

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, August 18, 2016
5:00 p.m. South Branch, 2121 Homewood Dr., Lorain, OH
Regular Business Meeting

Mr. Kovach called the meeting to order at 5:15 p.m.

Roll Call

Present: Dr. Badillo, Mr. Dore, Mr. Kovach, Ms. Novak, Mr. Virden

Regular Business

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

#2016-090 Approval of Minutes

Mr. Virden moved, Ms. Novak seconded that the minutes of the Special Meetings of July 7, 2016, August 15, 2016, and August 16, 2016, be approved.

Roll Call: yeas, unanimous

#2016-091 Approval of Fiscal Officer's Report

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

Mr. Wilson reported to the Board that the month end cash balance as of July 31, 2016, was \$9,412,166. Of the July month end cash balance, \$7,764,469 was in Operating/Governmental Funds, of which \$6,916,757 was unencumbered. Revenues for the month totaled \$4,934,207 which represented 54.6% of estimated revenue without transfers and/or advances. Year-to-Date Expenses were \$4,750,673 which represented 53.4% of the *estimated* annual expenses without transfers. Year-to-Date Expenses plus encumbrances totaled \$5,733,335 or about 64.5% of the *estimated* annual expenses for 2016.

Correspondence & Public Record's Request

There has been a reduction in Public Library Funding (PLF) for 2016 by \$89,568. The Library received Sheffield Lake's annual request to launch fireworks from the boat ramp near the Domonkas Branch.

Report of the Fiscal Officer *(continued)*:

Meetings/Training

Mr. Wilson and Ms. Eldridge will be meeting with the Columbia Township Trustees on August 19, 2016, at 3:00 p.m. regarding additional changes they would like to make to the lease.

Mr. Wilson will be attending Safety Council meetings throughout this year to receive a discount on Workers' Compensation premiums. The Chamber of Commerce sponsors these meetings and the first meeting is at LCCC on August 24, 2016.

Mr. Wilson will attend a seminar at Twinsburg Public Library on September 7, 2016, regarding the CMI accounting software that is available for Ohio governments. This seminar will allow Mr. Wilson to observe the latest software offered by SSI's competition in order to move forward with an upgrade.

Mr. Wilson, Debbie Leyva and hopefully the new AP clerk will be attending the SSI User's Group Meeting from September 13-16, 2016. Assistant Fiscal Officer Sheila Lanning will be representing the fiscal office at the September Board Meeting.

Mr. Wilson has been obtaining quotes from carriers regarding commercial insurance renewal. The Fiscal Office has been staging for records destruction.

The 2016 HVAC Project at the Main Library will soon be going out to bid. The scheduling of the work will most likely be in early spring.

Report of the Director

Ms. Eldridge welcomed everyone to the South Branch. Ms. Eldridge thanked Ms. Whitney and Cheryl Grizzell for refreshments and hospitality for this evening's board meeting.

Board/Personnel

August 31, 2016, is the date of retirement for Sophie Walters, Library Associate in the Children's Department of the Main Branch.

Community Events/Library Programs

Ms. Eldridge attended the Columbia Township walking trail dedication on June 24, 2016.

Ms. Eldridge walked in the Lorain International Parade on June 26, 2016.

Ms. Eldridge attended Library Day at the Lorain County Ironmen Pipe Yard on July 9, 2016.

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

Ms. Eldridge walked in the Sheffield Lake Community Days Parade on July 21, 2016.

Ms. Eldridge attended the Lorain Historical Society Ice Cream Social on August 14, 2016.

Ms. Eldridge attended the Library Day at the Crushers game on August 16, 2016.

Ms. Eldridge will meet with the Columbia Township Trustees along with Mr. Wilson on August 19, 2016.

Ms. Eldridge will attend the Health Fair at Day's Dam on August 20, 2016, as the library is one of the sponsors.

Ms. Eldridge reported that the Lorain Public Library System's Day at the Lorain County Fair is August 27, 2016. Ms. Eldridge will attend the Fair Breakfast on August 22, 2016.

Statistics

The Board will begin receiving monthly digital media statistics starting in September.

Donations

There was a \$300 donation given to the Lorain Friends of the Library.

Foundation

The last meeting was July 18, 2016. Ms. Eldridge volunteered at the Rockin' on the River Fundraiser which was a success. The next meeting will be Monday, September 19, 2016, at 8 a.m.

Assistant Directors Report

Ms. Whitney stated she added the Friends handout and the invitation to Ms. Eldridge's Retirement Party in the packet for today.

SEIU 1199

Ms. Whitney informed that Labor Management has been meeting every other month. Ms. Whitney invited board members to the potluck picnic being held in Columbia Station on September 18, 2016. The PTO request forms and sign-ups to work Sunday hours were recently distributed to employees.

Assistant Directors Report continued:

Branches

Ms. Whitney directed board member's attention to the pictures hanging up on the wall. The pictures illustrated proposed cabinetry for the new meeting room in North Ridgeville. There is a resolution on the Agenda regarding the same that also includes money to refinish approximately fifteen tables.

Ms. Whitney advised South Branch is having budget issues and HVAC issues. The Columbia Branch is also having HVAC issues.

Ms. Whitney stated there has been staffing issues across the system due to an employee terminating their employment and other employees then shifting their positions, which in turn caused a domino effect.

Community Events/Library Programs

Ms. Whitney volunteered at the Rockin' on the River Fundraiser.

Ms. Whitney will attend the Ford Plant Health Fair on August 23, 2016.

New Staff Orientation will be on September 22, 2016.

Committee Reports

Library Services and Personnel committee last met on July 28, 2016, and have been meeting regularly due to the hiring process for the new Director.

Audience Participation

Supervisors

Cheryl Grizzell welcomed everyone to the South Branch. Niccole Paytosh, Library Associate has helped to turn around library program attendance this summer. The attendance has gone from an average of 20 to up to 100 patrons. Due to an increase in adult attendance, it was suggested that the Outdoor Carnival and Luau program be turned into an annual block party.

Friends of the Library

Avon Friends next meeting will be September 8, 2016. They will host the September Board Meeting.

Columbia Friends next meeting will be August 23, 2016. The next book sale will be in October.

Audience Participation continued (*Friends of the Library*):

Domonkas Friends next meeting is on September 13, 2016.

Lorain Friends will meet on August 30, 2016, at the South Branch.

North Ridgeville Friends will meet on September 3, 2016. North Ridgeville Friends did participate in the Corn Festival.

New Business

#2016-092 Approval of Personnel Appointments

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

- Emerald Woodburn, Library Assistant, Public Services at the North Ridgeville Branch Library, part-time, effective July 18, 2016, at an hourly rate of \$12.140 per hour, grade UE, step 1.
- Antwayne Smith, Library Assistant-Floater, System Wide, Public Services in the Technical Services Department, part-time, effective July 18, 2016, at an hourly rate of \$12.880 per hour, grade UE, step 3.
- Laura Murru, Library Assistant-Floater, Public Services at the Avon and Domonkas Branch Libraries, part-time, effective August 1, 2016, at an hourly rate of \$12.504 per hour, grade UE, step 2.
- Ariele Kazmierski, Library Assistant, Public Services at the South Branch Library, part-time, effective August 1, 2016, at an hourly rate of \$12.140 per hour, grade UE, step 1.
- Liana Schraff, Student Library Aide, at the Domonkas Branch Library, part-time, effective July 25, 2016, at a rate of \$8.10 per hour, grade EA.
- Allyson Morgan, Youth Services Librarian, Public Services at the North Ridgeville Branch Library, full-time, effective August 8, 2016, at an hourly rate of \$20.379 per hour, grade UJ, step 2.
- Aylisa Grenald, Student Library Aide, at the Main Library, part-time, effective August 8, 2016, at a rate of \$8.10 per hour, grade EA.
- Andrew Ciryak, Student Library Aide, at the North Ridgeville Branch Library, part-time, effective August 8, 2016, at a rate of \$8.10 per hour, grade EA.
- Alexis Wood, Student Library Aide, at the Columbia Branch Library, part-time, effective August 8, 2016, at a rate of \$8.10 per hour, grade EA.

Roll Call: yeas, unanimous

New Business Continued:

#2016-093 Revenue Budget Decrease

Mr. Dore moved, Mr. Virden seconded to approve the following Revenue Budget decrease in the amount of Eighty-Nine Thousand, Five Hundred and Sixty-eight Dollars and Forty-Seven Cents (\$89,568.47), in accordance with the first *Amended Official Certificate of Estimated Resources* from the Lorain County Budget Commission, dated July 21, 2016:

101 Fund	Public Library Funds	(\$ 89,568.47)
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Roll Call: yeas, unanimous

#2016-094 Approval to Attend SSI Annual Users' Group Conference

Ms. Novak moved, Dr. Badillo seconded to approve four days of release time and expenses for James Wilson, CFO, Debbie Leyva, the new Administrative-Clerk, to attend the Software Solutions Annual Conference September 13th through September 16th:

Registration:	\$800 (two registrations, one is included with our support plan)
Hotel Room:	\$1,290 (\$150.00+tax/room/night)
Meal Stipend:	\$210 (\$35 per day in-state allowance for two days)
Mileage:	\$162

TOTAL ESTIMATED COST: \$2,462

Roll Call: yeas, unanimous

#2016-095 Appropriation Increases for the Library Director Transition

Ms. Novak moved, Mr. Dore seconded to approve the following Appropriation Budget increases in the amount of Twenty-Seven Thousand Dollars (\$27,000), for the cost of PTO severance payout and overlapping salaries and benefits with the change in Library Directors.:

101-01-51110	Administrative Salaries	\$ 25,000.00
101-01-51410	PERS Retirement	1,134.00
101-01-51630	Life Insurance	20.00
101-01-51640	Medicare	371.00
101-01-51910	Job Enrichment	475.00

Roll Call: yeas, unanimous

New Business Continued:

#2016-096 Appropriation Increases for the Domonkas Branch Library

Mr. Dore moved, Ms. Novak seconded to approve the following Appropriation Budget increases in the amount of Ten Thousand Dollars (\$10,000), for additional building and equipment repairs in 2016.

122-08-53310	Bldg/Site Repairs	\$ 5,000.00
122-08-53320	Equipt/Furn Repairs	\$ 5,000.00

Roll Call: yeas, unanimous

#2016-097 Approval to Install Custom Cabinetry at the North Ridgeville Branch Library

Mr. Virden moved, Dr. Badillo seconded to authorize the Fiscal Officer to enter into a contract with Kush Custom Cabinetry to install storage cabinets in the new meeting room at the North Ridgeville Branch Library, for an amount not to exceed Thirty-Seven Thousand, Four Hundred and Seventy-Five Dollars (\$37,475.00).

Roll Call: yeas, unanimous

#2016-098 Ad Hoc Committee to Review Board By-Laws

Mr. Dore moved, Ms. Novak seconded to establish an ad hoc committee to review and recommend changes to the Board By-Laws. The following Board members have agreed to serve on the committee:

Garalynn Tomas, Chair; Homer Virden; Gloria Badillo

Roll Call: yeas, unanimous

#2016-099 Approve Sponsorship of FireFish Festival

Ms. Novak moved, Dr. Badillo seconded to approve a Five Hundred Dollar (\$500.00) sponsorship of the FireFish Festival on Saturday, September 17th.

Roll Call: yeas, unanimous

New Business Continued:

#2016-100 Resolution of Appreciation – Sophie Walters Retirement

Dr. Badillo moved, Mr. Virden seconded the following Resolution of Appreciation:

WHEREAS, the primary purpose of any public library is to serve all people with qualified staff; and

WHEREAS, Sophie Walters has been a loyal, dedicated and dependable employee for 23 years; and

WHEREAS, she has performed her duties in a professional and personalized manner; and

WHEREAS, Sophie Walters's excellent customer service skills assured that patrons of the Main Library and Avon Branch Library received good library service; and

WHEREAS, she shared her love of reading with tutors and students who participated in the Library's Project LITE literacy program; and

WHEREAS, Sophie Walters used her many talents in providing creative story time and craft programs; and

THEREFORE BE IT RESOLVED, that the Lorain Public Library System Board of Trustees does publicly acknowledge Sophie Walters and her contribution to our library system, and extends its appreciation on behalf of the Board and Staff, and wishes her well in her retirement.

Roll Call: yeas, unanimous

#2016-101 Approval for Staff Luncheon

Ms. Novak moved, Dr. Badillo seconded to approve a staff luncheon and associated venue location to be held on September 29, 2016, at the Kalahari Resorts & Conventions in Sandusky, Ohio in an amount not to exceed Thirteen Hundred Dollars (\$1,300.00).

Roll Call: yeas, unanimous

#2016-102 Acceptance of Donations/Grants

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

Medical Mutual Wellness Grant for FitBits®- \$ 2,319.80

Roll Call: yeas, unanimous

New Business Continued:

#2016-103 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, Goodwill of Lorain County, or the Friends of the Library

Dr. Badillo 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 #
UPS	APC Smart-UPS SC420	QS0440124437	3010
UPS	APC Smart-UPS SC420	QS0440124265	3013
Monitor	NEC Accusync LCD 72VXM	68112458NA	5817
Computer	Dell Latitude D830	DDG7VF1	6112
Computer	Supermicro	s60gtmtl9006199	7022
UPS	APC Smart-UPS SMT1500	AS1041220913	7100
Printer	HP LaserJet 200 color MFP M276nw	CND8F7TBXS	7478
Office Chair	Avon		6568
Office Chair	Avon		1487

Roll Call: yeas, unanimous

#2016-104 Approval to Enter into Executive Session to Discuss Director Hiring

Ms. Novak moved, Dr. Badillo seconded at 5:50 p.m. to approve adjourning to Executive Session to discuss director hiring.

Roll Call: yeas, unanimous

Reconvened: 6:50 p.m.

IX. Other Agenda Items

X. Next Meeting

Ad Hoc By-Laws Committee
Time and Place TBD

Regular Business Meeting of the Library Board
Thursday, September 15, 2016 at 5 p.m.
Avon Branch Library

Board of Trustees
August 18, 2016

0078-2016

XI. Adjournment

Time: 6:51 p.m.

Attest:

Ed Korsch, President

James Chrus, Secretary