not concerned as she feels this decrease will balance out by the end of the year.

Board/Personnel

The review and training on preparing performance evaluations was completed at the recent manager's meeting.

The retirement party for Mischa Barr was today June 16, 2016.

Report of the Director continued:

Community Events/Library Programs

The Summer Reading Kickoff was an enjoyable success.

Ms. Eldridge, Ms. Whitney and Ms. Lanning met with the Columbia Township Trustees regarding the renewal of the lease. Columbia Township Trustees asked for a clause to be added including the payment of half of the monthly fee for the septic system inspection. Ms. Eldridge and Mr. Kovach did not see a problem with this request.

The Foundation of the Lorain Public Library System, Inc. and other organizations will co-sponsor the Lorain County Chamber of Commerce Jet Express excursion following tonight's board meeting.

The Main Library is waiting for the replacement of the HVAC.

There will be a Library Night at the Crushers game held August 16, 2016. When patrons show their library card a discount will be applied.

The Lorain Public Library System Foundation will sell alcoholic beverages at Rock'n on the River and profits will be donated to The Foundation.

Statistics

The 2014 and 2015, Statistical Summary Reports were provided in order for the board to easily make comparisons.

Assistant Directors Report

Ms. Whitney responded to an inquiry by SEIU District 1199 regarding the change in salary scale. SEIU District 1199 was notified that a full time Library Assistant Specialist position in TSD was eliminated and a part time Library Assistant position was created.

Labor Management is in the process of planning a staff picnic on September 18, 2016, at the Columbia Township Park (Pavilion F) which is located beside the Columbia Branch. Ms. Whitney invited board members to attend. Labor Management will meet again on July 6, 2016.

An investigation regarding an outdoor electronic sign for Avon has begun. Ms. Whitney spoke with Rick Schneider Zoning Enforcement Officer who explained the process. Mr. Wilson will speak with the City Law Director regarding same.

Assistant Directors Report continued:

Ms. Whitney and Donna Kelly met with Sarah Rintamaki of Connecting for Kids to finalize details related to a grant for special needs programming submitted to the Nord Family Foundation.

Ms. Whitney and Donna Kelly were invited to meet with Mayor Jenson and David Covell Lorain County Health Commissioner to discuss Avon community projects.

Ms. Whitney attended the meeting with the Columbia Township Trustees to discuss renewal of the current lease.

Committee Reports

None

Audience Participation

Supervisors

Megan Anderson discussed the new Teen Card that has just been implemented. The Library E-Card will begin implementation soon.

Friends of the Library

Avon Friends next meeting will be in September. They will not be participating in the Duct Tape Parade. The next book sale is in August.

Columbia Friends last met on June 14, 2016. Columbia Friends will have a booth at the Homecoming. The next book sale will be on July 10, 2016.

Domonkas Friends will have a sidewalk sale during Community Days and will also participate in the parade.

Lorain Friends will have a Christmas book sale during Waterfront Winterfest on November 25-26, 2016. Lorain Friends are sponsoring a retirement event for Ms. Eldridge.

North Ridgeville Friends will meet on July 11, 2016. North Ridgeville Friends are sponsoring a retirement event for Ms. Eldridge.

New Business

#2016-066 Approval to Renew Lease Agreement with Columbia Township

Ms. Novak moved, Ms. Hatch seconded to renew the Lease Agreement with Columbia Township for a 10-year term, with two additional 10-year renewals, at the option of the Library.

Roll Call: yeas, unanimous

#2016-067 Approval to Enter into Contract with TEC, Inc.

Mr. Virden moved, Mr. Dore seconded to authorize the CFO to enter into a contract with TEC, Inc. to provide engineering and construction administration services for the Main Library HVAC Mechanical Upgrades Project, in a base amount of Twenty-Seven Thousand Dollars (\$27,000), with potential additional services not to exceed a total cost of Thirty-Two Thousand Dollars (\$32,000).

Roll Call: yeas, unanimous

#2016-068 Approval of Increase to Appropriations

Ms. Novak moved, Ms. Badillo seconded to approve the following increase to the Capital Improvement Fund appropriations for new public copiers and coin towers at the Main Library and all branches:

451-01-55510	Furniture/Equipment	\$70,329.00
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Roll Call: yeas, unanimous

#2016-069 Approval to Enter into Contract to Purchase Copiers

Ms. Hatch moved, Mr. Dore seconded to authorize the CFO to enter into a contract with MT Business Technologies, Inc. for the purchase, delivery, setup and training on nine new Ricoh MP C2003 copiers, coin towers and fax cards as needed, at the Main Library and all branch libraries, for an amount not to exceed Seventy-Thousand, Three Hundred and Twenty-nine Dollars (\$70,329).

Roll Call: yeas, unanimous

New Business Continued:

#2016-070 Resolution to Close Library on Thursday, September 29, 2016

Ms. Hatch moved, Ms. Novak seconded to approve the closing of the Library on Thursday, September 29, 2016 to allow staff to attend the Ohio Library Council Annual Conference.

Roll Call: yeas, unanimous

#2016-071 Approval of Release Time & Use of Funds for OLC Annual Conference

Ms. Novak moved, Mr. Dore seconded to approve release time and expenditure of funds to allow staff and board members to attend the OLC Annual Conference from September 28-30, 2016 at the Kalahari Convention Center in Sandusky, OH.

Roll Call: yeas, unanimous

#2016-072 Approval for Staff Picnic and Signing of Pavilion Release

Ms. Novak moved, Ms. Badillo seconded to approve a staff picnic on Sunday, September 18th and to sign the *Columbia Park Pavilion Release* for the Columbia Township.

Roll Call: yeas, unanimous

#2016-073 Acceptance of Donations/Grants

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

Lorain Friends of the Library – Various Main, South & Outreach \$ 1,325.00

Roll Call: yeas, unanimous

#2016-074 Approval of Agreement with the State Library of Ohio, for Statewide Delivery Services 7/1/2016 – 6/30/2017

Ms. Hatch moved, Ms. Novak seconded to authorize the CFO to renew the Agreement with the State Library of Ohio for the 2016-17 Statewide Delivery Services, in an amount not to exceed Eight Thousand, Twenty-Three Dollars and Forty-Seven Cents (\$8,023.47) for the period 7/1/2016 - 6/30/2017.

Roll Call: yeas, unanimous

New Business Continued:

#2016-075 Resolution of Appreciation – Mischa Barr’s Retirement

Ms. Novak moved, Ms. Badillo seconded the following Resolution of Appreciation:

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

WHEREAS, Mischa Barr in her 31 years of employment with the Lorain Public Library System has been a diligent staff member in the technical services department, at the Main Library and in the outreach department; and

WHEREAS, her outstanding organizational skills, tenacity and commitment to detail have ensured efficient work flow in adding and processing library materials; and

WHEREAS, Mischa Barr’s excellent clerical skills and Spanish language fluency aided her in providing good customer service when working at the circulation desk; and

WHEREAS, she has earned the respect of the library administration and fellow staff members

THEREFORE, be it resolved that the Lorain Public Library System board of trustees does publicly acknowledge Mischa Barr and her contribution to the library system and extends its appreciation on behalf of the board and staff.

Roll Call: yeas, unanimous

#2016-076 Approval to Advertise/Sponsor *El Centro –Party in the Park*

Ms. Novak moved, Ms. Hatch seconded to approve a Two Hundred and Fifty Dollar (\$250) level advertisement/sponsorship expenditure with El Centro in support of their July 16th *Party in the Park*, at South Lorain’s Oakwood Park.

Roll Call: yeas, unanimous

#2016-077 Approval to Advertise/Sponsor *Mercy Regional Medical Center’s Community Health Fair*

Mr. Dore moved, Ms. Badillo seconded to approve a Five Hundred Dollar (\$500) level advertisement/sponsorship expenditure with Mercy Regional Medical Health Center Parish Nursing Program, in support of their August 20th *Community Heath Fair*.

Roll Call: yeas, unanimous

#2016-078 Approval to Authorize Golden Dry for Carpet Cleaning throughout the Library System, not to Exceed \$12,885.00

Ms. Novak moved, Mr. Dore seconded to approve \$12,885.00 for carpet cleaning throughout the Library System.

Roll Call: yeas, unanimous

Board of Trustees
June 16, 2016

0060-2016

New Business Continued:

**#2016-079 Approval to Authorize South Shore Electric for Parking Lot Lighting
not to Exceed \$20,710.00**

Ms. Hatch moved, Ms. Novak seconded to approve \$12,435.00 for South Branch and \$8,275.00 for Domonkas Branch lighting.

Roll Call: yeas, unanimous

**#2016-080 Approval to Enter into Executive Session to Discuss Personnel
Matters.**

Ms. Hatch moved, Ms. Novak seconded at 5:40 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Roll Call: yeas, unanimous

Reconvened: 6:17 p.m.

Other Agenda Items

Next Meeting

Regular Business Meeting of the Library Board
Thursday, August 18, 2016 at 5 p.m.
South Branch Library in Lorain

Adjournment Time: 6:18 p.m.

Attest:

Edwin A. Kovach, President

James A. Under up, ~~Secretary~~