

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, October 19, 2017
5:00 p.m. Main Library, 351 W. 6th Street, Lorain, OH
Regular Business Meeting

President Tomas called the meeting to order at 5:12 p.m.

Roll Call

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

Regular Business

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

#2017-113 Approval of Minutes

Mr. Dore moved, Ms. Schiemann seconded that the minutes of the September 21, 2017, meeting be approved.

Badillo, Dore, Hatch, Tomas – yea
Schiemann – abstain

#2017-114 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.

Ms. Lanning reported to the Board that the month end cash balance as of September 30, 2017, was \$12,296,736. Of the September month end cash balance, \$10,943,339 was in Operating/Governmental Funds, of which \$10,058,982 was unencumbered. Revenues Year-To-Date totaled \$9,107,735 which represented 89.9% of annual estimated revenues without transfers and/or advances. Expenses year-to-date without transfers or advances as of September 30, 2017, were \$6,577,554 or 59.7% of the estimated annual expenses. Year-to-Date Expenses plus encumbrances totaled \$7,928,335 or about 72% of the *estimated* annual expenses for 2017.

Ms. Lanning advised there were no correspondence or Public Records Requests. Ms. Lanning will be attending the Ohio Fiscal Officer Meeting October 20, 2017. Ms. Lanning advised that the flash drives were returned from the digitization of records. The Fiscal Office will confirm the information and find a place to store the scanned documents.

yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz introduced Julie Gabb, the practicum student from Kent State. Ms. Gabb is helping to digitize historical library information in order for patrons to have access to them. Ms. Gabb will be with the library till the beginning of December. Mr. Wilson met with the engineer yesterday who advised the boiler is up and running and Phase I is complete. Phase II they will begin work on the cooling system. Ms. Diamond-Ortiz advised she included the updated Friends hand out today and will have 2018 next month. Amy Petrus from the HR Audit was unable to be here today but will be at the November Board meeting. Ms. Diamond-Ortiz brought the updated Program of Work to the Board's attention highlighting the South Branch renovations are on target to be complete the first week of November. The architects will be shadowing Mr. Girt next week for the Facilities Assessment. This report will take approximately a month to complete. The position for IT Supervisor was just posted and the Assistant Director's Position will be posted today.

Committee Reports/Communications

None

Audience Participation

Ms. Paganelli gave a presentation for the newest digital resource Lynda.com

Mr. Lauver stated that the Lorain Friends book sale netted \$2,942 which is the highest of the year. The Lorain Friends has netted just over \$7,700.00 for the year which includes a profit of \$485 from donated surplus equipment. The book donation to the Ellis Memorial Library in Texas is complete with 1,015 books donated. Ms. Tomas requested this type of charity information be sent out to the Friends' presidents so they can contribute. The fine relief program for Puerto Rico started at the beginning of October and will last till the end of the year. Ms. Lauver advised as of October 18, 2017, the library already received \$730 system wide from the fine relief program and the press release has not gone out yet. Mr. Lauver took over for Valerie Smith on the Lorain County Memory project. The project is featuring the Tornado of '64. There will be training offered next month to employees. The daughter of a Red Cross nurse who helped during the Tornado donated items from that event. Mr. Lauver met with the administration from the St. Elizabeth Center looking to build a partnership to provide better job resources. The WVIZ Ideastream featured an excerpt from the Lorain Schools Forum that was held at the Main Library. There will be a new link added to the Library Website for easy access to press releases. The "How To" programs brought in 165 participants.

Audience Participation (*Friends of the Library*) **continued:**

Domonkas Friends had a successful book sale in September.

Columbia Friends netted a little over \$500 on the book sale. The slate of officers has been completed and they are in need of a secretary. On December 19, 2017 at 6:30 p.m. the Columbia Friends will host a Christmas Party at their meeting and will invite everyone who helped with the book sales and all Board members.

North Ridgeville Friends last meeting was held on October 2, 2017. The book sale is coming up and Ms. Tomas requested to have the 2018 half sheet Friends Information Sheets available to hand out. The North Ridgeville Friends will participate in Holiday on the Ridge in December. On December 30, 2017, the Columbia Library will host their annual Noon Day Celebration for the children.

Foundation

The Foundation met earlier this month. The Foundation participated in the Historical Society's program at the Palace Theatre.

Public Relations

Ms. Wagner filled the Content Marketing Strategist Position and the new employee will start October 31, 2017. *Dimensions* is well underway for winter, the focus will be on eTechnology. This *Dimensions* will include a pull out with all the eLibrary resources. Ms. Wagner advised that the format of *Dimensions* will change in the January, 2018 issue to a magazine style. This style is less expensive and more graphically interesting to the patrons.

Other

Cheri Campbell spoke on behalf of SEIU 1199 expressing that the month of September has been good. Ms. Campbell also wanted to thank Lisa Work for her idea for the Fine Relief program that will help those in Puerto Rico affected by Hurricane Maria.

New Business

#2017-115 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 replace an air-conditioning compressor and parts in the HVAC system at the North Ridgeville Branch for an amount not to exceed Nineteen Thousand, Sixty Dollars and Forty-Five Cents (\$19,060.45).

yeas, unanimous

New Business continued:

#2017-116 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

Dr. Badillo introduced the following resolution and moved its passage, Ms. Schiemann 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, 2018; 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:

SCHEDULE A				
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES				
FUND	Amount to Be Derived from Levies Outside 10 Mill Limitation Column II	Amount Approved by Budget Commission Inside 10 Mill Limitation Column IV	County Auditor's Estimate of Tax Rate to Be Levied	
			Inside 10 Mill Limit V	Outside 10 Mill Limit VI
Lorain CSD	2,285,249			4.08
Lorain CSD	1,055,523			1.87
Sheffield Lake City	324,913			2.20
Sheffield Lake City	110,765			0.75
Avon City	461,523			1.20
North Ridgeville City	1,328,868			1.91
Columbia Township	378,259			1.74
TOTAL	5,945,100	0	0.00	13.75

SCHEDULE B		
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES		
FUND	Maximum Rate Authorized to Be Levied	
General Funds:		
Lorain CSD		
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	
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	
Sheffield Lake City		
Library Levy authorized by voters 3/15/16 for not to exceed 5 years. Beginning 2016 Duplicate Expiring Last Collection 2021	2.20	
Sheffield Lake City		
Library Levy authorized by voters 3/15/16 for not to exceed 5 years. Beginning 2016 Duplicate Expiring Last Collection 2021	0.75	
Avon City		
Library Levy authorized by voters 3/15/16 for not to exceed 5 years. Beginning 2016 Duplicate Expiring Last Collection 2021	1.20	
North Ridgeville City		
Library Levy authorized by voters 5/6/14 for not to exceed 5 years. Beginning 2014 Duplicate Expiring Last Collection 2019	1.91	
Columbia Township		
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	

yeas, unanimous

#2017-117 Approval of Fund Transfer

Mr. Dore moved, Dr. Badillo seconded to authorize the following fund transfer, as per the 2017 Appropriations Budget:

From	To	Amount
101-01-59999 Tx General Fund	401-00-49999 Tx In Building & Repair	\$ 1,000,000

yeas, unanimous

New Business Continued:

#2017-118 Approve Renewal of Contract with Schill Landscaping to Provide Snow Removal Service for the Main Library, South, Avon, Domanakas and North Ridgeville Branches

Dr. Badillo moved, Ms. Schiemann seconded to authorize the CFO to renew the contract with Schill Landscaping to provide annual snow removal services in an amount not to exceed Sixteen Thousand, One Hundred and Eighty-Five Dollars (\$16,185), for the 2017-18 winter season.

Badillo, Dore, Schiemann, Tomas – yea
Hatch – no

#2017-119 Ratification of “Fines for Victims of Hurricane Maria Program”

Ms. Hatch moved, Ms. Schiemann seconded to ratify the Library program of accepting monetary donations on behalf of the relief efforts for Puerto Rico in exchange for forgiving library fines, through December of 2017.

yeas, unanimous

#2017-120 Approval of Memorandum of Understanding (MOU) for OhioMeansJobs

Mr. Dore moved, Ms. Schiemann seconded to authorize the CFO to enter into an MOU with Local Area 4 Lorain County Workforce Development Board and the Lorain County Workforce Development Agency, for two program years – PY17 (July 1, 2017 – June 30, 2018) and PY18 (July 1, 2018 – June 30, 2019), to make it easier for job seekers to access employment and training services that can lead to better jobs, improved career pathways, and sustainable wages.

yeas, unanimous

#2017-121 Approve OnDemand Energy as the Library’s Energy Advisor

Ms. Hatch moved, Ms. Schiemann seconded to authorize the Chief Fiscal Officer to use OnDemand Energy, through the Ohio Library Council’s program with the Sourcing Alliance, as the Library’s energy advisor for electricity and natural gas pricing contracts.

yeas, unanimous

New Business Continued:

#2017-122 Resolution of Appreciation for Dale Girt, Upon His Retirement

Ms. Schiemann moved, Ms. Badillo seconded the following resolution of appreciation:

WHEREAS, the Lorain Public Library System is fortunate to have many employees who are dedicated and committed to the library; and

WHEREAS, Dale Girt has served as the Facilities Manager for 21 years and is well respected by managers and staff and has supervised the maintenance department in a calm, humble and efficient manner, and

WHEREAS, Dale Girt brought extensive knowledge of construction best practices when he joined Lorain Public Library System and that knowledge was put to good use during the construction of several branch buildings, including South Branch, North Ridgeville Branch and Columbia Branch and extensive renovations at Domonkas Branch, Main Library and Avon Branch; and

WHEREAS, Dale Girt used his degree in botany to design and create welcoming landscapes using native Ohio plants and trees that bring joy to library patrons and staff alike; and

WHEREAS, Dale Girt cultivated a team of maintenance staff who consistently go above and beyond for the Library, resulting in an excellent customer experience for the public; and

WHEREAS, Dale Girt understood the value of libraries and made it a priority to ensure safe and comfortable facilities for the public; and now

THEREFORE, be it resolved that the Lorain Public Library System board of trustees does publicly acknowledge Dale Girt and his contribution to the library system and extends its heartfelt appreciation on behalf of the library board and staff.

yeas, unanimous

Other Agenda Items

None

Board of Trustees
October 19, 2017

0094-2017

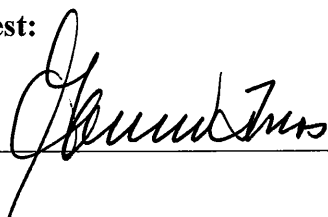
Next Meeting


November 16, 2017 at 5 p.m.
Columbia Branch Library

Adjournment

Time: 6:08 p.m.

Attest:


_____, President


_____, Secretary