

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, August 16, 2018
5:00 p.m. South Branch Library, 2121 Homewood Drive, Lorain, OH
Regular Business Meeting

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

Roll Call

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

Regular Business

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

#2018-084 Approval of Minutes

Mr. Virden moved, Ms. Schiemann seconded that the minutes of the June 28, 2018, meetings be approved.

Roll Call: yeas, unanimous

#2018-085 Approval of Fiscal Officer's Report

Mr. Dore moved, Ms. Schiemann seconded that the Fiscal Officer's Report for the months ending June 30 and July 31, 2018 be approved.

Mr. Wilson reported to the Board that the month end cash balance as of June 30th was \$11,712,643. The first half result was \$971,302 of revenues in excess of expenses. The July 31st unencumbered cash balances included \$8,673,818 in operating funds. The year-to-date revenues were \$5,964,391, which was 58.9% of estimated annual revenues. The year-to-date expenses of \$5,296,787 represented 49.7% of estimated expenses. The year-to-date expenses plus encumbrances was \$6,709,265 which was 63.0% of the annual estimated expenses.

The Library received correspondence from the City of Sheffield Lake requesting approval for their firework display. The Lorain County Budget Commission sent a letter showing an increase to the 2018 PLF certification.

No public records requests were received.

Mr. Wilson will be attending the NEO-RLS Fiscal Officers' Roundtable. The SSI Annual Users Group Conference in Sandusky at Kalahari is in September. His staff will be attending the Conference to obtain training on the new VIP software.

Fiscal Officer's Report continued:

The Paycor Time and Attendance module has been implemented. Mr. Wilson wished to thank Sheila Lanning, Assistant Fiscal Officer, for leading the project and working through the many obstacles that arose. Other improvements include employee access to time-off requests, paystubs, leave-time accruals.

Mr. Wilson acknowledged Debbie Leyva and other fiscal office staff for doing a yeoman's job of clearing out our Central Supply "cage". Instead of having physical supply inventory for the entire system, we have commenced on-line ordering for each library in the system using the Staples Business Advantage website on the internet. Mr. Wilson stated that the Library will also be establishing on-line ordering for each Branch Library with Gergely's Maintenance for paper maintenance supplies, trash bags, gloves and cleaning products.

Mr. Wilson has been working with Hyland Software to obtain a free upgrade from our SIRE document management software to Hyland's OnBase system. Additionally the Public Agenda module will be purchased to allow the Library to establish a document library for Board and staff, and to set up a public face for reviewing Board minutes and perhaps agendas as they develop. Quotes have been received from both Hyland software and one of their re-sellers, Naviant.

There is an agenda item regarding an MOU with other libraries. Former Director Eldridge had offered Amherst Public Library and Oberlin Public Library the opportunity to join our EASE@Work (EAP) program at our large-group pricing. Director Diamond-Ortiz offered the program to other LCLAC libraries. Both Elyria and Ritter in Vermillion, expressed an interest in joining. Elyria wanted an agreement between the libraries and LPLS wanted assurances that LPLS would not be liable for the privacy of the personal information of other libraries employees. The MOU addresses both of those issues, allowing the library to be a pass through agent to the finances only.

Mr. Wilson worked with Buckeye Community Bank to move the Library's Money Market Account to a distributed-deposit account. The funds will be tied to an account at Buckeye Community Bank, but specific deposits will be in a number of FDIC insured banks, allowing the library to maintain 100% insurance through the FDIC. The interest rate will be 1.81%. Until this change, the bank was only giving us .50% interest on our Money Market account.

One personnel appointment was added to tonight's agenda.

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz welcomed Jennie Patterson back to the Board Meetings. Ms. Patterson will be taking minutes for the Board. Ms. Diamond-Ortiz introduced the new Director of Marketing Jennifer Black. Ms. Diamond-Ortiz introduced the new Director of Human Resources, Michael Diamond. They both expressed appreciation and excitement about joining the Lorain Public Library System.

Ms. Diamond-Ortiz acknowledged the wonderful job staff have done to go from paper payroll to online payroll.

Ms. Diamond-Ortiz discussed the proposed expansion of the Avon Branch Library with the Avon City Council. This is an exploratory meeting with no set drawings or plans. Ms. Diamond-Ortiz noted that they were advised to keep the library on the current property.

Ms. Diamond-Ortiz discussed the success of food service program and stated Elaine Betting did a wonderful job coordinating this program. This program will be renewed and continued.

Committee Reports

None

Audience Participation

Supervisor

Mr. Lewis welcomed the Board to the South Branch. Mr. Lewis stated the families who attended the Summer Food program at south were so grateful for these services. Mr. Lewis thanked Ms. Diamond-Ortiz and Ms. Betting for offering this program and that the community appreciated it.

Mr. Lewis reported there was a 30% increase in the Summer Reading participation from last year. Mr. Lewis stated the community feedback has been positive. Mr. Lewis reported that south had very successful attendance at its programs such as the Carnival 100, Chalk Walk 150 and Farm program of over 200 plus participants.

Mr. Lewis showed the trophy the library won from United Way's Spellebrate program where LPLS placed first. Mr. Lewis added his wife baked homemade cookie for the Board.

Friends of the Library

Columbia Friends will be meeting August.

North Ridgeville Friends will be having a book sale in the month of August. They also attended the Corn Festival.

Foundation

The Foundation will meet in September and mentioned their Discovery On the Go gift of \$25,000.

Other

Facilities Manager, Rick Gerena updated the board on the Main Renovation projects. Mr. Gerena mentioned Main Library's outside panels will be painted with a special painting method. Ms. Tomas asked if there was any guarantee for the special paint. Mr. Gerena stated he would put something specific in the actual contract to guarantee work.

Mr. Gerena stated his staff has been working on reconfiguring shelving which saves the library money. The endcaps will be new.

Executive Board Member, Jim Leonard stated the new Paycor system is easy to use.

New Business

Dr. Badillo moved, Ms. Schiemann seconded to approve agenda items **#2018-086 - #2018-094:**

#2018-086 Approval of Personnel Appointments

- Robert Musser, Graphic Designer, full-time, effective July 9, 2018, at an hourly rate of \$23.00, grade D.
- LaQuanda Williams, promotion to PR Assistant, part-time, effective July 29, 2018, at an hourly rate of \$13.200, grade C.
- Jennifer Black, Marketing Manager, full-time, effective July 30, 2018, at an hourly rate of \$31.50, grade G.
- Zachary Dietsche, Library Assistant, Public Services at the Domonkas Branch Library, part-time, effective July 23, 2018, at an hourly rate of \$12.384, grade UE step 1.
- Michael Diamond, Human Resources Manager, full-time, effective August 20, 2018, at an hourly rate of \$35.43, grade G.
- Mary King, Library Aide at the North Ridgeville Branch Library, part-time, effective August 20, 2018, at an hourly rate of \$8.525 grade UA step 3.
- Amy Loch, Library Associate I, Public Services at the Main Library, part-time, effective August 27, 2018, at an hourly rate of \$16.327, grade UH step 1.
- Victoria Cudnik, Library Associate II, Public Services at the Domonkas Branch Library, part-time, effective August 13, 2018, at an hourly rate of \$18.138, grade UI step 1.

#2018-087 Acceptance of Donations/Grants

Lorain County Health Department Bike Grant	\$ 2,000.00
Bergman-Camp Trust for North Ridgeville Branch Library	\$ 80,000.00
Stocker Foundation – Outreach Vehicle Outfitting	\$ 25,000.00
Medical Mutual Wellness Funds	\$ 3,000.00
The Foundation of the LPLS, Inc. – Transit-on-the-Go	\$ 25,000.00
Albert C. Doane – Historical Photographs and Documents	27 Binders

#2018-088 Approval of Release Time & Use of Funds for SSI Annual User's Group

To approve release time and expenditure of funds to allow Fiscal Staff to attend the SSI Annual User's Group Meeting from September 12-15, 2017 at the Kalahari Resort in Sandusky, OH.

#2018-089 Approval to Enter into MOU with Other Lorain County Libraries

To approve entering into a Memorandum of Understanding (MOU) with other Lorain County Libraries to share cost savings in jointly contracting with EASE@work.

#2018-090 Approval to Donate Scrap Computer Equipment to the Lorain County Solid Waste Management District, Goodwill of Lorain County, or the Friends of the Library

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.

ITEM	SERIAL NUMBER	LPLS#
hp 4200 printer	USBNS04143	1917
server	s5fgimt10022223	7087
server	na	7326
monitor	GG15H4NTC00891T	1909
ups	as0922130178	6395
printer	2345610030600340	7026
printer	2345611050600174C	7215
monitor	MJ19H9NL352279	5748
Wireless AP	MIN007200605	5870
monitor	MJ19H9NL202397D	5723
NAS	1sa488r700371	6382
Computer	d72500512403208	5740
computer	21117113c10199	5926
computer	D74720735501983	6193
monitor	3254946	2963
monitor	V89IH9NZC02184K	7127
computer	D74720735501823	6186
Computer	D74720735501922	6188
monitor	3589438	3003
Computer	D74720735501558	6187
computer	D74720735501694	6190
monitor	23179945NA	7272
computer	D74720735501940	lor- net07
monitor	3589308	3004
Computer	D74720735501700	lor- net08
monitor	HA17H9NPB01032A	6126
computer	na	5889
monitor	76M00539NA	5941
Computer		5896

monitor	HA17H9NP520386T	5912
computer		5904
monitor	V89IH9NZ800448X	7051
computer	na	5945
monitor	3260331	3036
computer	na	5916
monitor	6703837	7262
computer	na	5917
monitor	3257241	2986
computer	D74720735501323	5918
monitor	3260324	3034
Computer	D74720735501323	6199
monitor	3257244	2993
Computer	D74720823700375	6201
monitor	3260327	3035
Computer	D74720823700393	6202
monitor	HA17H9NPB00989F	6125
Computer	D74720735501524	6194
monitor	3254962	2961
Computer	D74720735501735	6195
monitor	23179918NA	7271
Computer	D74720735501218	6196
monitor		
Computer	D74720735502175	6133
monitor	2Z345138NA	6702
Computer	na	5962
monitor	3258425	3008
Computer	na	5946
monitor	3259014	3007
Computer	na	5947

New Business Continued:

monitor	HA17H9NPB01024E	6108
monitor	HA17H9NP520387B	5897
Computer	na	5906
Computer	na	5907
monitor	HA17H9NPB00985D	6127
Computer	na	5908
monitor	38559180NA	7435
Computer	na	5909
monitor	HA17H9NP520395M	5913
Computer	na	5948
monitor	15317574NA	7192
Computer	na	5949
monitor	HA17H9NP520402V	5898
Computer	na	5950
monitor	HA17H9NPB01031Y	6107
Computer	na	5892
monitor	17132351TA	7190
Computer	D74720823700306	5894
monitor	HA19H9NL916611L	5799
Computer	D74720823700126	5893
monitor	HA19H9NP901319M	5997
Computer	D74720823700316	5895
monitor	Z6HYHCLF702033E	6707
Computer	na	5905
monitor	17132377TA	7193
monitor	V89IH9NZC01803D	7132
monitor	HA19H9NP901318J	5998
Computer	na	5961

#2018-091 Approval to Donate Main Library Furniture and Shelving to the Friends of the Library, or to Sell Unsaleable Items for Scrap.

To approve the donation of Main Library Furniture and Shelving to the Friends of the Library, or to sell unsaleable items as scrap.

Surplus List for Board			
Equipment Type	Make/Model	Mfg Serial #	LPLS #
Metal File Cabinet	Globe-Wernicki	NA	NA
Metal File Cabinet	Globe-Wernicki	NA	NA
Wood File Cabinet	Remington-Rand	NA	NA

Genicom Printer	NA	NA	NA
Cubical Dividing wall	NA	NA	NA
5 Credit card terminals	First data FD100	NA	NA
Mobile shelving stands (2) from South Branch	NA	NA	#02935, #02936
Double computer table	NA	NA	NA
2 drawer file cabinet	HON	NA	NA
3 drawer file cabinet	HON	NA	NA
LG 2 drawer file cabinet	SteelAge	NA	NA
1 drawer hanging file cabinet	NA	NA	NA
5 drawer desk wood/metal frame	Steelcase	NA	#005098
Metal lighted desk cabinet	NA	NA	NA
Wood CD organizer	NA	NA	NA
Wood Shelving w/tack board	NA	NA	NA
3 Double side Metal Video Shelves	NA	NA	NA
5 drawer desk with shelf- gray w/dk wood	NA	NA	#005180
4 drawer metal legal file cabinet dk gray	NA	NA	NA
Wood& metal Computer Table	NA	NA	NA
Computer Desk metal w/wheels	NA	NA	91947
Computer Desk metal w/wheels	IPROJECTAI	NA	91948

Wood Chair	NA	NA	78683
wood table	NA	NA	1015202161
metal computer table desk w/wheels	IPROJECTAI	NA	91949
computer desk w/wheels	IPROJECTAI	NA	91950
computer table	NA	NA	NA
computer desk wood/metal	NA	NA	5117
small wood table	NA	NA	a0001827482587
woos chair padded back	NA	NA	NA
2 drawer file cabinet	HON	NA	NA
METAL COMPUTER TABLE W/WHEELS	IPROJECTAI	NA	91944
METAL COMPUTER TABLE W/WHEELS	IPROJECTAI	NA	91946
WOODEN SHELVES DOUBLE SIDED 3 SHELVES	NA	NA	NA
WOODEN SHELVES DOUBLE SIDED 3 SHELVES	NA	NA	NA
WOODEN SHELVES DOUBLE SIDED 3 SHELVES	NA	NA	NA
WOODEN SHELVES DOUBLE SIDED 3 SHELVES	NA	NA	NA
WOODEN SHELVES DOUBLE SIDED 3 SHELVES	NA	NA	NA
WOODEN SHELVES DOUBLE SIDED 3 SHELVES	NA	NA	NA
WOODEN SHELVES DOUBLE SIDED 3 SHELVES	NA	NA	NA
WOODEN TABLE	NA	NA	90795
CD TABLE DVD ORGANIZER	NA	NA	NA
SLAT WALLS WOODEN	NA	NA	NA
SLAT WALLS WOODEN	NA	NA	NA
SLAT WALLS WOODEN	NA	NA	NA
4 drawer legal file cabinet	NA	NA	NA
4 drawer legal file	NA	NA	NA

Mr. Viriden moved, Dr. Badillo seconded to approve agenda items **2018-096 - 2018-100:**

#2017-096 Approval of Contract With Interfinish to Replace Stair Treads, Paint Acoustical Ceilings on Levels 1 & 2, Install Wood Hand Rails, Sand and Refinish Wood Doors, Refinish AO Entrance, and Replace AO Entrance Flooring

To approve a contract with Interfinish, LLC, to replace stair treads, paint acoustical ceilings on Levels 1 & 2, install wood hand rails, sand and refinish 33 wood doors, refinish Administration entrance, replace Administration entrance flooring at the Main Library, in an amount not to exceed Fifty-Seven Thousand, Two Hundred and Fifty Dollars and Eighty-Eight Cents (\$57,250.88).

#2018-097 Approval of Contract With Sommer Electric to Replace Lighting

To approve a contract with Sommer Electric Corp., to perform a complete retrofit of lighting to LED lighting at the Main Library, in an amount not to exceed Forty-Eight Thousand, Four Hundred and Fifty-Four Dollars and Eighty-Nine Cents (\$48,454.89).

#2018-098 Approval of Contract With RAK Corrosion Control, Inc. to Abrasive Blast, Seal and Finish Front Face of the Main Library

To approve a contract with RAK Corrosion Control, Inc. to abrasive blast, seal and finish the front face of the Main Library, in an amount not to exceed Thirty-One Thousand, Three Hundred and Seventy Dollars (\$31,370).

#2018-099 Approval of Contract With Kush Custom Cabinetry to Refinish 88 End- Cap Panels, Refinish Countertops and Fabricate & Install Laminated Desk for the Teen Area at the Main Library

To approve a contract with Kush Custom Cabinetry to refinish 88 end-cap panels, refinish counter tops and fabricate & install laminated desk for the Teen Area at the Main Library, in an amount not to exceed Thirty Thousand, Two Hundred and Ninety-Six Dollars (\$30,296)

Ms. Diamond-Ortiz explained to the board the new self-check machines.

#2018-100 Approval to Purchase Envisionware Self-Check and Print Release Units

To approve a contract with Envisionware, Inc., to purchase self-checks and print release stations for the Main Library and all branches, in an amount not to exceed Sixty-Eight Thousand, Seven Hundred and Fifteen Dollars and Sixty-Seven Cents (\$68,715.67).

Roll Call: yeas, unanimous

#2018-101 Approval to Purchase OnBase Public Agenda Software and Scanner

Mr. Dore moved, Mr. Virden seconded to approve a contract with Hyland Software and/or Naviant, Inc., to utilize their services as an OnBase vendor to purchase the Public Agenda software, OnBase training, OnBase support and an updated scanner, in an amount not to exceed Fifty-Five Thousand Dollars (\$55,000).

Roll Call: yeas, unanimous

#2018-102 Appropriation Budget Increase

Mr. Dore moved, Ms. Schiemann seconded to approve the following Appropriation (Expense) Budget increases in the amount of Fifty Thousand Dollars (\$50,000), to allow for the expenditure of grant funds from the Stocker Foundation and The Foundation of the Lorain Public Library System, Inc. for the Outreach Transit-On-The-Go program.

215 Fund	Gift Memorial Fund	\$ 50,000
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Roll Call: yeas, unanimous

#2018-103 Approve Purchase of 2019 Ford Transit Van from Liberty Auto Group

Mr. Virden moved, Ms. Torres seconded to purchase a 2019 Ford Transit Van from Liberty Auto Group to replace a delivery van that will be traded in, in the amount of Twenty-Six Thousand, Two Hundred and Eight Dollars, and Eighty-six Cents (\$26,208.86).

Roll Call: yeas, unanimous

#2018-104 Approval for *Back to School, Back to the Library Fines Month*

Dr. Badillo moved, Ms. Torres seconded to approve *Back to School, Back to the Library Fines Month* during the month of September, where fines will be forgiven for patrons who are still in elementary or secondary schools.

Roll Call: yeas, unanimous

#2018-105 Approval to Enter into Executive Session to Discuss Personnel Matters.

Mr. Dore moved, Ms. Torres seconded at 5:50 p.m. to approve adjourning to Executive Session to discuss non-bargaining unit salaries.

Roll Call: yeas, unanimous

Reconvened: 6:38 p.m.

Board of Trustees
August 16, 2018

0096-2018

Other Agenda Items

#2018-106 Approval to Offer Early Retirement Incentive

Mr. Dore moved, Ms. Torres seconded to approve offering an Early Retirement Incentive for up to five (5) staff eligible to retire through the Ohio Public Employees Retirement System.

Roll Call: yeas, unanimous

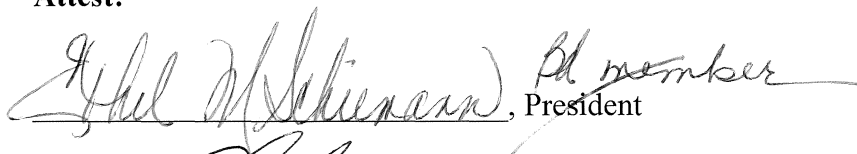
Next Meeting

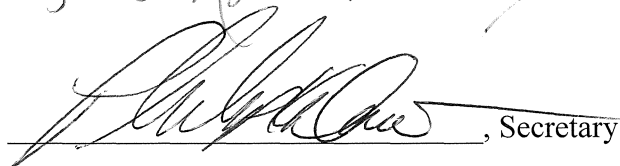
Regular Business Meeting
September 20, 2018 at 5 p.m.
Avon Branch Library

Adjournment

Time: 6:39 p.m.

Attest:

 *Phil M. Schenck*, *Bd member*
_____, President

 _____, Secretary