



**LORAIN PUBLIC LIBRARY SYSTEM**  
**Lorain, Ohio**

**Minutes**

Thursday, November 21, 2019 at 5:00  
Columbia Branch Library, 13824 W. River Road North, Columbia Township  
Regular Meeting

President Tomas called the meeting to order at 5:04 pm.

**Roll Call**

Present: Dr. Badillo, Col. Belanger, Ms. McClelland, Ms. Snipes, Dr. Tomas, Ms. Torres

Absent: Ms. Schiemann

**Regular Business**

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

**#2019-109 Approval of Minutes**

M. Torres moved, Col. Belanger seconded that the minutes of October 17, 2019, meeting be approved.

**#2019-110 Approval of Fiscal Officer's Report**

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

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

- Operating Funds had a cash balance of \$9,357,507 unencumbered.
- Unencumbered fund balance for all funds was \$13,525,178.45
- Total year-to-date revenue was \$10,199,381 which is 97% of estimated annual revenues without advances or transfers.
- Total year-to-date expenses were \$7,865,745 which is 56.6% of estimated expenses without advance or transfers.
- Total Expenses plus encumbrances were \$8,943,782, which is 64.4% of annual estimated expenses.

No correspondences were received

No public records requested were received.

### **Report of the Director**

Ms. Diamond-Ortiz thanked the levy committee, the community of Columbia Township, and library staff for their hard work in passing the levy at the beginning of the month. She updated the Board on the progress of the potential expansion in Avon. Avon City Council voted to place a levy for 2 mills on the ballot in March. Ms. Diamond-Ortiz announced that to honor Toni Morrison, the upcoming edition of Connections will feature three different covers with artwork featuring the Lorain native.

### **Committee Reports**

None

### **Audience Participation**

#### *Supervisor*

Branch Manager John Guscott thanked the community and levy committee for their support and hard work. He is grateful to be able to work in a community that comes together in such a dynamic way. Staff at Columbia are excited about their upcoming winter programs and are looking forward to filling a vacant position.

#### *Friends of the Library*

The Friends of the Lorain Library will be holding their annual bazaar at the end of the month. Columbia Friends held a regular meeting and a book sale in October, and implemented an ongoing "cart" sale. Avon, Domonkas, and North Ridgeville Friends will meet again in January, 2020.

#### *Foundation of the LPLS*

The next Foundation meeting is 11/25/19.

### **New Business**

#### **#2019-111 Resolution of Appreciation for Columbia Levy Committee**

Dr. Badillo moved, Ms. Torres seconded to adopt the following resolution:

**WHEREAS**, the Lorain Public Library System benefits from the work and commitment of many community volunteers; and **WHEREAS**, the success of the Columbia Branch library levy was dependent on the dedication and hard work of the Columbia Library L Committee; and

**WHEREAS**, the leadership of Levy Chairperson Dennis Ross, Treasurer Christine Redovan and Friends President Edwin Kovach, and the tireless efforts of the levy committee resulted in an overwhelming 68.33% victory for the Columbia Branch library; and

**WHEREAS**, the Columbia Library Levy Committee has contributed a considerable amount of personal and professional time to the libra

**THEREFORE BE IT RESOLVED**, that the Lorain Public Library System Board of Trustees does publicly acknowledge Levy Chairperson Dennis Ross, Treasurer Christine Redovan, Columbia Library Levy Committee members Edwin Kovach, Ethel Schiemann, Margie Urban, Friends of the Columbia Library, SEIU District 1199 and many other levy volunteers who helped behind the scenes and extends its appreciation on behalf of the board and staff.

**Roll Call:** yeas, unanimous.

#### **#2019-112 Appropriation Increase to Annual Appropriations Budget**

Ms. Snipes moved, Colonel Belanger seconded to approve the following appropriation increase of Fifty-Two Thousand and Fi Hundred Dollars (\$52,500) for the Maker Space at the Main Library:

215-01-55410 \$52,500

**Roll Call:** yeas, unanimous.

#### **#2019-113 Approval to Enter into an Agreement with Bialosky Architects and RFC Contracting for Design Build Services Related to the Renovation and Construction of the Culinary Makerspace a Main Library**

Ms. Torres moved, Dr. Badillo seconded to authorize the Library to enter into an agreement with Bialosky Architects a RFC Contracting in an amount not-to-exceed thirty-six thousand, nine hundred and three dollars (\$36,903) to provide design build service related to the renovation and construction of a culinary makerspace at Main Library.

**Roll Call:** yeas, unanimous.

#### **#2019-114 Approval of Annual CLEVNET Costs for 2020**

Ms. McClelland moved, Ms. Snipes seconded to authorize the expenditure of \$284,451.83 for 2020 CLEVNET costs.

**Roll Call:** yeas, unanimous.

#### **#2019-115 Approval to Dispose of Surplus Equipment**

Colonel Belanger moved, Ms. Snipes seconded to authorize the disposal of surplus equipment

**Roll Call:** yeas, unanimous.

#### **#2019-116 Approval to Increase and Standardize Service Hours Effective January 6, 2020**

Ms. Torres moved, Ms. McClelland seconded to reduce confusion and increase public service hours by thirteen percent to provide improved service to the public at all locations.

**Roll Call:** yeas, unanimous.

**LIBRARY SERVICE HOURS**

**OLD HOURS**

	AVON	COLUMBIA	DOMONKAS	MAIN LIBRARY	NORTH RIDGEVILLE	SOUTH
MONDAY	10AM-8:30PM	10AM-8PM	10AM-8:30P	10AM-8PM	10AM-8:30PM	10AM-8PM
TUESDAY	10AM-8:30PM	10AM-8PM	10AM-8:30P	10AM-8PM	10AM-8:30PM	10AM-8PM
WEDNESDAY	12-8:30PM	12-8PM	12-8:30PM	10AM-8PM	10AM-8:30PM	10AM-8PM
THURSDAY	10AM-8:30PM	12-8PM	10AM-8:30P	10AM-8PM	10AM-8:30PM	10AM-8PM
FRIDAY	10AM-6PM	12-6PM	2-6PM	10AM-6PM	10AM-6PM	10AM-6PM
SATURDAY	10AM-5PM	10AM-2PM	10AM-5PM	10AM-6PM	10AM-6PM	10AM-6PM
<b>WEEKLY SERVICE HOUR</b>	<b>55</b>	<b>46</b>	<b>51</b>	<b>56</b>	<b>58</b>	<b>56</b>
				<b>SYSTEM TOTAL</b>		<b>322</b>

**NEW HOURS**

	AVON	COLUMBIA	DOMONKAS	MAIN LIBRARY	NORTH RIDGEVILLE	SOUTH
MONDAY	9 AM-8:30PM	9AM-8PM	9AM-8PM	9AM-8PM	9 AM-8:30PM	9AM-8PM
TUESDAY	9 AM-8:30PM	9AM-8PM	9AM-8PM	9AM-8PM	9 AM-8:30PM	9AM-8PM
WEDNESDAY	9 AM-8:30PM	9AM-8PM	9AM-8PM	9AM-8PM	9 AM-8:30PM	9AM-8PM
THURSDAY	9 AM-8:30PM	9AM-8PM	9AM-8PM	9AM-8PM	9 AM-8:30PM	9AM-8PM
FRIDAY	10AM-6PM	10AM-6PM	10AM-6PM	10AM-6PM	10AM-6PM	10AM-6PM
SATURDAY	10AM-6PM	10AM-6PM	10AM-6PM	10AM-6PM	10AM-6PM	10AM-6PM
<b>WEEKLY SERVICE HOUR</b>	<b>62</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>62</b>
					<b>SYSTEM TOTAL</b>	<b>364</b>
					<b>INCREASE IN HOURS</b>	<b>13%</b>

**Roll Call:** yeas, unanimous.

**#2019-117 Approval to Expend Funds for CEO to Attend the Public Library Association Conference in 2020**

Dr. Badillo moved, Colonel Belanger seconded to authorize the expenditure of an amount not to exceed two thousand (\$2,0 to allow the CEO to attend the 2020 Public Library Association conference on February in Nashville, TN

**Roll Call:** yeas, unanimous.

**#2019-118 Approval to Expend Funds for Staff to Attend the Public Library Association Conference in 2020**

Ms. Torres moved, Ms. McClelland seconded to authorize the expenditure of an amount not to exceed five thousand, five hundred and fourth dollars (\$5,540) to allow staff to attend the

2020 Public Library Association conference on February in Nashville, TN

Lorain Public Library System  
**PLA BIENNIAL CONFERENCE COST SUMMARY**

	Units/ Person	Unit Cost	# of Persons	Total	Per Person Cost
Registration (PLA Member)	1	\$305.00	4	\$1,220.00	\$305.00
Hotel Cost/Night for 3 nights	3	\$150.00	4	\$1,800.00	\$450.00
Meal Allowance per day	4	\$45.00	4	\$720.00	\$180.00
Airfare	1	\$350.00	4	\$1,400.00	\$350.00
Transportation to/from Airport	1	\$100.00	4	\$400.00	\$100.00
<b>TOTAL</b>				<b>\$5,540.00</b>	

**TOTAL COST PER PERSON**

**\$1,385.00**

Estimated Per Person Cost for 2020 PLA Conference in Nashville

Registration	\$305.00
Hotel Cost	\$450.00
Meal Allowance	\$180.00
Roundtrip Airfare	\$350.00
Transportation to/from Airport	\$100.00
<b>TOTAL COST PER PERSON</b>	<b>\$1,385.00</b>
<b>TOTAL COST</b>	<b>\$5,540.00</b>

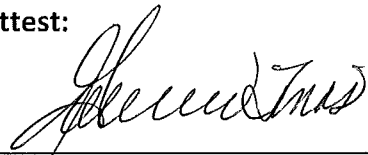
**Roll Call:** yeas, unanimous.


**Next Meeting**

Regular Business Meeting  
December 19, 2019 at 5 p.m.  
North Ridgeville Branch

**Adjournment** 5:49 pm

**Attest:**

  
\_\_\_\_\_, President

  
\_\_\_\_\_, Secretary