

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, August 15, 2019
5 p.m. South Branch Library, 2121 Homewood Dr. Lorain, OH
Regular Meeting

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

Roll Call

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

Absent: Dr. Tomas

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

#2019-078 Approval of Minutes

Dr. Badillo moved, Ms. Schiemann seconded that the minutes of the June 20, 2019 regular meeting be approved.

Roll Call: yeas, unanimous

#2019-079 Approval of Fiscal Officer's Report

Ms. Torres moved, Ms. Schiemann seconded that the Fiscal Officer's Reports for the months ended June 30 and July 31, 2019 be approved.

Ms. Angie Rich reported the cash balance in the bank as of July 31 was \$13,067,003. The cash balance in our operating funds, was \$8,710,570 encumbered. The unencumbered cash balances as of July 31 was 7,300,324. Unencumbered balances for all funds as of July 31 was \$11,493,197.

The July revenue report was \$6,072,681 that was 57.72% of estimated annual revenues without advances or transfers. Expenses for the month of July totaled \$5,275,258, which was 38.0% of estimated expenses without advances or transfers. The expenses with encumbrances was \$6,849,064 that was 49.3% of annual estimated expenses.

Ms. Rich reported that the Library received communication from the State and the County that our portion of the PLF for 2020 will be \$4,356,408, which represents an increase of approximately \$157,000 or 3.7%. LPLS receives approximately 45.5% of total PLF monies allotted to Lorain County.

On the agenda tonight, the State Auditor's Office contract for financial audit services for fiscal years 2017 and 2018 for a cost of \$10,578. The library had an entrance conference to discuss the audit on August 1.

Roll Call: yeas, unanimous

Report of the Director

Anastasia Diamond-Ortiz mentioned the passing of Toni Morrison. She stated the community response to her passing is remarkable. The Library received many media inquiries and Main Library Librarian Cheri Campbell was interviewed by several local media outlets. The Library is grateful to Cheri for fielding many calls and emails about Ms. Morrison. The Main Library held a gathering and talk in honor of Toni Morrison. The Lorain County Commissioners made a proclamation in her honor and Ms. Diamond-Ortiz and Ms. Campbell will accept it on behalf of the Library. Ms. Diamond-Ortiz stated the Community Foundation plans to do something more lasting to honor Toni Morrison.

Ms. Diamond –Ortiz stated the Library received a donation from Marilyn Fetchet, a former branch manager of the Columbia library. The administration will research the best way to honor Mrs. Fetchet.

Ms. Diamond-Ortiz stated the strategic planning process is underway and a meeting will be held next month to discuss the data collected from staff, managers and public surveys.

Joel Riedy presented the new trustee SharePoint page the Board. Mr. Riedy showed how to access and view board related material on the site.

Committee Reports – None

Supervisor-

Ms. Allyson Morgan, Branch Manager at the South Branch gave a handout of the month's highlights. A new digital sign is up and working well.

Ms. Morgan highlighted the partnership with El Centro 2-3-1 Go to feature stop motion animation program activity that participants in the summer lunch program created. Ms. Morgan showed their final creations to the board. The Library collaborated with a local children's book author Raquel Ortiz and Scared Heart with a puppet show. South Branch hosted a chalk walk event and started the bike share program. South Branch will also work with Live Healthy Lorain County to provide resources in health and nutrition for the community. South Branch held several other activities such as build your own drone, slime and emoji cupcakes programs.

Friends of the Library-

Ms. Schiemann stated the Columbia Friends Board will meet at the end of August and had a net profit of \$735 from the recent book sale. Ms. Grizzell stated the Avon Friends met in June and will meet again in September. Lorain Friends sponsored staff to attend the United Way's Spellabrate. North Ridgeville Friends raised \$2,961.73 at their book sale.

Foundation –

Ms. Diamond-Ortiz stated the Foundation hosted a fundraiser at Rocking on the River on July 13th.

Other –

Lorain resident Guillermo Arriaga spoke to the board about problems in the computer lab at the Main Library. Dr. Badillo thanked Mr. Guillermo for his information and concern.

Communications – None

Fraud Hotline- None

New Business

#2019- 080 Approval of Personnel Appointments

Ms. Snipes moved, Col Belanger seconded to approve the following personnel appointments

- Albie Castro, Computer Network Specialist, Technology, full-time, 38 hrs, effective August 12, 2019, at 21.94 per hour (\$43,353.44 per year) Step 11.

Roll Call: yeas, unanimous

#2019-081 Acceptance of Donations/Grants

Ms. Schiemann moved, Ms. McClelland seconded to accept donations/grants from Ms. Marylyn Fetchet for the Columbia Branch of \$50,000 and Nord Family Foundation for the Maker Spaces of \$52,500.00.

Roll Call: yeas, unanimous

#2019- 082 Approval to Apply for LSTA grant

Ms. Torres moved, Ms. Schiemann seconded to authorize the Library Administration to submit a grant application for LSTA grant.

Ms. Diamond-Ortiz stated a tiny library will be built in Camden, Ohio.

Roll Call: yeas, unanimous

#2019-083 Approval to enter into a contract with the State of Ohio Auditor's Office for financial audit services covering the period from January 1, 2017 through December 31, 2018 not to exceed \$10,578.

Ms. Torres moved, Ms. Schiemann seconded to enter into a contract with the State of Ohio Auditor's Office for financial audit services covering the period from January 1, 2017 through December 31, 2018 not to exceed Ten Thousand Five Hundred Seventy-Eight Dollars (\$10,578).

Roll Call: yeas, unanimous

#2019-084 Approval to Purchase of Real Property.

Ms. McClelland moved, Ms. Torres seconded to approve the purchase of Real Property located at 603 Washington Avenue, Lorain, Ohio, also known as Parcel Numbers

0201005111001, 002, 003, 007, 010, and 011, for Fifty-Seven Thousand Two Hundred Dollars (\$57,200). The Church agrees to pay half of the closing costs.

Roll Call: yeas, unanimous

#2019-085 Approval to Enter into a Contract with Sommer Electric Corporation for LED Lighting Retrofit Project at the Columbia Branch not to exceed \$21,000.

Ms. Schiemann moved, Ms. Torres seconded to enter into a contract with Lakeland Glass for LED Lighting Retrofit Project at the Columbia Branch at a cost not exceed Twenty-One Thousand Dollars (\$21,000).

Roll Call: yeas, unanimous

#2019-086 Approval to Enter into a Contract with Sommer Electric Corporation for Phase 2 Replacement of MH Pendants Lighting Project at the North Ridgeville Brach not to exceed \$15,000.

Ms. Snipes moved, Ms. Torres seconded to enter into a contract with Sommer Electric Corporation for Phase 2 Replacement of MH Pendants Lighting Project at the North Ridgeville Branch at a cost not to exceed Fifteen Thousand Dollars (\$15,000).

Mr. Gerena stated the library will significantly save money with this upgrade.

Roll Call: yeas, unanimous

#2019-087 Approval to Enter into a Contract with Brilliant Electric Sign Co. Ltd for an Electric Message Center Sign at the North Ridgeville Branch not to exceed \$21,000.

Ms. Torres moved, Ms. McClelland seconded to enter into a contract with Electric Sign Co. Ltd to purchase an Electric Message Center Sign at the North Ridgeville Branch at a cost not to exceed of Twenty-One Thousand Dollars (\$21,000).

Roll Call: yeas, unanimous

#2019-088 Approval to Enter into a contract with Lakeland Glass Company to Remove Existing and Install new Storefront Windows at the Main Library Branch not to Exceed \$81,643.

Col Belanger moved, Ms. Schiemann seconded to enter into a contract with Lakeland Glass to remove existing and install new storefront windows at the Main Library not to exceed Eighty-One Thousand Six Hundred Forty-Three Dollars (\$81,643).

Roll Call: yeas, unanimous

#2019-089 **Approval to increase PO 20190000281 to Roetzel & Andress a Legal Professional by \$4,000 for legal services related to the Avon Building Project.**

Ms. Snipes moved, Ms. McClelland seconded to increase PO 20190000281 to Roetzel & Andress Legal Professionals by \$4,000 for legal services related to the Avon Building Project.

Roll Call: yeas, unanimous

#2019-090 **Approval to Revise the Current Meeting Room Use Policy 3.05**

Col Belanger moved, Ms. Torres seconded to approve revising the current Meeting Room Use Policy 3.05 to be effective immediately.

Roll Call: yeas, unanimous

Other Agenda Items

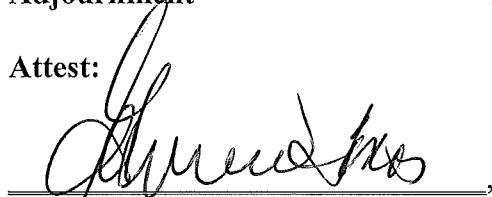
Next Meeting

2019 Regular Business Meeting
September 19, 2019 at 5 p.m.
Avon Library

Adjournment

Time 5:54 p.m.

Attest:


_____, President


_____, Secretary