

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

**Minutes**

Lorain Public Library System  
Thursday, September 21, 2017  
5:00 p.m. Avon Branch, 37485 Harvest Dr., Avon, OH  
Regular Business Meeting

President Tomas called the meeting to order at 4:53 p.m.

**Roll Call**

Present: Dr. Badillo, Mr. Dore, Ms. Hatch, Ms. Tomas

**Regular Business**

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

**#2017-100 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Dr. Badillo moved, Ms. Hatch seconded at 4:57 p.m. to approve adjourning to Executive Session to discuss personnel matters.

yeas, unanimous

**Reconvened: 5:52 p.m.**

**Regular Business continued:**

**#2017-101 Approval of Minutes**

Dr. Badillo moved, Mr. Dore seconded that the minutes of the August 17, 2017, meeting be approved.

yeas, unanimous

**#2017-102 Approval of Fiscal Officer's Report**

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

**Regular Business continued (*Fiscal Officer's Report*):**

Mr. Wilson reported to the Board that the month end cash balance as of August 31, 2017, was \$12,357,332. Of the August month end cash balance, \$11,002,019 was in Operating/Governmental Funds, of which \$10,117,727 was unencumbered. Revenues Year-To-Date totaled \$8,496,815 which represented 83.9% of annual estimated revenues without transfers and/or advances. Expenses year-to-date without transfers or advances as of August 31, 2017, were \$5,906,038 or 53.6% of the estimated annual expenses. Year-to-Date Expenses plus encumbrances totaled \$7,005,958 or about 63.6% of the *estimated* annual expenses for 2017.

Mr. Wilson reported that the fireworks in Sheffield Lake resulted in roof-drain blockage at Domonkas. Mr. Wilson notified the Sheffield Lake Fire Department and the Chief. The Chief assured the Library that they would contact the fireworks company, and agreed that both the Fire Department and the fireworks company would pay closer attention to the wind conditions for future fireworks events.

There were no public records request.

Mr. Wilson stated that a representative from Software Solutions (SSI) met with members of the fiscal office on the planned conversion to their VIP accounting software. SSI is scheduling to set up the library with their software in February or March of 2018. The library's data will be entered into the VIP system to be used to train, and when the Library is comfortable with the system the VIP software will reload the Library's accounting data and will then "go live".

Mr. Wilson attended both the NEORLS Fiscal Officers' meeting on September 12, 2017, and the SSI Annual Users Group Meeting from September 13-15, 2017. Mr. Wilson will be attending the Ohio Association of Public Treasurer's meeting on October 4-6, 2017. Sheila Lanning, Assistant Fiscal Officer, will attend the Fall Ohio Library Fiscal Officers Meeting on October 20, 2017.

Mr. Wilson advised that his wife is having surgery in October, and Ms. Lanning will attend the October board meeting in his place.

yeas, unanimous

**Report of the Director**

Ms. Diamond-Ortiz handed out the updated "program of work" showing where the library stands in accomplishing their 2017 goals.

## **Report of the Director continued:**

### *Community Partnerships/Library Programs*

Ms. Diamond-Ortiz advised due to the success of the summer food service program, the library was invited to apply for a grant by the Community Foundation of Lorain County. This grant would allow the library to continue the food service program on Saturdays in the spring of 2018. The proposed program will include an educational component that may allow the library to provide program participants to receive a “Blue Apron” or lunch box filled with what they would need to use what they learned at home.

The Library submitted a grant application for the American Library Association/Google Ready to Code program. This grant would provide funding for coding classes in rural communities.

The library submitted a letter of inquiry to the Stocker Foundation to request funding for a program entitled Discovery on the Go. This is another way the library would use to re-envision the Outreach Department.

The training for the Passport Program for Avon and North Ridgeville branches was last week and now the library is waiting for their facility number.

### *Branches*

Ms. Grizzell has stepped up to lead the renovations at the South branch.

## **Committee Reports/Communications**

None

## **Audience Participation**

Ms. Kelly Sprinkle is continuing to partner with the community in outreach opportunities. The most recent partnership is with Cleveland Clinic of Avon, where the employees have been trained on our e Library so they may show patients. Ms. Kelly Sprinkle advised the library can keep track of the e library use by patients at Cleveland Clinic Avon through contact with the volunteers and e library card activity.

The playground is moving forward with the library involved in the development of the story trail. There will be benches along the reading trail and the library has been invited to do a Halloween trail. Lowes is building the story trail and there will be free libraries along the library filled by the Friends of the Library. The trail will include a story walk and the story at this time will change with holidays and seasons. The book selection for 2017-2018 will be dedicated to Charlotte Picha and the library is thinking of a possible on-line vote of patrons for the first.

*Friends of the Library*

Avon Friends the last book sale was the most successful one in a long time.

Domonkas Friends have a book sale starting Wednesday, September 27, 2017.

North Ridgeville Friends next book sale and meeting are in October.

Lorain Friends next meet on September 26, 2017.

*Foundation*

The last meeting was in August, where the Foundation is working with Ms. Diamond-Ortiz in order to bring to fruition the goal of Outreach through the bookmobile. The next meeting is in October.

*Other*

Mr. Leonard of SEIU 1199 announced that he was elected an executive board member and has already took the oath of office. Mr. Leonard expressed he has enjoyed working with Ms. Diamond-Ortiz.

*Public Relations*

Ms. Wagner advised the hiring process for Content Marketing Strategist is underway as they received more than 50 applicants. Ms. Wagner stated the position should be filled by end of month. Ms. Wagner advised Cleveland Clinic Avon is on board to do a feature presentation regarding the partnership with Avon branch and the e library. This should be in the winter Dimension and possibly a long term piece.

**New Business**

**#2017-103 Approval of Personnel Appointments**

Dr. Badillo moved, Mr. Dore seconded to approve the following personnel appointments:

- Emily DeWitt, Student Library Aide at the Main Library, part-time, effective September 5, 2017, at an hourly rate of \$8.150, grade EA.
- Ethan Franke, Student Library Aide at the Avon Branch Library, part-time, effective September 5, 2017, at an hourly rate of \$8.150, grade EA.

yeas, unanimous

**New Business Continued:**

**#2017-104 Ratification of the Renewal of the Library's Insurance with the Ohio Plan**

Mr. Dore moved, Ms. Hatch seconded to ratify the renewal of insurance with the Ohio Plan for the period September 15, 2017 to September 18, 2017, for Thirty-Seven Thousand, Six Hundred and Eighty-Eight Dollars (\$37,688.00).

yeas, unanimous

**#2017-105 Approve Contract with Wadsworth Solutions**

Ms. Hatch moved, Dr. Badillo seconded to authorize the Chief Fiscal Officer to enter into a contract with Wadsworth Solutions to repair oil and refrigerant leaks in the HVAC system at the North Ridgeville Branch for an amount not to exceed Ten Thousand, Four Hundred and Sixty-Two Dollars (\$10,462).

yeas, unanimous

**#2017-106 Approval to Apply for a Grant from the Stocker Foundation**

Dr. Badillo moved, Mr. Dore seconded to authorize the Library Administration to submit a grant application to the Stocker Foundation to support programming for *Discovery on the Go*, an Outreach program designed to take learning programs to the community.

yeas, unanimous

**#2017-107 Approval to Apply for a Grant from the ALA/Google**

Dr. Badillo moved, Mr. Dore seconded to authorize the Library Administration to submit a grant application for the ALA/Google project *Ready to Code*, a program designed to help develop computer coding skills for young people.

yeas, unanimous

**#2017-108 Approval to Apply for a Grant/Rebates from Columbia Gas**

Mr. Dore moved, Ms. Hatch seconded to authorize the Library Administration to submit an application to Columbia Gas, for grant/rebate dollars available for energy savings realized in replacing the boilers at the Main Library.

yeas, unanimous

**New Business Continued:**

**#2017-109 Approval to Apply for a Grant from the Community Foundation**

Dr. Badillo moved, Ms. Hatch seconded to authorize the Library Administration to submit an application to the Community Foundation of Greater Lorain County, to help fund a Saturday food program at the Library.

yeas, unanimous

**#2017-110 Approve Increase of Hours at the South Branch Library**

Ms. Hatch moved, Dr. Badillo seconded to approve increasing the Monday through Saturday hours at the South Branch Library to match the open hours at the Main Library, effective October 30, 2017:

	OLD HOURS	NEW HOURS
Monday	11 a.m. – 8 p.m.	10 a.m. – 8 p.m.
Tuesday	11 a.m. – 8 p.m.	10 a.m. – 8 p.m.
Wednesday	12 p.m. – 8 p.m.	10 a.m. – 8 p.m.
Thursday	11 a.m. – 8 p.m.	10 a.m. – 8 p.m.
Friday	2 p.m. – 6 p.m.	10 a.m. – 6 p.m.
Saturday	11 a.m. – 5 p.m.	10 a.m. – 6 p.m.

yeas, unanimous

**#2017-111 Approve Subscription to *Lynda.com***

Ms. Hatch moved, Mr. Dore seconded to approve the subscription to the online resource, ***Lynda.com (lyndaLibrary)***, for a one-year, 50-seat subscription with an annual cost of Fourteen Thousand, Four Hundred and Ninety Dollars (\$14,490).

yeas, unanimous

**New Business Continued:**

**#2017-112 Approval to Issue Stipend Checks for OLC Conference**

\_\_\_\_\_ moved, \_\_\_\_\_ seconded to approve the issuance of stipend checks for staff attending the 2017 OLC Annual Conference.

OLC Meal Stipends	October 4 - 6, 2017
Campbell, Elizabeth	\$ 70.00
Godec, Anne	80.00
Lewis, Sam	80.00
Marchard, Julie	70.00
O'Keefe, Katie	70.00
Paganelli, Cheryl	70.00
Patterson, J	70.00
Paytosh, Nicole	80.00
Will, Britta	70.00
Yagiolo, Joe	80.00
Wagner, Elizabeth	70.00
	<u>\$ 810.00</u>

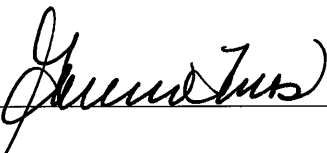
yeas, unanimous


**Next Meeting**

October 19, 2017 at 5 p.m.  
Main Library

**Adjournment** Time: 6:30 p.m.

**Attest:**

, President

, Secretary