

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, December 20, 2018
5:00 p.m. North Ridgeville Branch, 35700 Bainbridge Rd, OH
Regular Business Meeting

Dr. Tomas called the meeting to order at 5:03 p.m.

Roll Call

Present: Dr. Badillo, Col. Belanger, Mr. Dore, Ms. Schiemann, Dr. Tomas, Ms. Torres,
Mr. Virden

Ms. Tomas welcomed new Board Trustee Monica Snipes to the meeting. Her term will be effective January 1, 2019.

Regular Business

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

#2018-141 Approval of Minutes

Ms. Torres moved, Dr. Badillo seconded that the minutes of the November 15, 2018 meeting be approved.

Roll Call: yeas, unanimous

#2018-142 Approval of Fiscal Officer's Report

Col. Belanger moved, Mr. Virden seconded that the Fiscal Officer's Report for the month ending November 30, 2018 be approved.

Mr. Wilson reported to the Board that the month end cash balance as of November 30, 2018 was \$12,495,316. The Operating funds cash balance was \$9,918,590, of which \$9,496,867 was unencumbered. The unencumbered cash balance overall as of November 2018 was \$11,859,072. The revenues to date were \$10,312,147, which was 98% of estimated annual revenues without advances or transfers. The expenses of \$8,861,880 that was 80.5% of the estimated expenses without advances

or transfers. The expenses with encumbrances was \$9,498,114, which was 86.3% of annual estimated expenses.

Mr. Wilson said that he had received no correspondence and that there had been no public records requests.

Mr. Wilson stated an addition of a resolution to approve the purchase of Envisionware cash registers for the entire Library System, that will tie into our SIRSI Library Automation System and allow credit cards to be accepted and directly paid on patron accounts. The new cash registers will also tie to the Envisionware print release terminals purchased earlier in the fall.

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz welcomed everyone to North Ridgeville Library. She welcomed Ms. Snipes to the board. Ms. Diamond-Ortiz passed out Boomer Magazine, which included recognition of Dr. Tomas for volunteering and leadership for in North Ridgeville Library and Lorain Public Library System.

Ms. Diamond-Ortiz gave the new Connections Magazine to the Board. She expressed her congratulations to Jennifer Black and the marketing department. She stated the work coming from this department is getting better and better. This publication was the first produced in-house with design and writer on staff.

Ms. Diamond -Ortiz stated the 2017 Annual report is on the Library's website and also an emailed version will be sent to all Board members.

Ms. Diamond-Ortiz stated the new cards issued and reregistered borrowers have increased dramatically from last year. She indicated the staff's effort to improve in these areas and the statistics show their progress.

Committee Reports

None

Communications

None

Audience Participation

Supervisor

Branch Manager, Karen Sigsworth reported on North Ridgeville Branch Library. Mrs. Sigsworth welcomed back the Board to the library. Mrs. Sigsworth attended a council meeting on December 3 and everyone there is aware of the upcoming renewal levy which will be on the ballot for May. She stated the council was familiar with the five year renewal levy and was supportive.

Mrs. Sigsworth mentioned several successful and well-attended programs at the library. Mrs. Sigsworth stated the Branch had ginger bread making programs, new reindeer boot camp program and pinecone ornament program for the community. Additionally, the noon year's eve program will be December 31, 2018. Mrs. Sigsworth stated that other groups in the community have adopted this program as well.

Mrs. Sigsworth stated the local historical society has loaned the library a display case full of ornaments from White House.

Mrs. Sigsworth stated the Garden Club has decorated the library for the last five years. The theme was "Let it Snow". Their picture was featured in the Chronicle and North Ridgeville Press.

Mrs. Sigsworth thanked everyone for coming and wished everyone a good holiday.

Friends of the Library

Ms. Schiemann reported that Columbia Friends had an open house and it was well attended. Mrs. Schiemann stated that the group is looking for a secretary. They decided to ask the seniors to volunteer for the position until May 2019.

Dr. Tomas stated the North Ridgeville Friends of the Library, Inc. will have a meeting and book sale in January. She thanked the Facilities Staff for disposing of excess books.

Ms. Diamond-Ortiz stated the Lorain Friends will have a book sale in January. They will also sponsor a pet food collection for the APL and also a food drive for people. Avon Friends made \$60 at the bake sale and there were no updates for Domonkas Friends group.

Foundation

Dr. Tomas said that the LPLS Foundation met to discuss the annual appeal, which will support the Discovery On the Go project. A printed piece will be forthcoming highlighting Discovery on the Go. The Foundation has rejoined BVU, Business Volunteers Unlimited. Dr. Tomas thanked the marketing department for their help with foundation materials and looks forward to working with them when the Foundation rebrands.

Other

SEIU 1199

Mr. Jim Leonard represented the SEIU 1199 Union. He thanked Mr. Homer Virden for his service for the library over the 14 years. Mr. Leonard wished everyone a merry Christmas. Mr. Leonard stated the union appreciated the improved relationships with staff and management.

New Business

#2018-143 Approval of Personnel Appointments

Dr. Badillo moved, Ms. Torres seconded to approve the following personnel appointments:

Andre Muniz, Maintenance Worker, full-time, system wide, effective November 27, 2018, at an hourly rate of \$14.719, grade UG1, step 1

Roll Call: yeas, unanimous

#2018-144 Approval of 2019 Estimated Revenues - General and Levy Funds

Col. Belanger moved, Ms. Torres seconded to approve the 2019 Estimated Revenues General and Levy Funds:

2019	GEN FUND	LORAIN LEVY	AVON LEVY	DOMONKAS LEVY	N RIDGEVILLE LEVY	COLUMBIA LEVY	TOTAL
1100 PUBLIC LIBRARY FUND	\$ 4,199,043						\$ 4,199,043
1200 TAX LEVIES		\$ 3,359,198	\$ 471,574	\$ 439,024	\$ 1,368,894	\$ 382,834	\$ 6,021,524
3000 FINES, FEES, ETC.	\$ 99,000						\$ 99,000
4000 INTEREST ON INVEST	\$ 120,000	3,400	2,500	1,100	9,600	1,500	\$ 138,100
5000 SERVICES PROVIDED							\$ -
6000 GIFTS/BEQUESTS	\$ 1,000						\$ 1,000
8000 SALES/REFUNDS/MISC.	\$ 6,600						\$ 6,600
9000 FUND TRANSFERS		523,536	100,000	50,000	150,000	40,000	\$ 863,536
TOTAL ESTIMATED REVENUE	\$ 4,425,643	\$ 3,886,134	\$ 574,074	\$ 490,124	\$ 1,528,494	\$ 424,334	\$ 11,328,803

Roll Call: yeas, unanimous

#2018-145 Approval of 2019 Estimated Revenues – Other Funds

Dr. Badillo moved, Col. Belanger seconded to approve the estimated revenues for other funds for 2019:

Fund No.	Fund Name	Account Name	Amount
203	Summer Reading Fund		\$ -
215	Book Memorial Fund	Interest	500
		Contributions: Main	9,000
		Contributions: Avon	2,000
		Contributions: Colu	mbia
			2,000
		Contributions: Domonkas	2,000
		Contributions: N. Ridgeville	2,000
		Contributions: Outreach	2,000
		Contributions: South	2,000
401	Building & Repair Fund	Interest on Investments	1,500
		Transfers-in from Other Funds	2,000,0
		00	
451	Capital Improvements Fund	Interest on Investments	50
701	Hageman Trust Fund	Interest on Investments	100
		Contributions	27,000
702	Stocker Trust Fund	Interest on Investments	25
801	Kurtz/Male	Interest on Investments	10
803	Domonkas Trust	Interest on Investments	50

Board of Trustees
December 20, 2018

00127-2018

901	Personal Wellness Employee Fund	Wellness Contributions	4,000
TOTALS			\$ 2,054,235

Roll Call: yeas, unanimous

#2018-146 Approval of 2019 Permanent Appropriations Budget

Mr. Dore moved, Ms. Torres seconded to approve the permanent appropriations budget for 2019:

Fund	Name	Amount	
101	GEN FUND	\$ 5,446,441	
110	N RIDGEVILLE LEVY	4,446,506	
112	AVON LEVY	737,472	
120	COLUMBIA LEVY	690,693	
122	DOMONKAS LEVY	709,832	OPERATING
130	LORAIN LEVY	4,740,064	\$ 16,771,008
203	SUMMERREADING	7,500	
215	BOOK MEMORIAL	97,000	
401	BUILDING & REPAIR	485,000	
451	CAPITAL IMPROVEMENT	100,000	
701	HAGEMAN	33,700	
702	STOCKER	3,500	
801	KURTZ-MALE	4,000	
803	DOMONKAS TRUST	40,000	
901	PERSONAL WELLNESS	14,454	
TOTALS		\$ 17,556,162	

Roll Call: yeas, unanimous

#2018-147 Resolution of Appreciation for Homer Virden, Board Member

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

WHEREAS, the Lorain Public Library System is fortunate to have many community volunteers who are dedicated to the Library; and

WHEREAS, Homer A. Virden in his service on the Board of Trustees from January 2004 through December 2018, has devoted countless hours to the Library; and

WHEREAS, Homer A. Virden has served in many leadership capacities as President, Vice President and Secretary of the Lorain Public Library System Board of Trustees; and

WHEREAS, Homer A. Virden has given thoughtful, professional advice as a member of several Library Board committees, such as: Finance, Audit and Properties Committee; Library Services and Personnel Committee, Trustee Development and Nominating Committee; and

WHEREAS, Homer A. Virden has shared his valuable insight and given wise counsel to the Library Board and administration over the years to guide the Library into the future; and

WHEREAS, Homer A. Virden has been a tireless advocate for the Library locally and at the state level, meeting with local legislators to share the importance of the work of libraries and advocate for sustained funding; and

WHEREAS, Homer A. Virden upheld the importance of providing good customer service as a core value of the Lorain Public Library System; and has done an exemplary job representing the communities that the library system serves; and

THEREFORE, BE IT RESOLVED, that the Lorain Public Library System Board of Trustees does publicly acknowledge Homer A. Virden and his contribution to our library system, and extends its appreciation, on behalf of the Board and Staff.

Roll Call: yeas, unanimous

The Board presented Mr. Virden with a resolution in a frame and gave a framed resolution from Mayor Ritenour.

Approval of Consent Agenda for items #2018-148 through 2018-153 and #2018-155

Ms. Torres moved, Dr. Badillo seconded the following resolutions to be approved by consent:

#2018-148 Approval of Wage Increases to New Ohio Minimum Wage of \$8.55 Hour

Approval to approve 2019 wage increases to \$8.55 per hour for the following employees, effective December 23, 2018, for the first pay of 2019:

Breanna Bouton
Zoie Jarem
Tara Kuriger
Liana Schraff

Emma Bushong
Natalie Jones
Stephanie Michalek

Julian Hodge
Mary King
Liam Reilly

#2018-149 Approval to Enter into Contract with Bodnar Printing for the Printing of Four Issues of the Library's 2019 Newsletter

Approval to authorize the CFO to enter into an agreement with Bodnar Printing for the printing of four editions of all 2019 issues of the Library's newsletter, for an amount not to exceed Seventy-Two Thousand, Nine Hundred and Fifty-Four Dollars and Sixteen Cents (\$72,954.16).

#2018-150 Approval to Enter into Contract with NFP for Employee Benefits Brokerage Services During the 2019 Transition to the Stark County Council of Government's Healthcare Plan

Approval to authorize the CFO to enter into an agreement with NFP for the provision of brokerage services during the transition to the Stark County Council of Government's Healthcare Plan, for an amount not to exceed Thirteen Thousand, Seven Hundred, and Seventy Dollars (\$13,770.00).

#2018-151 Approval to Renew Contract with Emerge, Inc. to Host the Library Website and Support Social Media Sites for Library Publicity for 2019.

Approval seconded to authorize the CFO to enter into a renewal agreement with Emerge, Inc. to host the Library website, and to support and maintain the Library website and social media Internet sites for the Library in 2019, in an amount not to exceed Twenty-One Thousand, Six Hundred Dollars (\$21,600).

#2018-152 Approve Contract with Performance Painting

Approval to authorize the Chief Fiscal Officer to enter into a contract with Performance Painting to prepare, skim coat, prime and paint the Administrative Offices at the Main Library for an amount not to exceed Twelve Thousand, Five Hundred Dollars (\$12,500).

#2018-153 Approve Contract with Cleveland Rock And Tile, Inc.

Approval to authorize the Chief Fiscal Officer to enter into a contract with Cleveland Rock And Tile, Inc. to remove, prepare, and replace carpeting in the Administrative Offices at the Main Library for an amount not to exceed Fifteen Thousand, Six Hundred and Fifty Dollars (\$15,650).

#2018-154 Ratify Administration's Participation in the Next Chapter Book Club

Mr. Virden moved, Ms. Schiemann seconded to ratify Library Administration's decision to participate in the *Next Chapter Book Club*.

Roll Call: yeas, unanimous

**#2018-155 Approval to Donate Scrap Computer Equipment to the Lorain County
Solid Waste Management District, Goodwill of Lorain County, or the
Friends of the Library**

Approval 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.

Roll Call: yeas, unanimous

#2018-156 Approve Purchase of Cash Registers from Envisionware

Mr. Dore moved, Ms. Torres seconded to authorize the Chief Fiscal Officer to enter into
a contract to purchase cash registers from Envisionware that will tie into the SIRSI
Library Automation System, for an amount not to exceed Fifty-Six Thousand, Fifteen
Dollars and Forty-Eight Cents (\$56,015.48).

Roll Call: yeas, unanimous

#2018-157 Approval to Enter into Executive Session - Purchase of Real Estate

Ms. Torres moved, Ms. Schiemann seconded at 5:37 p.m. to approve adjourning to
Executive Session to discuss the purchase of real estate.

Roll Call: yeas, unanimous

Reconvened: 6:42 p.m.

Other Agenda Items

None

Next Meeting

2019 Organizational Meeting
January 3, 2019 at 5
p.m. Main Library

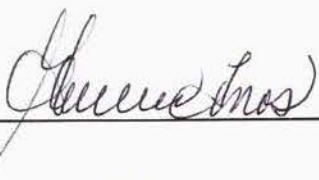
Adjournment

Time: 6:48 p.m.

Board of Trustees
December 20, 2018

00131-2018

Attest:


_____, President


_____, Secretary