

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, April 18, 2019
5:00 p.m. Domonkas Branch, 4125 East Lake Road, Sheffield Lake, OH
Regular Meeting

Dr. Tomas called the meeting to order at 5:23 p.m.

Roll Call

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

Absent: Ms. Schiemann

Regular Business *(the chair asks if any Members have a conflict of interest with today's agenda)*

#2019-044 Approval of Minutes

Ms. Torres moved, Col. Belanger seconded that the minutes of the March 21, 2019 regular meeting be approved.

Roll Call: yeas, unanimous

#2019-045 Approval of Fiscal Officer's Report

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

Ms. Crescimano reported the cash balance in the bank as of March 31 was \$13,305,465. The cash balance in our Operating Funds, is 6,964,868 encumbered. The unencumbered cash balances as of March 31 was \$11,148,950.

The revenue balance was \$3,400,825 that was 32.3% of estimated revenues without advances or transfers. The expenses were \$2,401,102 that was 17.3% of estimated expenses without advances or transfers. The expenses with encumbrances \$4,557,617 which was 46.5% of annual estimated expenses.

Ms. Crescimano reported that funds were transferred within the Star Ohio account. Ms. Crescimano stated the transfer was made to match the Statement of Cash Position. This function should be done at least every two months but no longer than three months. The purpose is to make sure the correct funds receive the correct interest.

The closing on the property across from the library on Sixth Street will be taking place on April 24. The total cost is \$8,778/50 with the closing costs being \$788.50.

Ms. Crescimano suggested to the Board that the Columbia Levy be placed on the ballot in November 2019. This levy is a five-year 1.74 mills renewal. She stated that on the ballot, next year is Avon and this change will allow the library to concentrate on that passage. The Board agreed to put the levy on the ballot in November.

The Library system received from Bureau of Workers' Comp, Lorain County Safety Council two certificates. One is for the library's effort in preventing accidents and injuries in the workplace 100%. The other is for its effort in preventing accidents and injuries in the workplace from 6/16/2014 through 12/31/2018 with a total of 569,318 hours worked.

Ms. Crescimano announced staff changes in the Fiscal office. Maureen Turner, the Accounting Clerk is leaving in May. The vacancy has been posted for the Assistant Fiscal Officer. Due to the staffing change the SSI conversion to VIP will be moved up to next week at SSI's suggestion.

Roll Call: yeas, unanimous

Report of the Director

Anastasia Diamond-Ortiz reported on the progress of 2019 Program of Work plans. Ms. Diamond-Ortiz attended the Community Foundation of Lorain County Youth Fund Advisory Committee meeting for high school students in the County. The library received \$2,400 for teen career exploration. The Library will have a job fair, four interns and career counselors for each student.

Ms. Diamond-Ortiz announced three new managers in the system. Jennifer Winker at North Ridgeville, John Guscott at Columbia, and Allyson Morgan at South. Dr. Tomas welcomed all the new managers on behalf of the Board.

Ms. Elaine Betting reported the library will be implementing phase II of a grant to start Maker Spaces. Ms. Betting stated she intends to create a crafters maker space and also have a useable kitchen by updating the kitchen at Main library. A new kitchen will allow demonstrations of basic kitchen skills. Additionally, she is working on Wi-Fi hotspots for the library system.

Committee Reports – None

Supervisor-

Ms. Watling stated she will be retiring June 1 from the Domonkas Branch Library. She stated she had a successful Health Fair at Domonkas. Dr. Tomas thanked her for all the work she has done at the library. Ms. Cheryl Grizzell stated she enjoyed working with Ms. Watling. She mentioned the success of the garden that Ms. Watling created.

Friends of the Library-

Ms. Grizzell stated the Avon Friends made over \$500 at the book sale. Ms. Watling stated the Domonkas Friends made over \$500 at their book sale. In January, they had a soup and supper white elephant sale and they will do it again in May. Mr. Guscott stated the Columbia Friends raised \$1,079 at their last book sale. Dr. Tomas stated the North Ridgeville book sale would be held in late April. Dr. Tomas thanked the maintenance department for their help.

Foundation – None

Communications – None

Fraud Hotline- None

New Business

#2019-046 Approval of Personnel Appointments

Dr. Badillo moved, Ms. Torres seconded to approve the following personnel appointments:

- a. Sam Lewis, Strategic Initiatives Manager, Administration, full-time, 38 hrs, effective April 8, 2019, at \$49,864.36 per year.
- b. Allyson Morgan, Branch Manager, South, full-time, 38 hrs, April 8, 2019, at \$48,499.88 per year.
- c. John Guscott, Branch Manager, Columbia, full-time, 38 hrs, April 8, 2019, at \$53,999.92 per year.
- d. Kelsey DeCoste, Youth Services Librarian, North Ridgeville, full-time, 38 hrs, effective April 21, 2019, at an hourly rate of \$20.182 per hour.

Roll Call: yeas, unanimous

#2019-047 Acceptance of Donations/Grants

Col. Belanger moved, Dr. Badillo seconded to accept donations/grants from Myrtle & Krieg Grant for \$4,500 for the Summer Reading Program.

Roll Call: yeas, unanimous

#2019-048 Resolution Approving the Creation of a Fiduciary Fund

Ms. Torres moved, Ms. McClelland seconded that the creation of the following fiduciary (agency) fund be approved for the purpose of receiving and expending employee donations for the System's initiatives.

Fund 902 Initiative Fund

Ms. Crescimano stated that the Agency/Fiduciary funds will be used to report resources held by LPLS in a purely custodial capacity (assets held for others that cannot be used to support the LPLS own programs). Agency funds typically involve only the receipt, temporary investment and remittance of fiduciary resources to individuals, private organizations, or other governments.

Roll Call: yeas, unanimous

#2019-049 Purchase of Outdoor Signage for Domonkas and South Branches from Brilliant Electric Sign Co. Ltd.

Col. Belanger moved, Ms. Torres to purchase outdoor signage from Brilliant Electric Sign Co. Ltd. for Domonkas and Lorain South branches not to exceed \$50,000.

Roll Call: yeas, unanimous

#2019-050 Approval to Enter into Executive Session – to discuss personnel matters and real estate matters

Ms. Torres moved, Dr. Badillo seconded at 5:51p.m. to approve adjourning to Executive Session to discuss personnel and real estate matters.

Roll Call: yeas, unanimous

Other Agenda Items – None

Next Meeting

2019 Regular Business Meeting
May 16, 2019 at 5 p.m.
Columbia Branch Library

Board of Trustees
April 18, 2019

0071-2019

Adjournment

Time: 8:00 p.m.

Attest:


_____, President


_____, Secretary