

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

**Minutes**

Lorain Public Library System  
Thursday, May 18, 2017  
5:00 p.m. Columbia Branch Library, 13824 W. River Rd. N., Columbia Station, OH  
Regular Business Meeting

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

**Roll Call**

Present: Dr. Badillo (*5:13 p.m.*), 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.

**#2017-056 Approval of Minutes**

Mr. Dore moved, Ms. Novak seconded that the minutes of the April 20, 2017, meeting be approved.

yeas, unanimous

**#2017-057 Approval of Fiscal Officer's Report**

Ms. Hatch moved, Mr. Dore seconded that the Fiscal Officer's Report for the month ending April 30, 2017, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of April 30, 2017, was \$11,455,066. Of the April month end cash balance, \$9,895,873 was in Operating/Governmental Funds, of which \$8,659,103 was unencumbered. Revenues Year-To-Date totaled \$4,475,130 which represented 43.2% of annual estimated revenues without transfers and/or advances. Expenses year-to-date without transfers or advances as of April 30, 2017, were \$2,768,618 or 22.8% of the estimated annual expenses. Year-to-Date Expenses plus encumbrances totaled \$4,337,483 or about 34.7% of the *estimated* annual expenses for 2017. Year-to-Date income was \$1,688,242, compared to last year April 30, 2016, at \$1,103,520.

**Fiscal Officer's Report continued:**

Mr. Wilson advised there were no correspondence or public record's requests.

Mr. Wilson will attend the Spring OLFOA Conference in Zanesville tomorrow, May 19, 2017.

yeas, unanimous

**Report of the Director**

Ms. Diamond-Ortiz directed the Board to the packet where a copy of the *Program of Work* and its progress was added and there will continue to be an updated copy in the board packet every month. This is the first month that statistics for the connection of the library's wifi service by our patrons is available by Clevnet. The applications by our Avon and North Ridgeville Branches for the ability to provide passports by the state department have been approved.

*Dr. Badillo arrived at 5:13 p.m.*

**Report of the Assistant Director**

*SEIU 1199*

Ms. Whitney advised of the grievance pending with SEIU 1199. There was a hearing on May 9, 2017. Ms. Whitney answered the grievance in writing on May 11, 2017, where the request was denied and an appeal was made to dismiss it without prejudice. On May 11, 2017, new copies of the CBA were given to Jim Leonard to obtain required signatures.

*Events/Meetings*

Ms. Whitney and Susan Spivey attended the Columbia Community Foundation Senior Breakfast at the High School on April 26, 2017. Ms. Whitney attended a Critical Conversations Conference where a speaker from Mike DeWines' office spoke about the effect of Opiates, Homelessness and Social Trauma on the community. On May 10, 2017, Ms. Whitney attended Alice (Active Shooter) Training where the instructors were from Hubbard Police Department. Ms. Whitney has also attended several HR networking events. On May 17, 2017, Ms. Whitney attended a Legal Update hosted by Benesch. Ms. Whitney will be meeting with Legal Counsel to do the HR Audit Review on May 22, 2017.

*Other*

Investigation into becoming a Passport Application Acceptance site has ensued.

## **Committee Reports/Communications**

### *Finance, Audit and Properties Committee*

Mr. Dore advised the committee met today prior to the Board Meeting to receive information regarding the 2018 budget.

### *Library Services and Personnel Committee*

Mr. Virden advised the committee last met on May 15, 2017, for a presentation from Petrus which will be discussed later in the agenda today.

## **Audience Participation**

### *Supervisors*

Ms. Susan Spivey welcomed Board members to the Columbia Branch. Ms. Spivey is excited about the upcoming Summer Programs. Sam Lewis, Librarian was featured in the Chronicle for his "Teen Chopped" program. Ms. Spivey and Ms. Whitney met with the Columbia Historical Society to discuss housing materials at the library. Ms. Spivey is planning a writers conference to be held in the fall. Chuck Sambuchino, who worked for Writer's Digest, may be the keynote speaker. The Columbia Branch has hosted many school visits. There was a visit from the 1st graders during the book sale where the children received one book each. The Columbia Branch received homemade thank you letters from each of those children. Ms. Spivey thanked the Board for all they do.

### *Friends of the Library*

Columbia Friends next meeting is in June. The book sale went very well and the next book sale in July. There was a vote not to participate in the 2017 Homecoming due to staffing.

Avon Friends met recently, the next book sale will be in June.

North Ridgeville Friends netted \$2,860 at the last book sale. The next meeting will be July 5, 2017. The next book sale is in July.

Domonkas Friends had a meeting and election, Ms. Eldridge is the new treasurer. They are setting up for the book sale starting May 22, 2017.

Lorain Friends netted \$300 in dues and \$2537.05 from the book sale. The next meeting is May 30, 2017.

**Audience Participation continued:**

*Foundation*

Mr. Wilson and Mr. Ellis are looking at planned giving. The Foundation Members will be attending the annual Jet Express networking event. The Foundation did attend the Dolly Parton Imagination Library fundraiser.

*Other*

Ingrid Rivera, Public Relations Associate of the Lorain Public Library introduced herself.

**New Business**

**#2017-058 Approval of Personnel Appointments**

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

- Victoria Cudnik, Library Associate I at the Domonkas Branch Library, part-time, effective April 24, 2017, at an hourly rate of \$16.165 per hour, grade UH, Step 1.
- Chelsea Robertson, Library Associate I at the Main Library, part-time, effective April 24, 2017, at an hourly rate of \$16.165 per hour, grade UH, Step 1.

yeas, unanimous

**#2017-059 Approval of 2018 Proposed Budget**

Mr. Dore moved, Ms. Novak seconded to approve the 2018 Proposed Budget in the following amounts:

General Fund	\$ 5,624,450
Lorain Levy Fund	3,573,135
Avon Branch	708,762
Columbia Branch	473,080
Domonkas Branch	486,199
North Ridgeville Branch	1,636,201
Book Memorial	100,000
Building & Repair Fund	265,000
Hageman Fund	55,300
Stocker Fund	3,500
Kurtz-Male Fund	500
HRA Fund	14,454
<b>TOTAL PROPOSED</b>	<b>\$ 12,940,581</b>

yeas, unanimous

**New Business Continued:**

**#2017-060 Approve 2017-18 Healthcare Committee Benefit Plan Recommendations**

Ms. Novak moved, Mr. Dore seconded to approve the Healthcare Committee's renewal recommendations and to authorize the Chief Fiscal Officer to enter into contracts with Medical Mutual of Ohio and Guardian Insurance for the 2017-18 employee health, dental, vision and life insurance programs.

yeas, unanimous

**#2017-061 Approval of Increase to Appropriations**

Mr. Dore moved, Ms. Hatch seconded to approve the following increase to the General Fund appropriations for the purchase of new database products.

101-14-54510	Database Access Charges	\$30,000.00
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yeas, unanimous

**#2017-062 Approval of Proposed Agreement with the North Ridgeville Corn Festival Committee**

Ms. Novak moved, Mr. Virden seconded to authorize the CFO to enter into an Agreement with the North Ridgeville Corn Festival Committee for the 2018 Corn Festival.

yeas, unanimous

**#2017-063 Approval of Change Orders for Main Library HVAC Project**

Ms. Hatch moved, Dr. Badillo seconded to approve the following change order for the Main Library HVAC Project, in the amount of Six Thousand, Eight Hundred and Fifty-Three Dollars, and Twenty-Two Cents (\$ 6,853.22):

Change Order #1 – Add expansion loops in cooling system	\$ 2,793.26
Change Order #2 – Change Panel due to variance from drawings	\$ 3,194.99
Change Order #3 – Add QMR Switch	\$ 864.97

yeas, unanimous

**#2017-064 Approval for HR firm (Library Services and Personnel Cmt)**

Mr. Virden moved, Ms. Novak seconded to approve the HR firm of Petrus HR Solutions as recommended by the Library Services and Personnel Committee.

yeas, unanimous

Board of Trustees  
May 18, 2017

0057-2017

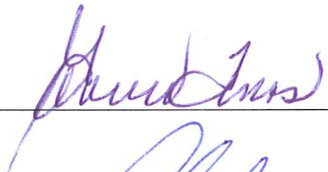
**Other Agenda Items**

**Next Meeting**

June 15, 2017 at 5 p.m.  
Main Library

**Adjournment**                      Time: 5:33 p.m.

**Attest:**

  
\_\_\_\_\_, President

  
\_\_\_\_\_, Secretary