

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, April 20, 2017
5:00 p.m. Domonkas Branch Library, 4125 East Lake Ave., Sheffield Lake, OH
Regular Business Meeting

President Tomas called the meeting to order at 5:01 p.m.

Roll Call

Present: Mr. Dore, Ms. Hatch, Ms. Novak, Ms. Schiemann, Ms. Tomas, Mr. Virden

Regular Business

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

#2017-048 Approval of Minutes

Ms. Novak moved, Mr. Dore seconded that the minutes of the March 16, 2017, and April 6, 2017, meetings be approved.

yeas, unanimous

#2017-034 Approval of Fiscal Officer's Report

Mr. Dore moved, Ms. Hatch seconded that the Fiscal Officer's Report for the month ending March 31, 2017, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of March 31, 2017, was \$10,856,111. Of the March month end cash balance, \$9,294,722 was in Operating/Governmental Funds, of which \$7,889,656 was unencumbered. Revenues Year-To-Date totaled \$3,182,021 which represented 30.7% of annual estimated revenues without transfers and/or advances. Expenses year-to-date without transfers or advances as of March 31, 2017, were \$2,092,464 or 30.7% of the estimated annual expenses. Year-to-Date Expenses plus encumbrances totaled \$3,805,168 or about 30.8% of the *estimated* annual expenses for 2017.

Fiscal Officer's Report continued:

Mr. Wilson directed the board to a hand out of the Tec Inc. proposal for Phase II of the HVAC project. Mr. Wilson also submitted a copy of the annual report that was sent to the Auditor of the State. The state is now requiring the Management's Discussion and Analysis and Notes to the financial report be submitted annually. The information regarding tax abatements against properties in the school district of Lorain and the cities of Avon and North Ridgeville was provided by the Lorain County Auditor's Office. The first quarter donations handout was submitted to the Board. Mr. Wilson suggest there be a Library, Finance, Audit, and Properties Committee meeting scheduled to review the 2018 Tax Budget.

yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz spoke about Legislative Day and how everyone pounded the pavement to make sure our representatives knew what the libraries offered to their communities. Nathan Manning sponsored an amendment to the budget to maintain the Public Library Fund at 1.7% of the general revenue fund. The Puerto Rican ambassador program was completed. There was a nice write up and picture of the participants in the local newspaper. Ms. Diamond-Ortiz met with the professor from Hunter College in new York that is supervising the Puerto Rican Ambassador Program who expressed interest in partnering with the Lorain Public Library System, Lorain City Schools and LCCC to implement a curriculum they have established. The HVAC project is coming along. Ms. Diamond-Ortiz has been working on the Annual Report that will remain digital but more interactive. Ms. Diamond-Ortiz advised Ms. Tomas that a thank you letter was sent to Nathan Manning for his support of libraries.

Report of the Assistant Director

SEIU 1199

Ms. Whitney thanked the Board for approving the accepted SEIU 1199 contract. The contract is just waiting on signatures.

Events/Meetings

Ms. Whitney had the opportunity along with Ms. Diamond-Ortiz to meet with a state library representative to do a walk through of the South Branch library. This was to get ideas on giving the South Branch a face lift. Ms. Whitney met with Mike Longo of Ohio Means Jobs to speak about getting a good pool of applicants for open positions at the library.

Report of the Assistant Director continued:

Theresa Szimpl, Administrative Clerk organized a “Spring Fling” to purge the AO office, which was a huge success. Ms. Whitney and Ms. Diamond-Ortiz are working to fill Valerie Smith’s position. New Staff Orientation will be next week with 13 new people in attendance.

Committee Reports/Communications

None

Audience Participation

Supervisors

Ms. Watling enjoys the Domonkas Branch wherethey have had successful programs such as growing Medical Herbs where there were 34 people in attendance. There was a Sock Hop program where socks were collected to donate to the homeless. During spring break 27 teens showed up for Teen Anime Night. There is a new program called Great Decisions which is put on by a member of the community. This summer, Domonkas is hosting a lunch program for children on Tuesdays and Thursdays. Tuesdays will be a reading program and Thursdays will be lunch with a librarian. There is also a Star Wars program coming up the staff is really involved in. There is a Fairy Garden program where patrons will make their own Fairy Gardens. Ms. Watling expressed how much she enjoys working with the amazing staff at Domonkas.

Friends of the Library

Columbia Friends had a regular meeting on Tuesday, April 18, 2017. They will not have a booth on homecoming day. Over \$700.00 was grossed at the book sale. They are doing penny days on Saturdays. The kids have been enjoying it and they sent in beautiful thank you notes showing their appreciation.

Avon Friends last met on April 3, 2017.

North Ridgeville Friends last met on April 3, 2017, the book sale is next week and their next meeting will be in July.

Domonkas Friends next meeting is in May and they grossed \$565.00 on their March Madness sale.

Audience Participation continued:

Foundation

The Foundation welcomed Mr. Ellis and Eddie Edwards as new members.

New Business

#2017-050 Approval of Personnel Appointments

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

- Sandra Boatright, Library Aide System Wide, part-time, effective April 3, 2017, at an hourly rate of \$8.441 per hour, grade UA, Step 3.

yeas, unanimous

#2017-051 Acceptance of Donations/Grants

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

Family Engagement Grant – Educational Service Center	\$ 49,694.92
The Foundation of the Lorain Public Library System – Summer Reading 2017	\$ 12,842.26
The Foundation of the Lorain Public Library System – <i>Dolly Parton's Imagination Library</i> Participation	\$ 5,000.00
North Ridgeville – The Goddard School (Books)	\$ 630.00

yeas, unanimous

#2017-052 Approval to Engage TEC, Inc. for Engineering Services

Ms. Novak moved, Mr. Dore seconded to authorize the Fiscal Officer to engage the engineering firm of TEC, Inc. to provide professional design services for Phase II of the HVAC mechanical issues in the Main Library, in an amount not to exceed Twelve Thousand, Eight Hundred Dollars (\$12,800).

yeas, unanimous

#2017-053 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, Goodwill of Lorain County, or the Friends of the Library

Ms. Novak moved, Mr. Virden 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.

New Business Continued Resolution #2017-053

Surplus List for Board			
EquipmentType	Make/Model	Mfg Serial #	LPLS #
Barcode Reader	BTL75 VSXXX-L7B	L860742	89
Barcode Reader	BTL75 VSXXX-L7B	J946747	113
Barcode Reader	BTL75 VSXXX-L7B	L860707	177
Barcode Reader	BTL75 VSXXX-L7B	J936068	576
Barcode Reader	BTL75 VSXXX-L7B	L380531	577
Barcode Reader	BTL VSXXX-L7B	H899855	1064
Barcode Reader	BTL75 VSXXX-L7B	L859212	1299
Barcode Reader	BTL75 VSXXX-L7B	L860771	1300
Barcode Reader	BTL75 VSXXX-L7B	J936871	1345
Barcode Reader	BTL75 VSXXX-L7B	L860775	1358
Barcode Reader	BTL75 VSXXX-L7B	J519111	1380
Barcode Reader	BTL75	N560136	1388
Barcode Reader	BTL80	U-08-00288	1434
Barcode Reader	BTL80	U-08-00586	1435
Barcode Reader	BTL75	K002470	1502
Barcode Reader	BTL75 VSXXX-L7B	L377552	91915
Computer	Dell Latitude D830	9FG7VF1	6119
Monitor	Samsung SyncMaster 151s	GH15HCFT410887F	1672
Monitor	Samsung SyncMaster 151s	GG15H9NT930064V	1706
Monitor	Samsung SyncMaster 151s	GG15H4NTC01488T	1768
Monitor	Samsung SyncMaster 920N	MJ19H9NL346415L	5781
Printer	Brother HL-5170DN	U60966M4J669019	3028
Printer	Brother HL-5170DN	U60966H5J976547	5697
Printer	Brother HL-5250DN	U61444H8J18772	6255
UPS	APC Smart-UPS SC420	QS0440124535	3009
UPS	APC Smart-UPS SC420	QS0517120012	3113
UPS	APC Smart-UPS SC420	3S0704X31836	5976
UPS	APC Smart-UPS SC620	5S1051T02327	7101

yeas, unanimous

#2017-054 Approval to Enter into Executive Session to Discuss Personnel Matters.

Ms. Novak moved, Mr. Dore seconded at 5:28 p.m. to approve adjourning to Executive Session to discuss non-bargaining unit salaries.

yeas, unanimous

Reconvened: 5:50 p.m.

New Business Continued:

#2017-055 Approval of 2017 Salaries for Non-Bargaining Unit Staff

Ms. Novak moved, Mr. Virden seconded to approve the salary adjustments and one-time merit payments for non-collective bargaining unit staff, effective April 9, 2017.

Last Name	First Name	Title	Current Payrate	Increase %	New Payrate
Adamcek	Mary	ADM AIDE	\$ 8.628	4%	\$ 8.973
Anderson	Megan	LIB SUP	\$ 23.229	4%	\$ 24.158
Elliott	Kiesha	ADM CLK	\$ 14.117	4%	\$ 14.682
Girt	Dale	FAC MGR	\$ 30.868	4%	\$ 32.103
Grizzell	Cheryl	LIB SUP	\$ 23.021	4%	\$ 23.942
Hayes	Meagan	MARKMGR	\$ 27.116	4%	\$ 28.201
Kelly	Donna	LIB SUP	\$ 24.495	4%	\$ 25.475
Lanning	Sheila	ASST FO	\$ 20.880	4%	\$ 21.715
Leyva	Deborah	ADM CLK	\$ 13.950	4%	\$ 14.508
Paganelli	Cheryl	LIB SUP	\$ 23.229	4%	\$ 24.158
Patterson	Jennie	OFF MGR	\$ 21.221	4%	\$ 22.070
Rivera	Ingrid	PR ASSOC	\$ 20.464	4%	\$ 21.283
Sigsworth	Karen	LIB SUP	\$ 33.028	4%	\$ 34.349
Szippl	Theresa	ACCT PAY	\$ 15.000	2%	\$ 15.300
Smith	Valerie	PUB SVC	\$ 36.516	4%	\$ 37.977
Spivey	Susan	LIB SUP	\$ 22.792	4%	\$ 23.704
Wenz	Robert	TECH MGR	\$ 35.349	4%	\$ 36.763
Whitmore	Kathleen	GRAPHICS	\$ 20.746	4%	\$ 21.576
Whitney	Toni	ASST DIR	\$ 40.840	4%	\$ 42.474
Williams	LaQuanda	CLERK	\$ 11.220	4%	\$ 11.669
2017 TOTAL				4%	

yeas, unanimous

Other Agenda Items

Next Meeting

Board Retreat
May 6, 2017 at 10:00 a.m.
Second Harvest Food Bank

Finance, Audit and Properties Committee
May 18, 2017 at 4:15
Columbia Branch Library

May 18, 2017 at 5 p.m.
Columbia Branch Library

Adjournment Time: 5:55 p.m.

Attest:


_____, President


_____, Secretary