

**LORAIN PUBLIC LIBRARY SYSTEM**  
**Lorain, Ohio**

**Minutes**

Lorain Public Library System  
Thursday, October 20, 2016  
5:00 p.m. Main Library, 351 W. 6<sup>th</sup> St., Lorain, OH  
Regular Business Meeting

Mr. Kovach called the meeting to order at 5:02 p.m.

**Roll Call**

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

**Regular Business**

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

**#2016-120 Approval of Minutes**

Ms. Novak moved, Mr. Dore seconded that the minutes of the Board's Regular Business Meeting of September 15, 2016, be approved.

**Roll Call:** yeas, unanimous

**#2016-121 Approval of Fiscal Officer's Report**

Mr. Dore moved, Ms. Tomas seconded that the Fiscal Officer's Report for the month ending September 30, 2016, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of September 30, 2016, was \$10,769,288. Of the September month end cash balance, \$9,207,499 was in Operating/Governmental Funds, of which \$8,399,083 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.

There were no correspondence, public records requests or additional agenda items.

Theresa Szippel is the new Administrative Clerk for Accounts Payable and she is adapting well. Mr. Wilson will be meeting with the New Director tomorrow October 21, 2016, and will discuss returning this position to full time.

**Report of the Fiscal Officer** *(continued)*:

Mr. Wilson will be attending Chamber of Commerce sponsored Safety Council meetings throughout the year in order to get a discount on the Workers' Compensation premiums. Mr. Wilson will also attend a workshop next week that will explain the Workers Compensation premiums changing from their retrospective system to their new prospective system. This change requires premiums be paid before the start of the coverage year.

Mr. Wilson attended a workshop on the Hinkle System on October 12, 2016. This is an online system to report financial statements and notes to the State Auditor.

Mr. Wilson, Debbie Leyva and Theresa Szipple attended the SSI Users Group Conference from September 13-16, 2016. Debbie and Theresa found the conference to be helpful in understanding the software. The Library is looking at returning to SSI payroll instead of continuing with Paycor.

The Board has been given the complete results of the bids received regarding the 2016 HVAC Project at the Main Library.

**Roll Call:** yeas, unanimous

**Report of the Assistant Director**

Ms. Whitney welcomed everyone to the Main Branch and gave a special thanks to the Lorain Friends for providing refreshments for this evenings meeting especially Val Smith who prepared the refreshments.

Ms. Whitney showed her appreciation to the Lorain and North Ridgeville Friends for funding the retirement events for Joanne Eldridge.

New Staff Orientation was on September 22, 2016, there were four in attendance. Ms. Whitney provided a recap of branch projects and other happenings noted on her report that was distributed at this evenings meeting.

The new Director has a busy first day scheduled on October 31, 2016, which includes a welcome potluck held by the AO Department at Main.

*Branches*

Avon Branch obtained quotes for additional seating for the reading room.

Columbia Branch continues to have power blips, they are looking at alternative methods related to the outdoor lighting. They are in communications with the electric company regarding same. Ms. Whitney invited board members to attend the Columbia Township meeting on November 7<sup>th</sup> to encourage trustees to sign the pending lease.

**Report of the Assistant Director continued** (*Branches*):

Ms. Whitney and Ms. Spivey will be representing the library at the Columbia Community Foundation Gala.

Domonkas Branch's cabinet and shelving projects are underway.

Painting of the North Ridgeville Branch children's room and new meeting room was completed. An electronic fireplace insert for the new cabinets and has been ordered. Installation of shelving and flooring is pending.

The IT Department has completed the computer-cabling project at the South Branch.

*SEIU #1199*

The "green sheet" paperwork as pertaining to the January through May 2017, Sunday Schedule has been prepared and distributed. In the absence of a director, Ms. Whitney has assumed the responsibilities associated with being in charge of the system and related detail until the new director starts on October 31, 2016.

**Committee Reports**

None

**Audience Participation**

*Supervisors*

Val Smith stated the year has been busy. There was an Indie Author's Day program offered in October at the Main Library educating new authors on self-publishing. Lorain was one of three libraries in Ohio to participate in this national event. There were 24 in attendance that listened to a live streaming panel regarding self-publishing. A panel of local self-published authors spoke on their personnel experiences as well.

*Friends of the Library*

Columbia Friends book sale was last week. They last met two days ago and set meeting and book sale dates for 2017.

Lorain Friends next meeting is on October 25, 2016. In November, they will be hosting a bazaar, bake sale and book sale during the Lorain Waterfront Winterfest. They will be selling giftable items in the Toni Morrison Room.

North Ridgeville Friends have a book sale going on today and the next meeting will be January 14, 2017, at 1 p.m.

**New Business**

**#2016-122 Approval of Personnel Appointments**

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

- Anastasia Diamond-Ortiz, Library Director, full-time, effective October 31, 2016, at a rate of \$48.077 per hour (\$95,000).
- Myah McDonald, Student Library Aide at the Domonkas Branch Library, part-time, effective September 19, 2016, at an hourly rate of \$8.10, grade EA.
- Maxine Lowe, Library Aide, Public Services position at the Main Library, part-time, effective September 26, 2016, at an hourly rate of \$8.209, grade UA, step 2.
- Ruth Leos, Library Aide-Floater, Public Services, System Wide, part-time, effective October 10, 2016, at a rate of \$8.209 per hour, grade UA, step 2.

**Roll Call:** yeas, unanimous

**#2016-123 Resolution Accepting the Tax Levy Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor**

Ms. Novak introduced the following resolution and moved its passage, Ms. Tomas seconded the motion:

**WHEREAS,** The Library Board of Trustees in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2017; and

**WHEREAS,** The Budget Commission of Lorain County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

**RESOLVED,** By the Library Board of Trustees of the Lorain Public Library System, Lorain County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

**RESOLVED,** That there be and is hereby levied on the tax duplicate of said Library District the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

**New Business Continued (Resolution 2016-123):**

<b>SCHEDULE A</b>				
<b>SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES</b>				
FUND	Amount to Be Derived from Levies Outside 10 Mill Limitation	Amount Approved by Budget Commission Inside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to Be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
	Column II	Column IV	V	VI
Lorain CSD Renewal w/Increase Levy Passed 3/15/16	2,269,775			4.08
Lorain CSD Renewal w/Increase Levy Passed 3/15/16	1,050,464			1.87
Sheffield Lake City Renewal w/Increase Levy Passed 3/15/16	324,612			2.20
Sheffield Lake City Renewal w/Increase Levy Passed 3/15/16	110,699			0.75
Avon City Renewal Levy Passed 3/15/16	452,750			1.20
North Ridgeville City	1,298,937			1.91
Columbia Township	372,544			1.74
<b>TOTAL</b>	<b>5,879,781</b>	<b>0</b>	<b>0.00</b>	<b>13.75</b>
<b>SCHEDULE B</b>				
<b>LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES</b>				
FUND	Maximum Rate Authorized to Be Levied			
<b>General Funds:</b>				
<b>Lorain CSD</b>				
Renewal w/Increase Levy Passed 3/15/16				
Current Expense Levy authorized by voters on 3/15/16 for not to exceed 5 years. Beginning 2016 Duplicate Expiring Last Collection 2021	4.08			
Renewal w/Increase Levy Passed 3/15/16				
Current Expense Levy authorized by voters on 3/15/16 for not to exceed 5 years. Beginning 2016 Duplicate Expiring Last Collection 2021	1.87			
Renewal w/Increase Levy Passed 3/15/16				
<b>Sheffield Lake City</b>				
Library Levy authorized by voters 5/03/11 for not to exceed 5 years. Beginning 2016 Duplicate Expiring Last Collection 2021	2.20			
Renewal w/Increase Levy Passed 3/15/16				
<b>Sheffield Lake City</b>				
Library Levy authorized by voters 5/03/11 for not to exceed 5 years. Beginning 2016 Duplicate Expiring Last Collection 2021	0.75			
Renewal Levy Passed 3/15/16				
<b>Avon City</b>				
Library Levy authorized by voters 5/03/11 for not to exceed 5 years. Beginning 2016 Duplicate Expiring Last Collection 2021	1.20			
<b>North Ridgeville City</b>				
Library Levy authorized by voters 5/6/14 for not to exceed 5 years. Beginning 2014 Duplicate Expiring Last Collection 2019	1.91			
<b>Columbia Township</b>				
Library Levy authorized by voters 05/05/15 for not to exceed 5 years. Beginning 2015 Duplicate Expiring Last Collection 2020	1.74			
	13.75			

Roll Call: yeas, unanimous

**New Business Continued:**

**#2016-124 Acceptance of bid for 2016 Main Library HVAC Project**

Mr. Dore moved, Ms. Novak seconded to accept the bid for the 2016 Main Library HVAC Project:

Contractor: ABC Piping

Base Bid: \$ 240,000.00  
Add Alternate: 55,000.00  
Project: \$ 295,000.00

**Roll Call:** yeas, unanimous

**#2016-125 Approval to Enter into Executive Session to Discuss Personnel Matters**

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

**Roll Call:** yeas, unanimous

*Dr. Badillo arrived at 6:00 p.m.*

**Reconvened:** 6:44 p.m.

**Other Agenda Items**

Mr. Kovach, Mr. Virden and Ms. Tomas will meet with Anastasia Diamond-Ortiz, the new Library Director, at 2 p.m. on Tuesday, November 1, 2016.

**Next Meeting**

Regular Business Meeting of the Library Board  
Thursday, November 17, 2016 at 5 p.m.  
At the North Ridgeville Branch Library

**Adjournment** Time: 6:50 p.m.

**Attest:**

Edwin A. Kovach, President

George E. ..., Secretary