

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, May 17, 2018
5:00 p.m. Columbia Branch Library, 13824 W. River Rd. N., Columbia Station, OH
Regular Business Meeting

Dr. Tomas called the meeting to order at 5:07 p.m.

Roll Call

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

Regular Business

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

#2018-053 Approval of Minutes

Ms. Schiemann moved, Mr. Virden seconded that the minutes of the April 18, 2018 board meeting be approved.

Roll Call: yeas, unanimous

#2018-054 Approval of Fiscal Officer's Report

Dr. Badillo moved, Mr. Virden seconded that the Fiscal Officer's Report for the month ending April 30, 2018, be approved.

Mr. Wilson reported to the Board that the unexpended cash fund balance of all funds as of April 30, 2018, was \$12,578,485, which is up two million from previous years. Of the April month end the balance in the Checking Account Bank was \$2,926,474.37. The library is looking into putting money in accounts at other banks such as First Federal Lakewood, and Dollar Bank to receive better interest rates. The YTD Revenues are down by \$150,000 due to the system-wide capital projects, such as deferred repairs and expenses for furnishing and equipment.

No public records requests or correspondences

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz emphasized what a wonderful celebration the North Ridgeville Anniversary event was. Ms. Diamond-Ortiz thanked all those who helped with the celebration. The Health Department is spearheading a Better Block event in collaboration with other organizations including the Lorain Public Library System. This event is on Saturday, May 19, 2018, from 12 p.m. – 8 p.m. The event will take over Broadway between 5th -8th street in Lorain, to demonstrate possibilities for downtown Lorain. The Lorain Public Library System will provide a free library, free wifi, a life size chess board, and kick off the bike check out program. Ms. Diamond-Ortiz will help with the evaluation process by taking the community's ideas for a better Lorain and presenting it to City Council. The Lorain Public Library System is the spotlight organization for the International Festival this year. The International Festival Breakfast is at Germans Villa on Wednesday, June 20, 2018, at 8 a.m. for those interested in attending.

Committee Reports

None

Audience Participation

Supervisor

Ms. Spivey expressed her excitement about the summer library programs. The bike repair station will be installed tomorrow, May 18, 2018. Columbia Branch will be celebrating 15 years in their building as of November so Ms. Spivey is looking for ways to celebrate. There has been an increase in story time attendance due to the attendance of local preschools. Ms. Spivey passed around thank you cards by preschool students.

Friends of the Library

Columbia Friends book sale went well, the next meeting is in June and due to staffing they will not participate in Home Days this year.

North Ridgeville Friends netted \$3200 at books sale with \$537 on the Square Reader. The next meeting is in June.

Avon Friends had a pop-up book sale in April. The Friends provided cupcakes to the staff for National Library Week.

Lorain Friends book sale ends today.

Foundation

The Foundation met and discussed fundraising for Discovery on the Go and the upgrade for Raiser's Edge.

New Business

#2018-056 Approval of Personnel Appointments

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

- LaQuanda Williams, Temporary PR Assistant, part-time/probationary, effective May 1, 2018 through July 31, 2018, at an hourly rate of \$12.019 per hour, grade B.
- Brittany Craig, Librarian in the Outreach Department, full-time, effective May 29, 2018, at an hourly rate of \$20.182 per hour, grade UJ, Step 1.
- Cassandra Rodriguez, Library Assistant at the North Ridgeville Branch, part-time, effective May 14, 2018, at an hourly rate of \$12.384 per hour, grade UE, Step 1.

Roll Call: yeas, unanimous

#2018-057 Approval of Temporary Assignment for Public Relations

Mr. Belanger moved, Dr. Badillo seconded to approve Managers Donna Kelly Sprinkle and Susan Spivey to be given temporary \$1.00 per hour increases effective this pay period through the end of the pay period in which a new Marketing Manager starts their position.

Roll Call: yeas, unanimous

#2018-058 Approval of 2019 Proposed Budget

Mr. Virden moved, Mr. Belanger seconded to approve the 2019 Proposed Budget in the following amounts:

General Fund	\$ 6,000,000
Lorain Levy Fund	3,750,000
Avon Branch	700,000
Columbia Branch	500,000
Domonkas Branch	500,000
North Ridgeville Branch	1,750,000
Book Memorial	100,000
Building & Repair Fund	1,000,000
Hageman Fund	60,000
Stocker Fund	4,000
Kurtz-Male Fund	1,000
HRA Fund	14,000
TOTAL PROPOSED	\$ 14,379,000

Roll Call: yeas, unanimous

New Business continued

#2018-059 Approval of Proposed Agreement with the North Ridgeville Corn Festival Committee

Dr. Badillo moved, Mr. Belanger seconded to authorize the CFO to enter into an Agreement with the North Ridgeville Corn Festival Committee for the 2018 Corn Festival.

Roll Call: yeas, unanimous

#2018-060 Approve the Purchase of the Blackbaud Raisers' Edge NXT

Dr. Badillo moved, Mr. Viriden seconded to purchase the software, installation and training of the *Raisers' Edge NXT* module for the Blackbaud software implementation, to allow donor tracking for the Library and the Library Foundation, in the amount of Thirteen Thousand, Eight Hundred and Fifteen Dollars (\$13,815), with an on-going support cost of \$7,640 annually.

Roll Call: yeas, unanimous

#2018-061 Approval to Advertise/Sponsor *FireFish Festival*

Mr. Belanger moved, Dr. Badillo seconded to approve a Five Hundred Dollar (\$500) level advertisement/sponsorship expenditure with the 2018 FireFish Festival.

Roll Call: yeas, unanimous

#2018-062 Approval to Enter into MOU with Lorain County Health Department

Dr. Badillo moved, Ms. Schiemann seconded to approve entering into a Memorandum of Understanding (MOU) with the Lorain Health Department to acquire a covered bicycle rack for the Main Library.

Roll Call: yeas, unanimous

Mr. Viriden moved, Ms. Schiemann seconded to approve Resolutions #2018-063 – #2018-067

#2018-063 Approve Contract with Sunshine Electric, Inc. for Renovations

Authorization of the CFO to enter into a contract with Sunshine Electric, Inc. to provide the Library with electrical work needed to relocate the data room and public computers at the Main Library per their proposal, for an amount not to exceed Forty-Six Thousand, Five Hundred Dollars (\$46,500).

New Business continued

#2018-064 Approve Contract with Interfinish Carpeting Replacement

Authorization of the CFO to enter into a contract with Interfinish to replace Main Library carpeting per their proposal, for an amount not to exceed One Hundred and Twenty-Three Thousand, Seven Hundred and Ninety-Four Dollars and Ninety-Six Cents (\$123,794.96).

#2018-065 Approve Contract with Interfinish for Painting Renovations

Authorization of the CFO to enter into a contract with Interfinish to paint the Main Library interiors per their proposal, for an amount not to exceed Twenty-Nine Thousand, and Forty Dollars (\$29,040).

#2018-066 Approve Purchase from CDW Government (CDWG)

Authorization of the CFO to issue a purchase order for new public computers for the Main Library from CDWG, for an amount not to exceed Forty-One Thousand Dollars (\$41,000).

#2018-067 Approve Contract with Wojciechowski Construction, Inc. to Construct New Office Spaces at the Main Library

Authorization of the CFO to enter into a contract with Wojciechowski Construction Inc. to construct office space for Human Resources and Marketing, for an amount not to exceed Six Thousand, Six Hundred and Eighty-Five Dollars (\$6,685).

Roll Call: yeas, unanimous

#2018-068 Resolution Approving New Job Classification Summary for Assistant Manager

Dr. Badillo moved, Mr. Virden seconded to approve the new job classification summary for an Assistant Manager:

Job Title:	Assistant Manager	Date:	May 2018
Grade:	E	FLSA:	Exempt

Basic Function:

Assists the Branch Manager/Main Library Manager with a variety of complex technical and administrative tasks requiring considerable independent judgment and in-depth knowledge related to the management of a library department or branch operations.

New Business Continued (2018-068):

Distinguishing Features of the Class:

The distinguishing feature of this class is that the duties performed are supervisory and managerial in nature and include extensive contact with community and outside agencies served by the unit. Employees assigned to this class serve as assistant supervisors of a department or branch and have input into hire, fire and disciplinary actions and authority. Complex and sensitive problems are solved independently or with the assistance of the manager.

Characteristic Duties and Responsibilities:

Manages and leads in the daily operation of a Public Services location.
Oversees physical plant (cleanliness, safety, security use); reports problems to the Facilities Manager and/or immediate supervisor.
Collaborates with staff to create an excellent customer experience.
Listens to patrons to resolve complains.
Reviews and responds to patron web requests.
Reviews and submits staff time sheets.
Prepares and distributes staff 2-week schedules.
Prepares and distributes weekly Public Services desk schedules.
Monitors Sirsi reports.
Enters system-wide IT tickets with CLEVNET.
Trains current and new staff as needed.
Assists at various Public Service desks as needed.
Assists the manager with planning and implementing programs and events.
Assists the manager with employee evaluations and development.
Monitors branch operations and makes recommendations for adjustments and/or improvements.
Alternates with other persons in charge as needed to be in charge of any branch location.
May participate on special committees inside the library and/or within the community.
Communicates effectively with staff, patrons, community, individuals and groups.

Knowledge, Skills and Abilities:

Requires the ability to lead, plan and supervise the work of others with direction from manager; ability to use technology in a computerized, networked environment; tact and courtesy; ability to work in a team environment; ability to lead and facilitate small groups; ability to speak effectively in public; ability to develop recommendations, evaluate alternative course of action, select courses of action, and follow up; ability to make well-reasoned and timely decisions based on careful, objective review and informed analysis of available considerations and factors.

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New Business Continued (2018-068):

Education, Training and Experience:

Requires a Bachelor's Degree in a related field and one to two years of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities, A Master of Library Science degree issued by an ALA-accredited library school is preferred.

Roll Call: yeas, unanimous

Other Agenda Items

Next Meeting

Board Work Session
June 9, 2018 at 9 a.m.
North Ridgeville Branch

Regular Business Meeting
June 21, 2018 at 5 p.m.
Main Library

Adjournment Time: 6:08 p.m.

Attest:


_____, President


_____, Secretary