

Board of Trustees  
March 1, 2019

0016-2019

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

**Minutes**

Lorain Public Library System  
Friday, March 1, 2019  
5:00 p.m. North Ridgeville Branch, 35700 Bainbridge Rd., North Ridgeville, OH  
Regular Meeting

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

**Roll Call**

Present: Dr. Badillo, Col. Belanger, Ms. Schiemann, Dr. Tomas

Absent: Ms. Torres, Ms. Snipes

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

**#2019-015 Approval of Minutes**

Dr. Badillo moved, Ms. Schiemann seconded that the minutes of the January 17, 2019 regular meeting be approved.

**Roll Call:** yeas, unanimous

**#2019-016 Approval of Fiscal Officer's Report**

Col. Belanger moved, Dr. Badillo seconded that the Fiscal Officer's Report for the year ending January 31, 2019 be approved.

Ms. Crescimano reported the unexpended cash fund balance of all funds as of January 31 was \$11,927,875. The Library received \$377,349 in January 2019. Ms. Crescimano reported the PLF revenues \$331,170, which was 7.9% of the estimated annual \$4,199,043. Expenses for the month of January (without transfers or advances) was \$755,217.

Mrs. Crescimano indicated that she requested an extension to file the annual report from the Auditor of State, and the request was granted with a deadline date of April 30, 2019.

**Roll Call:** yeas, unanimous

**#2019-017      Approval to Enter into Executive Session – to discuss personnel matters**

Dr. Badillo moved, Col. Belanger seconded at 5:06 p.m. to approve adjourning to Executive Session to discuss personnel matters.

**Roll Call:** yeas, unanimous

**Reconvened: 5:22 p.m.**

President Tomas wished Ms. Karen Sigsworth a happy first day of retirement from the Lorain Public Library System.

**Report of the Director**

Anastasia Diamond-Ortiz congratulated Lisa Crescimano on her retirement from Mental Health & Recovery Board of Erie & Ottawa Counties.

Ms. Diamond-Ortiz met with the Avon Branch Library Community Advisory Committee for the first time to discuss the future of library service in Avon. Twenty leaders from a cross section of the community attended. She stated it was a great process and stated everyone left very positive and engaged.

Ms. Diamond-Ortiz invited the Board to the Main Library open house on Sunday, March 3 from 1 pm to 3 pm. Ms. Diamond-Ortiz stated the facilities team did a great job preparing Main for the open house.

***Committee Reports –***

The Trustee Development and Nominating Committee met on March 1, 2019. Ms. Schiemann stated the committee will be adding an agenda item to the regular meeting.

***Supervisor-***

Karen Sigsworth, North Ridgeville Branch Manager, welcomed the Board. She thanked the Board for allowing her to work for the library system for forty-two years. She thanked everyone for the many parties, well wishes, gifts and cards she received in celebration of her retirement. Ms. Sigsworth was looking forward to welcoming the new North Ridgeville Manager, Jennifer Winkler.

***Friends of the Library-***

Sally Diederich, from the North Ridgeville Friends of the Library, Inc. Stated that the group will be planning for the next book sale.

Ms. Schiemann stated the Columbia Friends has postponed the February meeting until March and will have a book sale in April.

Cheryl Grizzell, Chief Operating Officer, reported that the Lorain Friends raised \$4,284 at the last book sale. The next Domonkas Friends book sale will be March 13-16 and Avon Friends book sale will be April 7-9.

Dr. Tomas acknowledged the public relations staff for their professional promotion materials now used at the book sales.

***Foundation –***

Dr. Tomas reported the Foundation will have its next meeting on March 11, 2019.

The Foundation has renewed its BVU (Business Volunteers Unlimited). Dr. Tomas is stating the group will try to reorganize.

Dr. Tomas reported the Discovery-On-The-Go campaign letters have been sent to the community.

Dr. Tomas thanked the public relations department for their work on the new Foundation letterhead and envelopes.

***Communications – None***

***SEIU 1199–***

Jim Leonard congratulated and thanked Karen Sigsworth for her service to the library. He stated she will be remembered for her emphasis on the importance of customer service on the phone and in person.

***New Business***



Ms. Schiemann moved, Dr. Badillo seconded to recommend to the Lorain City School District, Board of Education, the appointment of Tiffany McClelland as Library Trustee, commencing on March 21, 2019 through December 31, 2020.

**Roll Call:** yeas, unanimous

**#2019-019 Approval of Personnel Appointments**

Col. Belanger moved, Dr. Badillo seconded to approve the following personnel appointments

- Helena Flasher, Library Associate I, Outreach, part-time, 29 hours, effective January 28, 2019, at an hourly rate of \$16.327 per hour.
- Jennifer Winkler, Branch Manager, North Ridgeville, full-time, 38 hours, effective March 4, 2019, at an hourly rate of \$30.365 per hour.
- Jerome Fistek, Student Library Aide, South, part-time, 15 hours, effective January 21, 2019, at an hourly rate of \$8.55 per hour.

**Roll Call:** yeas, unanimous

**#2019-020 Approval for Food for Fines Month**

Dr. Badillo moved, Ms. Schiemann seconded to approve Food for Fines Month from March 1st – March 31st, 2019, that will offer overdue fine forgiveness in exchange for food donations of the non-perishable food items most in demand at local hunger center.

Ms. Diamond-Ortiz stated she was excited to collaborate with Second Harvest Food Bank of Lorain County for the third time on this program

**Roll Call:** yeas, unanimous

**#2019-021 - #2019-025 Approval of Consent Agenda**

Col. Belanger moved, Ms. Schiemann seconded to approve the following agenda items:

**2019-021 Approve Contract with OverDrive**

To approve to purchase an annual license for OverDrive Advantage 2.0 in the amount of Twenty-Five Thousand Dollars (\$25,000.00) to provide patrons with digital books, audiobooks, and magazines.

**#2019-022 Approve Contract with Hoopla for Music Downloads**

To approve to purchase Thirty-Five Thousand Dollars (\$35,000.00) in downloadable music, to provide patrons with downloads of books, audiobooks, music, and videos.

**#2019-022 Approve Contract with Hoopla for Music Downloads**

To approve to purchase Thirty-Five Thousand Dollars (\$35,000.00) in downloadable music, to provide patrons with downloads of books, audiobooks, music, and videos.

**#2019-024 Approval to Advertise/Sponsor *FireFish Festival***

To approve a Five Hundred Dollar (\$500) level advertisement/sponsorship expenditure with the 2019 FireFish Festival.

**#2019-025 Approval to update Passport Fees**

To approve to update passport fees for 2019.

<b>MISCELLANEOUS FEES (2018-2-15 Rev) (2019 -2-21 Rev)</b>		<b>5.06</b>
Printers: Black and White	.10/page	
Printers: Color	.20/page	
Photocopies: Black and White 8 ½ x 11	.10/page	
Photocopies: Color 8 ½ x 11	.20/page	
Photocopies: Black and White 11 x 17	.10/page	
Photocopies: Color 11 x 17	.20/page	
Flash Drives	\$3.00	
Ear Buds	\$1.00	
Library Passport Execution Fee	<del>\$ 25.00</del> \$35.00	
Photograph Fee	\$ 11.00 each	
Overnight Express Delivery Fee	<del>\$ 24.00</del> \$25.50	

**Roll Call:** yeas, unanimous

**#2019-026 Approval to Replace Chiller and Evaporator Coil from Johnson Control for North Ridgeville Branch**

Col. Belanger moved, Ms. Schiemann seconded to purchase replacement of the existing chiller and evaporator coil in the amount of One Hundred Three Thousand Eight Hundred Twenty-One Dollars and Thirty-Four Cents (\$103,821.34).

**Roll Call:** yeas, unanimous

**#2019-027 Approval of Agreement with Tenable Protective Services Inc.**

Col. Belanger moved, Dr. Badillo seconded to enter into a security agreement with Tenable Protective Services, Inc. in the amount of Sixty-One Thousand One Hundred and Seventy-Two Dollars and Eighty Cents (\$61,172.80) for a period of one year.

Mr. Gerena stated the Library staff will have the opportunity for additional training in dealing with blood borne pathogens, first aid and active shooters.

**Roll Call:** yeas, unanimous

**#2019-028 Approval to Dispose Surplus Property**

Dr. Badillo moved, Col. Belanger seconded to approve the disposal of the following materials pursuant to Board Policy due to being outdated or in poor condition:

LPLS TAG	Serial	Equipment	LPLS TAG	Serial	Equipment
7274	1Y177321NA	Monitor	5886	MIN007201080	wireless ap
5795	HA19H9NL916616Y	Monitor	7159	13121067TA	Monitor
7517	Z6HYHCLG501228P	Monitor	6314	331280600120	printer
5782	MJ19H9NL346428L	Monitor	6734	na	network test equipment
5783	MJ19H9NL346439W	Monitor	5164	USJNJ00710	printer
7133	V89IH9NZC02151X	Monitor	5791	3279	computer
5836	HA19HVCLC05695J	Monitor	2956	x1609202	barcode scanner
5834	HA19HVFP116535A	Monitor	6335	na	computer
5492	USBNM26507	printer	7582	5S1651T22900	ups
6338	na	computer	7567	5S1519T14808	ups
6144	D24010627601284	computer	7102	5S1046T65439	ups
6402	na	computer	7303	5S1219T13846	ups
6386	na	computer	7383	5S1239T15043	ups
6331	U61444L8J843992	printer	7103	5S1046T65428	ups
5844	D24010627300923	computer	6415	AS0928320353	ups
5967	D24010629600787	computer	5043	JPBLR20278	printer
7294	23866583NA	Monitor	5021	p1240800018	scanner
6561	ISPALV715080073	low vision reader	6294	na	server
6793	FCH10519AAU	cisco phone	6210	GBDN2H1	laptop
na	FCH1227B7BL	cisco phone	6118	GDG7VF1	laptop
6758	FCH11078AW6	cisco phone			

**Roll Call:** yeas, unanimous

**#2019-029 Approve Purchase of Real Property**



Col. Belanger moved, Ms. Schiemann seconded to approve the purchase of real property located at 500 W. Sixth Street, Lorain, Ohio, also known as Parcel Number 0201005109023, for Eight Thousand Dollars (\$8,000.00).

Ms. Diamond-Ortiz stated to the Board that after conversations with the Lorain Historical Society (LHS) the Library will agree to pay for the closing costs on the property transfer from LHS to LPLS.

**Roll Call:** yeas, unanimous

**#2019-030 Resolution of Appreciation for Karen Sigsworth, Upon Her Retirement**

Dr. Badillo moved, Col. Belanger seconded the following resolution of appreciation:

**WHEREAS**, the Lorain Public Library System is fortunate to have many employees who are dedicated and committed to the library; and

**WHEREAS**, Karen Sigsworth, Branch Manager at North Ridgeville, began work at Lorain Public Library System on February 22, 1977, as an Assistant Children's Librarian at Main Library. On June 29, 1981, she was promoted to Branch Librarian at North Ridgeville Branch Library and has served in that capacity since. She will retire on February 28, 2019 after 42 years of faithful and dedicated service; and

**WHEREAS**, she has built strong connections with local elected officials, including the Mayor and City Council of North Ridgeville, in addition to the relationships she has cultivated with Ohio Representatives and Senators, and

**WHEREAS**, these strong relationships resulted in the expansion of library service in North Ridgeville from a small room in City Hall to a bank building on Jaycox Road to the current branch on Bainbridge Road that is known as the "jewel of the city" and recently celebrated its 15-year anniversary in 2018, and

**WHEREAS**, she has been a very valuable member of the management team working on group projects and sharing her expertise with others, and

**WHEREAS**, she has assured that the North Ridgeville community has received excellent library service and helped garner support for multiple operating levies, including the construction of the current building on Bainbridge Road; and

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**WHEREAS**, among her many strengths is the care for and understanding of the community of North Ridgeville, from the children in story time to the seniors learning computer skills; and

**WHEREAS**, she has earned the respect and admiration of countless Trustees, Friends of the Library, staff and community members by treating every person with care and understanding; now

**THEREFORE, BE IT RESOLVED** that the Lorain Public Library System Board of Trustees does publicly acknowledge Karen Sigsworth and her contribution to our library system, extends its appreciation on behalf of the Board and Staff, and wishes her well in her retirement.

Dr. Tomas thanked Karen Sigsworth for her services and wished her the best in her retirement.

**Roll Call:** yeas, unanimous

**Other Agenda Items**

None

**Next Meeting**


2019 Regular Business Meeting  
March 21, 2019 at 5 p.m.  
South Branch Library

**Adjournment**

Time: 5:50 p.m.

**Attest:**

 , President

 , Secretary