

Board of Trustees
September 19, 2019

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, September 19, 2019
4:30 p.m. 37485 Harvest Drive; Avon, OH 44011
Regular Meeting

President Tomas called the meeting to order at 4:33 p.m.

Roll Call

Present: Dr. Badillo (arrived at 4:37), Col. Belanger, Ms. McClelland, Ms. Schiemann, Dr. Tomas, Ms. Torres

Absent: Ms. Snipes

Regular Business

No Board Member indicated a conflict of interest with today's agenda.

#2019-091 Approval of Minutes

Ms. Torres moved, Ms. McClelland seconded that the minutes of August 15, 2019, meeting be approved.

#2019-92 Approval of Fiscal Officer's Report

Col. Belanger moved, Ms. Torres seconded that the Fiscal Officer's Report for the month ending August 31, 2019 be approved.

Ms. Rich reported the following financial highlights as of August 31, 2019:

- Operating Funds had a cash balance of \$10,651,642
- Unencumbered fund balance for all funds was \$13,788,893
- Total year-to-date revenue was \$9,215,174, which is 87.6% of estimated annual revenue without advances or transfers.
- Total year-to date expenses were \$5,878,396, which was 42.1% of estimated expenses without advances or transfers.
- Total Expenses plus encumbrances were \$7,133,304, which was 51.1% of annual estimated expenses.

No correspondences were received.

No public records requests were received.

There is agenda item to renew the Library's property, liability, fleet, and crime insurance with the Ohio Plan managed through Hylant Administrative Services. Coverage will remain consistent from previous years. The premium is \$202 more than last year's premium.

There are several items related to the Avon levy and building project on tonight's agenda. Ms. Rich stated she is happy to answer any questions the Board may have about the levy.

Ms. Rich stated that would like to schedule a Finance Committee meeting to start developing the 2020 budget and new financial metrics for the Board to review as part of the Fiscal Officer's report.

Report of the Director

The leadership training for the management team is scheduled for September 18, 2019. Jack Marsick will be working with the management team over the next several months to build leadership capacity.

The first phase of the Avon community engagement process wrapped up over the summer. Now the planning process shifts focus to understanding the building program illustrating the functions and activities that are desired by the community. On tonight's agenda, there are several items related to the Avon Branch expansion project.

Committee Reports

None

Audience Participation

Supervisor

Ms. Donna Kelly-Sprinkle, Branch Manager, welcomed the Board to the Avon Branch. It has been over a year since the last Board meeting at Avon. Ms. Kelly-Sprinkle is very excited about all the events and programming occurring at the Branch. A new branch employee, Rachael Kowalski, Library Associate I, has been a wonderful addition and is proficient in teaching programming for gaming. Additionally, Ms. Kelly-Sprinkle is thrilled that the expansion project for the Avon branch is moving forward.

Friends of the Library

Columbia Station book sale is scheduled for October 8th through October 12th.

North Ridgeville book sale is scheduled for October 24 through October 27th.

Avon's next book sale is scheduled for November 14th through November 16th.

Foundation of the LPLS

The Foundation's next meeting is scheduled for September 30th.

Other

Ms. Cheryl Paganelli, Director of Technical Services, gave the Board an update about Binge Boxes and Knowledge City. Dr. Tomas thanked Director Paganelli.

New Business

#2019-093 Approval to Enter into Executive Session to Discuss Legal Matters Related to Avon Branch

Ms. Torres moved, Ms. McClelland seconded at 4:53 p.m. to approve adjourning to Executive Session to discuss legal matters related to the Avon Branch.

Roll Call: yeas, unanimous

Reconvened: 5:37 p.m.

#2019-094 Approval to Enter into a Contract with Bialosky Cleveland to Provide Community Engagement and Design Services Related to the Avon Building Project

Colonel Belanger moved, Ms. Schiemann seconded to authorize the CFO to enter into a contract with Bialosky Cleveland for an amount not to exceed Twenty Thousand Dollars (\$20,000) to provide community engagement and design services related to the Avon Branch Project.

Roll Call: yeas, unanimous

#2019-095 Approval to Enter into a Contract with RFC Consulting to Provide Services as an Owner's Representative in Matters Related to the Avon Building Project.

Dr. Badillo moved, Ms. Schiemann seconded to authorize the CFO to enter into a contract with RFC Consulting in amount not to exceed Seventeen Thousand Dollars (\$17,000) to act as an owner's representative in matters related to the Avon Building Project.

Roll Call: yeas, unanimous

#2019-096 Resolution Requesting the City of Avon, Lorain County, Ohio To Submit To The Electors Of The City The Question Of A Tax Levy For Current Expenses Of The Avon Branch Of The Lorain Public Library System, Including The Construction And Operation

Ms. Schiemann moved, Colonel Belanger seconded to introduce the following resolution and moved its passage:

RESOLUTION REQUESTING THE CITY OF AVON, LORAIN COUNTY, OHIO TO SUBMIT TO THE ELECTORS OF THE CITY THE QUESTION OF A TAX LEVY FOR CURRENT EXPENSES OF THE AVON BRANCH OF THE LORAIN PUBLIC LIBRARY SYSTEM, INCLUDING THE CONSTRUCTION AND OPERATION THEREOF.

(R.C. Sections 5705.03, 5705.19(D))
Library Current Expense Levy

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library, 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 Library has been established as a free public library to serve the City of Avon, Lorain County, Ohio (the "City"); and (c) this Board wishes to initiate proceedings for the submission to the electors of the City the question of a tax levy of the City for current expenses of the Avon Branch of the Lorain Public Library System, including the construction and operation thereof. The Levy shall be in effect upon the entire territory of the City and submitted to the electors of the entire territory of the City at the election to be held therein on March 17, 2020. All of the territory of the City is in Lorain County.

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 City for the Avon Branch of the Library.

Section 3. This Board hereby requests the City Council of the City to pass a resolution under Section 5705.19(D), Ohio Revised Code, and other applicable provisions of law to submit to the electors of the City at an election to be held therein on March 17, 2020, the question of such tax levy.

Section 4. Such tax levy shall be at a rate not exceeding two (2.00) mills for each one dollar of valuation, which amounts to twenty cents (\$0.20) for each one hundred dollars of valuation, for 20 years.

Section 5. Such tax levy shall be placed upon the tax list and duplicate for the current tax year, commencing in 2020, first due in calendar year 2021, if a majority of the electors voting thereon vote in favor thereof. The Library shall reimburse the City for costs of the election as certified by the Board of Elections of Lorain County.

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. The Director of the Library is hereby authorized and directed to deliver a certified copy of this resolution to the City Council of the City.

Section 8. 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

#2019 – 097 Resolution of Intent Regarding Additional Levy

Ms. Torres moved, Ms. Schiemann seconded to introduce the following resolution and moved its passage.

A RESOLUTION OF INTENT
REGARDING 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, Lorain County, 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”) for Tax Collection Years 2017-2021;

WHEREAS, the City is placing an additional levy tax of 2.00 mills before its voters at the March 17, 2020 election (the “Additional Levy”) for the Avon Branch of the Library;

WHEREAS, the proceeds of the Additional Levy will be used to significantly expand 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 only levy approximately .80 mills of it in Tax Collection Year 2021, allowing the remaining year of collection to run on the Existing Levy. This maintains rollbacks for City taxpayers under R.C. 319.302 on the Existing Levy’s 1.20 mills. In Tax Collection Year 2022 and thereafter, the full 2.00 mills of the Additional Levy shall be levied for its remaining term.

Section 2. A copy of this resolution shall be certified to the Lorain County Budget Commission and the Library Fiscal Officer 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

#2019-098 Approval of Personnel Appointments

Colonel Belanger moved, Ms. McClelland seconded to approve the following personnel appointments:

- Rachel Kowalski, Library Associate I/Floater, part-time, effective September 3, 2019 at \$16.327 per hour
- Suvojeti Barua, Student Library Aide, part time, at the Avon Branch, effective September 9, 2019 at \$8.55 per hour
- Jillian Schwab, Student Library Aide, part-time, at the Avon Branch, effective September 9, 2019 at \$8.55 per hour.

Roll Call: yeas, unanimous

#2019-099 Acceptance of Donations/Grants

Dr. Badillo moved, Ms. McClelland seconded to accept donations/grants as follows:

The North Ridgeville Rotary Club donated \$1,200 to fund a Story Walk in South Central Park in North Ridgeville.

Roll Call: yeas, unanimous

#2019-100 Approval to renew property, liability, fleet, and crime insurance coverage for the period September 15, 2019 through September 15, 2020 to the Ohio Plan managed through Hylant Administrative Services for a total premium of \$37,867.

Ms. Torres moved, Ms. Schiemann seconded to authorize the CFO to enter into a contract to renew property, liability, fleet and crime insurance coverage for the period September 15, 2019 through September 15, 2020 to the Ohio Plan managed through Hylant Administrative Services for a total premium of Thirty-Seven Thousand, Eight Hundred and Sixty Seven Dollars (\$37,867).

Roll Call: yeas, unanimous

#2019-101 Approval to Enter into a Contract with D-Tech International USA for an Outdoor Locker System at the North Ridgeville Branch for \$23,140.

Colonel Belanger moved, Dr. Badillo seconded to authorize the CFO to enter into a contract with D-Tech International USA to provide an outdoor locker system for materials pickup at the North Ridgeville Branch for an amount of Twenty-Three Thousand, One Hundred and Forty Dollars (\$23,140).

Roll Call: yeas, unanimous

#2019-102 Approval to Enter into a Contract with Gergely's Maintenance King Janitorial & Supplies & Services, Inc for Monthly Cleaning Services throughout the Library System.

Dr. Badillo moved, Ms. McClelland seconded to authorize the CFO to enter into a contract with Gergely's Maintenance King Janitorial Supplies & Service, Inc., in an amount not to exceed Ninety-Two Thousand, Three Hundred and Sixty Four Dollars (\$92,364) annually, to provide cleaning services throughout the Library System.

Roll Call: yeas, unanimous

#2019-103 Approval for Release Time and Use of Funds for Staff to Attend OLC Annual Conference

Ms. Torres moved, Ms. McClelland seconded to approve release and expenditure of funds to allow staff to attend the OLC Annual Conference from September 24-27, 2019, in Cincinnati, Ohio.

	Units per Person	Unit Cost	# Units/ Persons	Total
Registration (Full Convention & Expo)	1	\$195.00	18	\$ 3,510.00
Single Day Registration	1	\$165.00	2	\$ 330.00
Hotel Cost - three day	1	\$ 616.88	10	\$ 6,168.80
Hotel Cost - one day	1	\$ 361.90	1	\$ 361.90
Meal Allowance Stipends	1-3	\$10-35	20	\$ 2,050.00
Library Showcase Luncheon	1	\$ 40.00	3	\$ 120.00
Mileage	1	\$270.00	7	\$1,890.00
TOTAL				\$ 14,430.70

Roll Call: yeas, unanimous

Next Meeting

Regular Business Meeting
October 17, 2019 at 5 p.m.
Main Branch Library

Adjournment

Time: 5:47 p.m.

Attest:

[Handwritten Signature], President

Ethel M Schieman, Secretary