

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, October 18, 2018
5:00 p.m. Main Library, 351 West 6th Street, Lorain, OH
Regular Business Meeting

Mr. Virden called the meeting to order at 5:00 p.m.

Roll Call

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

Regular Business

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

#2018-115 Approval of Minutes

Mr. Dore moved, Ms. Torres seconded that the minutes of the September 20, 2018 meeting be approved.

Roll Call: yeas, unanimous

#2018-116 Approval of Fiscal Officer's Report

Ms. Torres moved, Mr. Dore seconded that the Fiscal Officer's Report for the month ending September 30, 2018 be approved.

Mr. Wilson reported to the Board that the month end cash balance as of September 30, 2018 was \$13,538,966. The Operating funds cash balance was \$10,786,144, of which \$10,059,340 was unencumbered. The unencumbered cash balance overall as of September 30th was \$12,446,814. The revenues to date were \$9,575,581, which was 91.0% of estimated annual revenues without advances or transfers. The expenses of \$7,081,654 that was 64.4% of the estimated expenses without advances or transfers. The expenses with encumbrances was \$8,173,806 which was 74.3% of annual estimated expenses.

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

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz welcomed everyone to Main Library. She mentioned the renovations that are continuing upstairs and encouraged everyone to look around to see all of the changes. Ms. Diamond-Ortiz reported on the Candidate Forum that had taken place on October 12, 2018 at the Oberlin Public Library. The librarian in Lorain and Huron Counties invited those running for State Representative and State Senator in those counties. In attendance were eight of ten candidates and 40+ in the audience. The candidates were asked, amongst other things, about their support for public libraries and how they would reach across the aisle. Ms. Diamond-Ortiz said that it was a good event overall.

She also reported that invitations went out today for Trustee. They have two applicants for the Board of Trustees and they are both in the Lorain School District and are strong candidates. The nominating meeting is November 13th at North Ridgeville Branch at 5:00 p.m.

It was noted that everyone today received a Lorain Public Library System notebook that all of the staff had received at the Staff Development Day on October 17, 2018. Cheryl Grizzel reported that it was the first all-day Staff Development Day in about 10 years. It was held at Emerald Event Center in Avon which is in our service area and was conducted by the Diversity Center. Mr. Jim Leonard gave the opening remarks and welcomed everyone. Cheryl said that it was inclusive, involved all levels of staff and not just one job class. She said it was a very exciting day and that we took a new approach this year by approaching a broad topic to educate the staff on, diversity, and concentrating on that topic and approaching it from a lot of different angles throughout the day. A training agenda of the day is available for review. The staff also did a Poster Session which everyone got a chance to look at and get ideas for programming.

Committee Reports

Finance, Audit, and Property Committee

Mr. Dore reported that the committee met last Thursday, October 11, 2018 to discuss and review the 2019 levies. He said that these appear on today's agenda. They also discussed the purchase of furniture for the Main Library renovation and that the Board will also have the opportunity to act on that today as well.

Communications

None

Audience Participation

Supervisor

Interim Main Library Manager, Susan Spivey reported on her coming to Main Library and that she is thrilled to be here, that she is a Lorain native, and Main is her childhood library. Susan said that she arrived at a busy time with the renovations as well as a period of intense programming. She complimented her Columbia staff for working well in her absence. Susan also reported on the recent Writers' Conference at North Ridgeville Branch. It was well attended with over 60 participants and that they received many good comments.

Friends of the Library

Ms. Schiemann reported that Columbia Friends just had their meeting on Tuesday, October 15. She also said that they are 15 years in their current building and they will be celebrating that milestone. The recent book sale took in \$810.00 which is good for a smaller branch. Ms. Diamond-Ortiz referred to Jennifer Black who stated that Avon Branch is undertaking a membership drive. They put out a flyer and Donna actually phoned the parents of her Teen Advisory Group to invited them. New residents information was obtained from the County Auditor and they were sent a personal letter inviting them to become a Friend. It was also on social media. However, at the last meeting, there were only three Friends members, Donna, and Jennifer. They are not sure what accounts for the low participation but it was noted that talk of the new building in Avon may spur some interest. Ms. Diamond-Ortiz gave them an 'A' for effort. Cheryl Grizzell reported on the recent book sale held by the Lorain Friends Book Sale. It was there biggest sale to date and brought in \$4,607.00. Cheryl said that Domonkas also had their biggest book sale and that brought in \$621.00.

Foundation

Ms. Diamond-Ortiz said that the Foundation will meet at the end of the month and they will talk about the Annual Appeal at that time.

Other

None

New Business

#2018-117 Approval of Personnel Appointments

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

- Susan Spivey, Temporary Main Library Manager, full-time, effective September 24, 2018 at an hourly rate of \$31.377 through March, 23, 2019.

Roll Call: yeas, unanimous

#2018-118 Acceptance of Donations/Grants

Ms. Torres moved, Ms. Badillo seconded to accept donations/grants as follows

- Friends of the Columbia Branch Library – Writers' Conference \$ 700.00
- Friends of the North Ridgeville Branch Library – Writers' Conference \$ 600.00

Roll Call: yeas, unanimous

#2018-119 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

Mr. Dore introduced the following resolution and moved its passage, Ms. Badillo 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, 2019; 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	2,299,343			4.08
Lorain CSD	1,059,855			1.87
Sheffield Lake City	327,407			2.20
Sheffield Lake City	111,617			0.75
Avon City	471,574			1.20
North Ridgeville City	1,368,894			1.91
Columbia Township	382,834			1.74
TOTAL	6,021,524	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 5/03/11 for not to exceed 5 years. Beginning 2016 Duplicate Expiring Last Collection 2021	2.20	
Sheffield Lake City		
Library Levy authorized by voters 5/03/11 for not to exceed 5 years. Beginning 2016 Duplicate Expiring Last Collection 2021	0.75	
Avon City		
Library Levy authorized by voters 5/03/11 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	

Roll Call: yeas, unanimous

#2018-120 Approval to Contract to Purchase Main Library Furniture

Ms. Torres moved, Mr. Dore seconded to authorize the CFO to approve a contract with Ohio Desk to purchase furniture at the Main Library, in an amount not to exceed One Hundred and Fifty Thousand Dollars (\$150,000).

Roll Call: yeas, unanimous

#2018-121 Approval for Director to Attend ALA Midwinter Conference

Ms. Badillo moved, Ms. Torres seconded to approve special double-registration pricing for four days of release time and expenses for Anastasia Diamond-Ortiz to attend the ALA Midwinter Conference in Seattle, WA, January 25th through January 29th, at a cost not to exceed Three Thousand, Five Hundred Dollars (\$3,500.00),

Registration:	\$ 500
Hotel Room:	\$1,200
Meal Stipend:	\$ 200
Airfare	\$1,400
Ground Transportation:	\$ 200
Not to Exceed Cost:	\$3,500

Roll Call: yeas, unanimous

#2018-122 Resolution Requesting the City of North Ridgeville to Submit to the Electors of the the City, a Tax Levy for the Renewal of the Operating Levy in North Ridgeville

Mr. Dore moved, Ms. Schiemann seconded to approve the following resolution,

A RESOLUTION REQUESTING THE CITY OF NORTH RIDGEVILLE TO SUBMIT TO THE ELECTORS IN THE ENTIRE TERRITORY OF THE CITY THE QUESTION OF A RENEWAL TAX FOR THE BENEFIT OF THE LORAIN PUBLIC LIBRARY SYSTEM FOR THE PURPOSE OF CURRENT EXPENSES OF THE LORAIN PUBLIC LIBRARY SYSTEM, INCLUDING THE OPERATION OF A BRANCH LIBRARY LOCATED IN THE CITY

(R.C. Sections 5705.03, 5705.19(D), 5705.25)
Renewal Public Library Operating Levy

WHEREAS, the City of North Ridgeville, Ohio (the "City") is currently levying a one and ninety-one hundredths (1.91) mill, five-year levy for the purpose of providing for current operating expenses for the Library, approved by the voters of the City on May 6, 2014, and first placed on the tax list and duplicate in 2014 for collection commencing in 2015, and final collection in 2019 (the "Existing Levy"); and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library System, Lorain County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is hereby found, determined, declared and recited, that (a) the Lorain Public Library System was established prior to September 4, 1947, by resolution adopted by the Board of Education of the School District as a free public library; (b) the North Ridgeville Branch of the Lorain Public Library System has been established as a free public library to serve the City; and (c) this Board wishes to initiate proceedings for the submission to the electors in the entire territory of the City the question of a renewal of an existing tax levy for current expenses of the Lorain Public Library System, including the operation of a branch library located in the City.

Section 2: It is necessary to renew all of the Existing Levy for the purpose of providing for current expenses of the Library, including the operation of a branch library located in the City.

Section 3. This Board hereby requests the Council of the City to pass resolutions under the provisions of the City Charter and other applicable provisions of law to submit to the electors in the entire territory of the City the questions of such renewal tax levy at an election to be held therein on May 7, 2019. All the territory of the City is located in Lorain County. The Library shall reimburse the City for costs of the election as certified by the Board of Elections of Lorain County.

Section 4. Such renewal tax levy shall be at a rate not exceeding one and ninety-one hundredths (1.91) mills for each one dollar of valuation, which amounts to \$0.191 for each one hundred dollars of valuation, upon the entire territory of the City, for five years.

Section 5. Such renewal tax levy shall be placed upon the tax list and duplicate for the 2019 tax year, commencing in 2019, first due in calendar year 2020, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the levy of the tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the City and for the residents of the City.

Section 7. Pursuant to Section 3375.42, Ohio Revised Code, this Board hereby finds and determines it to be necessary to enter into an agreement with the City relating to the operation of the North Ridgeville Branch of the Lorain Public Library System and to the use of the proceeds of the renewal tax levy to be voted on by the electors as contemplated in this resolution and of other funds available for the operation of the North Ridgeville Branch of the Lorain Public Library System. That agreement shall be in substantially the form attached hereto as Exhibit A (the "Agreement").

Section 8. The Agreement is hereby approved in substantially the form attached hereto as Exhibit A, with such changes therein as are not inconsistent with this resolution and not substantially adverse to the Board as shall be approved by the officers executing the Agreement; provided that the approval of those changes by those officers, and their character as not being substantially adverse to the Board, shall be evidenced conclusively by their execution of that Agreement.

Section 9. The President and Chief Fiscal Officer of the Board of Library Trustees are hereby authorized and directed, for and in the name and on behalf of this Board, to execute and deliver the Agreement in substantially the form attached hereto as **Exhibit A**.

Section 10. The Chief Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Council of the City.

Section 11. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll Call: yeas, unanimous

#2018-123 Resolution Requesting Auditor Certification and Submission of Tax Levy for a New Operating/Public Improvement Levy in Avon

Ms. Torres moved, Col. Belanger seconded to approve the following resolution,
A RESOLUTION REQUESTING THE CITY OF AVON TO SUBMIT TO THE ELECTORS IN THE ENTIRE TERRITORY OF THE CITY THE QUESTION OF AN ADDITIONAL TAX LEVY FOR THE AVON BRANCH OF THE LORAIN PUBLIC LIBRARY SYSTEM, A PUBLIC LIBRARY SUPPORTED BY THE CITY, INCLUDING RENOVATION AND EXPANSION THEREOF

(R.C. Sections 5705.03, 5705.19(D), 5705.25)
Additional Public Library Levy

WHEREAS, the Board wishes to initiate proceedings for the submission to the electors in the entire territory of the City of Avon, Ohio (the "City"), the question of an additional tax levy for the Avon Branch of the Lorain Public Library System, a public library supported by the City, including renovation and expansion thereof.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library System, Lorain County, Ohio, two-thirds of all of the members elected thereto concurring, that:

Section 1. It is hereby found, determined, declared and recited, that (a) the Lorain Public Library System was established prior to September 4, 1947, by resolution adopted by the Board of Education of the School District as a free public library; (b) the Avon Branch of the Lorain Public Library System has been established as a free public library to serve the City; and (c) this Board wishes to initiate proceedings for the submission to the electors in the entire territory of the City the question of an additional tax levy for the Avon Branch of the Lorain Public Library System, a public library supported by the City, including renovation and expansion thereof.

Section 2. It is hereby found, determined and declared that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and it is necessary to levy an additional tax in excess of such limitation for the Avon Branch of the Lorain Public Library System, a public library supported by the City, including renovation and expansion thereof.

Section 3. This Board hereby requests the Council of the City to pass resolutions under the provisions of the City Charter and other applicable provisions of law to submit to the electors in the entire territory of the City the questions of such additional tax levy at an election to be held herein on May 7, 2019. All the territory of the City is located in Lorain County. The Library shall reimburse the City for costs of the election as certified by the Board of Elections of Lorain County.

Section 4. Such additional tax levy shall be at a rate not exceeding one and eighty hundredths (1.80) mills for each one dollar of valuation, which amounts to \$0.180 for each one hundred dollars of valuation, upon the entire territory of the City, for 20 years.

Section 5. Such additional tax levy shall be placed upon the tax list and duplicate for the 2019 tax year, commencing in 2019, first due in calendar year 2020, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the levy of the tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the City and for the residents of the City.

Section 7. Pursuant to Section 3375.42, Ohio Revised Code, this Board hereby finds and determines it to be necessary to enter into an agreement with the City relating to the operation of the Avon Branch of the Lorain Public Library System and to the use of the proceeds of the additional tax levy to be voted on by the electors as contemplated in this resolution and of other funds available for the operation of the Avon Branch of the Lorain Public Library System. That agreement shall be in substantially the form attached hereto as Exhibit A (the "Agreement").

Section 8. The Agreement is hereby approved in substantially the form attached hereto as Exhibit A, with such changes therein as are not inconsistent with this resolution and not substantially adverse to the Board as shall be approved by the officers executing the Agreement; provided that the approval of those changes by those officers, and their character as not being substantially adverse to the Board, shall be evidenced conclusively by their execution of that Agreement.

Section 9. The President and Chief Fiscal Officer of the Board of Library Trustees are hereby authorized and directed, for and in the name and on behalf of this Board, to execute and deliver the Agreement in substantially the form attached hereto as **Exhibit A**.

Section 10. The Chief Fiscal Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Council of the City.

Section 11. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll Call: yeas, unanimous

#2018-124 Resolution of Intent Regarding Current 1.2 Mill Operating Levy in Avon

Mr. Dore moved, Col. Belanger seconded to approve the following resolution,

**A RESOLUTION DECLARING INTENT TO CEASE
COLLECTION OF AN EXISTING LEVY UPON
APPROVAL OF ADDITIONAL LEVY
(R.C. Section 5705.19(D))**

WHEREAS, R.C. 5705.19(D) authorizes a municipality to impose voter-approved property tax levies upon their residents for a public library of, or supported, by such municipality;

WHEREAS, the voters of the City of Avon, Ohio (the “City”) approved a 1.20 mill renewal property tax levy at the March 15, 2016 election for the Avon Branch of the Library (the “Existing Levy”);

WHEREAS, the City is placing an additional levy tax of 1.80 mills before its voters at the May 7, 2019 election (the “Additional Levy”);

WHEREAS, the proceeds of the Additional Levy will be used to significantly expand and renovate the Avon Branch of the Library and support programming such improvements would permit;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library System, Lorain County, Ohio, that:

Section 1. If the Additional Levy is approved by the voters of the City, the Board shall cease collection of the Existing Levy each year for the remainder of its term.

Section 2. A copy of this resolution shall be certified to the Lorain County Budget Commission and the Chief Fiscal Officer of the Library is authorized to provide any additional documentation required by said Budget Commission in order to effectuate this resolution.

Section 3. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Roll Call: yeas, unanimous

Board of Trustees
October 18, 2018

00114-2018

#2018-125 Approval to Engage Stifel for Underwriting and Placement Services

Col. Belanger moved, Ms. Badillo seconded to authorize the Chief Fiscal Officer to engage Stifel to serve as underwriter and provide placement services for financing securities that may be issued for an Avon Branch Library expansion.

Roll Call: yeas, unanimous

Other Agenda Items

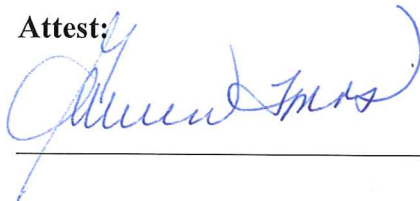
None

Next Meeting

Regular Business Meeting
November 15, 2018 at 5:00 p.m.
Columbia Branch Library

Adjournment Time: 5:35 p.m.

Attest:


_____, President


_____, ~~Secretary~~
Vice President