

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, March 16, 2017
5:00 p.m. South Branch, 2121 Homewood Dr, Lorain, OH
Regular Business Meeting

President Tomas called the meeting to order at 5:00 p.m.

Roll Call

Present: Dr. Badillo, Ms. Hatch, Ms. Novak, Ms. Schiemann, Ms. Tomas, Mr. Viriden

Regular Business

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

#2017-033 Approval of Minutes

Ms. Hatch moved, Ms. Novak seconded that the minutes of the February 16, 2017, meeting be approved.

yeas, unanimous except, Ms. Schiemann abstained

Audience Participation

Supervisors

Ms. Grizzell welcomed everyone to the South branch and thanked them for letting her speak first. The Food for Fines outreach has been well received some patrons are even donating without owing fines. Ms. Grizzell expressed it has renewed her faith in humanity. South branch is wrapping up their outreach in the schools, Ms. Grizzell has worked with all the students at St. Vincent elementary including parents. Ms. Grizzell took the opportunity during one of the outreach programs to give an emedia tutorial to the parents. Those parents expressed their appreciation and surprise at how much the library offers. Ms. Grizzell did a black history month program on Harlem Renaissance Music for fourth graders. Due to the great response of these fourth graders Ms. Grizzell will begin to look beyond regular story times to reach out to school aged children. Dr. Raquel Ortiz, a local author that moved to New York, is now on the National Puerto Rican Parade Board and reached out to Ms. Grizzell and Ms. Diamond-Ortiz about shining a spotlight on the Puerto Rican community of Lorain. Dr. Raquel wants to use the South branch to host interviews in order to show a sneak peek at the local community and their

Audience Participation (*Supervisors*) **continued :**

story. Ms. Grizzell handed out the press release regarding this spotlight to board members. There will also be scholarships given out to qualifying students from a scholarship committee involved with this Parade board.

#2017-034 Approval of Fiscal Officer's Report

Ms. Novak moved, Mr. Virden seconded that the Fiscal Officer's Report for the month ending February 28, 2017, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of February 28, 2017, was \$9,237,151. Of the February month end cash balance, \$7,867,055 was in Operating/Governmental Funds, of which \$6,182,997 was unencumbered. Revenues for the month totaled \$403,700 which represented 7.5% of estimated revenue without transfers and/or advances. February Expenses were \$685,561. Year-to-Date Expenses plus encumbrances totaled \$3,130,125 or about 28.7% of the *estimated* annual expenses for 2017.

Correspondence

The Board received an email from a MLIS student from Kent State for a request for a practicum.

Agenda

There is an additional personnel appointment, an additional resolution for sponsorship/advertising with the Avon Aquatic Facility and an updated Job Classification Position description for Val Smith's position as Public Services Coordinator.

yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz spoke regarding the Puerto Rican Parade opportunities. Dr. Ortiz is looking for school aged children to be ambassadors of Puerto Rican Heritage. El Centro of New York wants to offer a program to certify these children as ambassadors and is interested in using our library to offer this program. Ms. Novak asked the age of the children that would be offered this opportunity, Ms. Diamond-Ortiz stated school aged and hopefully the students that are recipients of the scholarships offered by the scholarship committee of the parade.

Ms. Diamond-Ortiz reminded the board of Legislative Day on March 29, 2017. There will be a bus to transport everyone. Senator Manning and State Representatives will be in attendance.

Report of the Director continued:

The library is now offering patrons courtesy bags with the library logo. These bags are a good way to market and protect our items.

The tentative date for the board retreat is May 6, 2017, from 10 a.m. – 4 p.m. Ms. Diamond-Ortiz is looking at El Centro or The Second Harvest Food Bank as places to hold this retreat. Ms. Diamond-Ortiz asked the board for any other ideas regarding places to hold this event.

Ms. Diamond-Ortiz advised of the first unconference being held at Avon branch on April 7, 2017. This is a program offered to staff who want to brain storm regarding the future of the library. This unconference will be held after hours and includes refreshments..

Report of the Assistant Director

SEIU 1199

SEIU 1199 contract negotiation has begun. There have been four sessions with the first one on February 9, 2017, and the last one on March 7, 2017. There has been a mediator there for one session. There will be five more sessions with the hope of a contract agreement by March 31, 2017. There has been a phone call to James Leonard and a letter sent to SEIU 1199 representative regarding asbestos abatement. The abatement will be contained to the boiler room only. This abatement is in preparation for the HVAC upgrade at the Main Library.

Events/Meetings

Ms. Whitney attended a HR Networking group which was a wonderful opportunity to meet with other library representatives from North East Ohio.

Ms. Whitney attended a Northern Ohio Human Resource conference at the IX center. The keynote speaker was fabulous, energetic and encouraging.

Branch Projects

Ms. Whitney advised the branch projects are on hold due to negotiations. South branch will have carpet and paint renovations during the year. Avon branch the dumpster gate is broken possibly due to high winds. Parts are on order for the repair.

Committee Reports

None

Communications

None

Audience Participation

Friends of the Library

Columbia Friends book sale and next meeting is in April.

Avon Friends profited \$512 from their book sale of which \$22 was in donations. They also profited \$99.25 from their bake sale of which \$49 was from donations.

Lorain Friends next meet in May.

Domonkas Friends March Madness Cart sale is taking place now. They had their nominations on March 7, 2017, and elections will be held in May.

North Ridgeville Friends next book sale and meeting is in April.

Foundation

The Foundation just made a deposit of \$250 thanks to Columbia and Domonkas Friends donating \$50.00 each and donations from the credit card. Ms. Hatch advised she believed the donations was for the Writers Group not the Summer Reading program. Ms. Tomas responded she would separate it and make sure it was designated for the proper fund. There is over \$10,000 in the fund for this year's Summer Reading Program and a check will be mailed to the Library.

New Business

#2017-035 Approval of Personnel Appointments

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

- Christian Ellis, Library Associate I at the Main Library, part-time, effective February 27, 2017, at an hourly rate of \$16.005 per hour, grade UH, Step 1.
- Christopher Caldera, Library Assistant, at the Main Library, part-time, effective February 27, 2017, at an hourly rate of \$12.140 per hour, grade UE, step 1.
- Stephanie Brown, Library Associate I in the Outreach Department, part-time, effective February 28, 2017, at an hourly rate of \$16.005 per hour, grade UH, Step 1.
- Robert Cox, Library Associate I at the Main Library, full-time, effective March 7, 2017, at an hourly rate of \$16.005 per hour, grade UH, Step 1.
- Anne Godec, Youth Services Librarian-Public Services at the Main Library, full-time, effective March 13, 2017, at an hourly rate of \$20.990 per hour, grade UJ, Step 3.

yeas, unanimous

#2017-036 Acceptance of Donations/Grants

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

Community Foundation – Krieg-Winterton for Lorain Library \$ 1,648.00

yeas, unanimous

#2017-037 Renew Contract with Wadsworth Solutions

Ms. Novak moved, Ms. Hatch seconded to authorize the Chief Fiscal Officer to enter into a contract with Wadsworth Solutions to provide system-wide HVAC, quarterly maintenance service, for an amount not to exceed Twenty-Four Thousand, One Hundred and Fifteen Dollars and Fifty Cents (\$24,115.50), no increase from 2016.

yeas, unanimous

#2017-038 Renew Contract with Reliable Lawn Service to Provide Lawn Service for the Avon and North Ridgeville Branches

Dr. Badillo moved, Mr. Virden seconded to authorize the Chief Fiscal Officer to enter into a contract with Reliable Lawn Service to provide annual landscaping services in the amount of Nineteen Thousand, Eight Hundred and Seventy-Seven Dollars, \$19,877, an increase of 2.7% from 2016.

yeas, unanimous

New Business Continued:

#2017-039 Approval to Advertise/Sponsor 22nd Annual Hispanic Leadership Conference

Ms. Novak moved, Mr. Virden seconded to approve a Five Hundred Dollar (\$500) level advertisement/sponsorship expenditure with The Coalition for Hispanic/Latino Issues and Progress (CHIP) in support of the April 28th & 29th *Annual Hispanic Leadership Conference*.

yeas, unanimous

#2017-040 Approval to Advertise/Sponsor Avon Aquatic Facility

Ms. Novak moved, Dr. Badillo seconded to approve a Two Thousand Dollar (\$2,000) level sponsorship advertisement expenditure with the City of Avon, for a 4' x 8' vinyl fence banner that will be displayed for the summer of 2017 at the new Avon Aquatic Facility.

yeas, unanimous

#2017-041 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.

yeas, unanimous

Reconvened: 6:58 p.m.

#2017-042 Approve Changes to the Public Services Coordinator Job Classification

Dr. Badillo moved, Ms. Novak seconded to approve the following changes to the Public Services Coordinator Job Classification.

Job Title:	Public Services Coordinator	Date:	<u>REV. March 2017</u>
Grade:	EL	FLSA:	<u>Exempt</u>

Basic Function:

Plans and manages the activities of **a large department** [public service locations/departments](#) and assigned special administrative projects within the library system.

Distinguishing Features of the Class:

This classification is professional library work calling for the application of the principles of library science to the assignments. The distinguishing feature of this class is that the duties performed and projects assigned are supervisory and managerial in nature and have system-wide impact; incumbents are responsible for overseeing large budgets and multiple levels of employee classes. Employees assigned to this class serve as supervisors **of a Main Library department which may include overlapping public service responsibilities**, and have hire, fire and disciplinary authority. Complex and sensitive library problems are solved independently.

New Business (Resolution 2017-042) Continued:

Job Title:	Public Service Coordinator
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Characteristic Duties and Responsibilities:

Plans, manages and evaluates the activities of public service locations/departments ~~the department of the Main Library~~; coordinates ~~department's~~ services with other library activities.
Analyzes community information needs, identifies trends in information delivery, and designs programs and services to provide optimum service to the library's service district.
Monitors and evaluates the effectiveness of library services and programs; makes adjustments as necessary to assure the delivery of the highest quality service.
Assists the Director in developing and maintaining a long range plan for services and resources that meet the changing needs of the library system's service populations.
Participates in budgetary planning; monitors unit budget.
Prepares annual and special reports.
Trains and makes assignments to subordinates, evaluates their performance, and recommends personnel actions.
Assists the Director in the development of library public service policies; interprets and assures the implementation of official policy.
Serves as a member of the Library's Management Team; leads and facilitates special or standing committee's system-wide in scope.
Alternates with other Public Services Coordinators or Librarian Supervisors as the person in-charge of daily public services related operations of the Main Library building; may be in-charge of the library system in the absence of the Director or Assistant Director.
Coordinates the development and maintenance of the library system materials collections and collection development policies.
Consults with Librarian Supervisors on system-wide collection development and maintenance of adult, young adult and children's materials in a variety of formats.
Prepares correspondence and hears and resolves complaints.

Characteristic Duties and Responsibilities (Con't):

Keeps informed of developments in the library profession and in the service district.
Participates in the activities of professional and community organizations; serves as an advocate of the Library system's programs and services.
Communicates effectively with staff, patrons, and community, individuals and groups.
Oversees physical plant (cleanliness, safety, security, use); reports problems to the Facilities Manager and/or immediate supervisor.

Knowledge, Skills and Abilities:

Thorough knowledge of professional library principles, methods, techniques and procedures; thorough knowledge of reader interest levels; ability to lead, plan and supervise the work of others; ability to use office productivity and communications software applications in a computerized, networked environment; tact and courtesy; ability to work in a team environment; ability to lead and facilitate small groups; ability to speak effectively in public; good professional judgment.

Education, Training and Experience:

Requires a master of library science degree issued by an ALA-accredited library school and four to six years of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

yeas, unanimous

Board of Trustees
March 16, 2017

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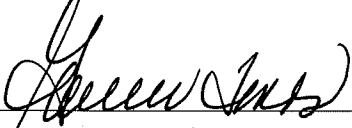
Other Agenda Items

Next Meeting

April 20, 2017 at 5 p.m.
Domonkas Branch Library

Adjournment Time: 7:00 p.m.

Attest:


_____, President


_____, Secretary