

Board of Trustees
October 15, 2020

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Thursday, October 15, 2020, 5:00 p.m.

Main Library, 351 W 6th Street, Lorain

Roll Call

Dr. Tomas called the meeting to order at 5:03 p.m., and welcomed all.

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

Regular Business

#2020-093 Approval of Minutes

Ms. Torres moved, Ms. McClelland seconded that the minutes of the September 17, 2020 meeting be approved.

Roll Call: yeas, unanimous

#2020-094 Approval of Chief Fiscal Officer's Report

Ms. Ventura stated that Library had a cash balance at month end of \$16,736,176. The Cash balance in operating funds was \$12,662,128 and operating funds after encumbrances was \$11,746,985. The total unencumbered cash balances as of September 30, 2020 was \$15,109,373. The revenues year-to-date were at \$9,453,217 which was 91.1% of the estimated annual revenues without advances or transfers. The expenses year-to-date were \$6,675,498 which was 46.5% of the estimated expenses without advances or transfers. Expenses with encumbrances total \$8,302,301 which was 57.8% of the annual estimated expenses.

No change to PLF as the October disbursement has not been received yet. It should post by early next week.

Bond proceeds were deposited into the Library's account today. We received two wires, \$9,000,000 in bond sale funds and just over \$419,000 in bond premium funds.

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Agenda item #2020-98 summarizes the Tax Levy Amounts issued by the Lorain County's Budget Commission. This is a routine resolution that the Library passes every year. The purpose of the resolution is to certify the amount of property tax revenue each of the Library's levies will generate for 2021. The levy amounts certified for 2021 are slightly higher than the current year.

There were no correspondences and there were no public records request.

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz introduced Jason Nolde and Mark Salopek from GPD Group who introduced themselves to the Board and reported on the status of the Avon building project. Mr. Nolde talked about GPD's role in the project and their experience and credentials that make GPD a good match for the project. Mr. Nolde and Mr. Salopek mentioned that GPD has over 15 years of experience working with the City of Avon. Mr. Nolde mentioned that due to GPD's engineering expertise that most of the work for the project will be handled by GPD, apart from technology and cost estimating. Mr. Nolde and Mr. Salopek said that they will be working with Ms. Diamond-Ortiz to determine the best method and frequency of updates to the Board during the project.

Roger Riachi from RFC Contracting addressed the Board and provided an update on the selection and kickoff with Gilbane, Inc., the selected construction manager at risk. Mr. Riachi stated that GPD, Gilband and Library administration will have a kickoff meeting before the end of October.

Ms. Diamond-Ortiz shared a note from North Ridgeville Lion's Club thanking the Library for the wonderful job in providing library service during the pandemic. They also praised the Library for finding safe ways to provide in-person library service.

Ms. Diamond-Ortiz stated that the eLibrary continues to be a bright spot for the library in terms of circulation. Tutor.com, the Library's new online tutoring service, has been very well received and it quite popular. Regarding the Program of Work, Ms. Diamond-Ortiz reported that the new library website should be up and running by the end of the year. Domonkas is moving forward with their carpeting and painting. This work should be done by the end of the year.

Committee Reports- None

- A. Finance, Audit and Properties Committee
- B. Library Services and Personnel Committee
- C. Trustee Development and Nominating Committee
- D. Fraud Hotline

New Business

#2020-095 Resolution Requesting the Lorain County Auditor to Certify the Current Tax Valuation of the Lorain City School District, Lorain County, Ohio and the Amount to be Generated During the First Year of Collection of a Renewal Tax Levy for Current Expenses of the Lorain Public Library System

Ms. Torres moved, Ms. McClelland seconded the following:

(R.C. Sections 5705.03, 5705.23, 5705.25)
Renewal Library Operating Levy

WHEREAS, this Board wishes to initiate proceedings for the submission to the electors of the Lorain City School District, Lorain County, Ohio (the "School District"), the question of a renewal tax levy for current expenses of the Library.

WHEREAS, the Library is currently levying a five year five and ninety-five hundredths (5.95) mill current expense levy approved by the voters of the School District on March 15, 2016 and first placed on the tax list and duplicate in 2016 for tax collection years 2017-2021 (the "Original Levy").

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library System, Lorain County, Ohio, two-thirds of all of the members appointed thereto concurring, that:

Section 1. The Lorain County Auditor is hereby requested to certify the current tax valuation of the School District and the amount to be generated during the first year of collection of a renewal all of the Original Levy for the benefit of the Library at a total rate not exceeding five and ninety-five hundredths (5.95) mills for each one dollar of valuation, which amounts to fifty-nine and one-half cents (\$0.595) for each one hundred dollars of valuation upon the entire territory of the School District, for current expenses of the Library for five years, commencing in 2021, first due in calendar year 2022.

Section 2. The Chief Financial Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Lorain County Auditor for certification for the May 4, 2021 election. The question of renewing the Original Levy shall be submitted to the electors in the

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entire territory of the School District. All of the territory of the School District is in Lorain County, Ohio.

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 Ohio Revised Code Section 121.22.

Roll Call: yeas, unanimous

#2020-096 Resolution Requesting The City Council Of The City Of Sheffield Lake, Lorain County, Ohio, To Request That The Lorain County Auditor Certify The Current Tax Valuation Of The City Of Sheffield Lake, Lorain County, Ohio And The Dollar Amount Of Revenue To Be Generated By A Renewal Tax Levy; And To Submit To The Electors Of The City The Question Of A Renewal Tax Levy For Current Operating Expenses Of The Domonkas Branch Of The Lorain Public Library System; And Authorizing The Execution Of An Agreement Relating To The Domonkas Branch Of The Lorain Public Library System

Col. Belanger moved, Dr. Badillo seconded the following:

(R.C. Sections 5705.03, 5705.19(D), 5705.25)
Renewal Library Operating Levy

WHEREAS, the City of Sheffield Lake, Ohio (the "City") is currently levying a two and ninety-five hundredths (2.95) mill levy for the purpose of current operating expenses of the Domonkas Branch of the Lorain Public Library System, approved by the electors of the City and first placed on the tax list and duplicate in 2016 for Tax Collection Years 2017-2021 (the "Original Levy"); and

WHEREAS, this Board wishes to request that the City Council of the City initiate proceedings for the submission to the electors of the City the question of a renewal of the Original Levy for current operating expenses of the Domonkas Branch of the Lorain Public Library System.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library System, Lorain County, Ohio, two-thirds of all of the members appointed 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 a resolution passed by the Board of Education of the Lorain City School District, Lorain County, Ohio as a free public library; (b) the Domonkas Branch of the Lorain Public Library System has been established as a free public library to serve the

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City; and (c) this Board wishes to initiate proceedings for the submission to the electors in the entire territory of the City the question of a renewal tax levy for current operating expenses of the Domonkas Branch of the Lorain Public Library System. 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 an election to be held on May 4, 2021. 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 levying on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Domonkas Branch of the Lorain Public Library System, and it is necessary to levy a renewal tax in excess of such limitation for current expenses of the Domonkas Branch of the Lorain Public Library System, for a period of five years.

Section 3. The City Council of the City is hereby requested to request that the Lorain County Auditor certify the current tax valuation of the City and the dollar amount to be generated by renewal of the Original Levy for the benefit of the Library, at a total rate not exceeding two and ninety-five hundredths (2.95) mills for each one dollar of valuation, which amounts to twenty-nine and one-half cents (\$0.295) for each hundred dollars of valuation, for the purpose of current operating expenses of the Domonkas Branch of the Lorain Public Library System.

Section 4. This Board hereby requests that the City Council of the City adopt an ordinance under the provisions of the City Charter and other applicable provisions of law, including Ohio Revised Code Section 5705.19(D), to submit to the electors of the City at an election to be held therein on May 4, 2021, the question of such renewal tax levy for current operating expenses of the Domonkas Branch of the Lorain Public Library System. The Library shall reimburse the City for costs of the election as certified by the Board of Elections of Lorain County.

Section 5. Such renewal tax levy shall be placed upon the tax list and duplicate in the current tax year, commencing in 2021, first due in calendar year 2022, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the levy of the renewal 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 in the entire territory of the City.

Section 7. Pursuant to Ohio Revised Code Section 3375.42, this Board hereby finds and determines it to be necessary to enter into an agreement (the "Agreement") with the City relating to the operation of the Domonkas Branch of the Library and to the use of the proceeds of the renewal tax levy to be voted on by the electors as contemplated in this resolution and of other funds available for the operation of the Domonkas Branch of the Library.

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Section 8. The Agreement is hereby approved in substantially the form attached hereto as Exhibit A, with such changes therein as are not inconsistent with this resolution and not substantially adverse to the Board as shall be approved by the officers executing the Agreement; provided, that the approval of those changes by those officers, and their character as not being substantially adverse to the Board, shall be evidenced conclusively by their execution of that Agreement.

Section 9. The President and Chief Financial Officer of the Board of Library Trustees are hereby authorized and directed, for and in the name and on behalf of this Board, to execute and deliver the Agreement in substantially the form attached hereto as Exhibit A.

Section 10. The Chief Financial Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the City Council of the City.

Section 11. 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

#2020-097 Resolution to Amend Appropriations for Fund 330

Ms. Torres moved, Ms. Schiemann seconded to amend appropriations for Fund 330, Debt Services in the amount of \$419,558.90 for Bond Premium proceeds.

Roll Call: yeas, unanimous

2020-098

#2020-098 Resolution Accepting the Tax Levy Amounts and Rates as Determined by the Budget Commission and Authorizing Necessary Tax Levies and Certifying them to the County Auditor

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

WHEREAS, The Library Board of Trustees in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2021;and

WHEREAS, The Budget Commission of Lorain County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessa

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ry to be levied by this Board, and what part thereof is without,
and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Library Board of Trustees of the Lorain Public Library
System, Lorain County, Ohio, that the amounts and rates, as determined by the Budget Commission in
its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Library District the rate of e
ach tax necessary to be levied within and without the ten mill limitation as follows:

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SCHEDULE A				
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES				
FUND	Amount to Be Derived from Levies Outside 10 Mill Limitation Column II	Amount Approved by Budget Commission Inside 10 Mill Limitation Column IV	County Auditor's Estimate of Tax Rate to Be Levied	
			Inside 10 Mill Limit V	Outside 10 Mill Limit VI
Lorain CSD	2,296,132			4.08
Lorain CSD	1,059,286			1.87
Sheffield Lake City	328,108			2.20
Sheffield Lake City	111,654			0.75
Avon City	489,642			1.20
Additional passed 3/17/20		2.00 mill levy passed - only collecting 0.80 mills per Resolution passed 9/19/19		
Avon City	773,347			0.80
North Ridgeville City	1,430,947			1.91
Columbia Township	404,059			1.74
TOTAL	6,892,375	0	0.00	14.55
SCHEDULE B				
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES				
FUND	Maximum Rate Authorized to Be Levied			
General Fund				
Lorain CSD				
Current Expense Levy authorized by voters on 3/15/16 for not to exceed 5 years Beginning 2016 Duplicate Expiring Last Collection 2021		4.08		
Current Expense Levy authorized by voters on 3/15/16 for not to exceed 5 years Beginning 2016 Duplicate Expiring Last Collection 2021		1.87		
Special Revenue Funds:				
Sheffield Lake City				
Library Levy authorized by voters 3/15/16 for not to exceed 5 years Beginning 2016 Duplicate Expiring Last Collection 2021		2.20		
Sheffield Lake City				
Library Levy authorized by voters 3/15/16 for not to exceed 5 years Beginning 2016 Duplicate Expiring Last Collection 2021		0.75		
Avon City				
Library Levy authorized by voters 3/15/16 for not to exceed 5 years Beginning 2016 Duplicate Expiring Last Collection 2021		1.20		
Additional passed 3/17/20		2.00 mill levy passed - only collecting 0.80 mills per Resolution passed 9/19/19		
Avon City				0.80
Library Levy authorized by voters 3/17/20 for not to exceed 20 years Beginning 2020 Duplicate Expiring Last Collection 2040				
North Ridgeville City				
Library Levy authorized by voters 05/07/19 for not to exceed 5 years Beginning 2019 Duplicate Expiring Last Collection 2024		1.91		
Columbia Township				
Library Levy authorized by voters 05/05/15 for not to exceed 5 years Beginning 2015 Duplicate Expiring Last Collection 2020		1.74		
		14.55		

Roll Call: yeas, unanimous

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#2020-099 Enter Into a Contract with DTECH for a Set of Hold Lockers for the Domonkas and Columbia Station Branches

Dr. Badillo moved, Col. Belanger seconded to authorize the Library to enter into a contract with DTECH for a set of hold lockers for Domonkas Branch and Columbia Station Branch for an amount not to exceed forty-two thousand eight hundred eighty dollars (\$42,880).

Roll Call: yeas, unanimous

#2020-100 Modify Purchase Order Amount for Annual Janitorial Services Contract with Gergely's Maintenance King Janitorial Supplies & Service, Inc.

Ms. Torres moved, Ms. Schiemann seconded to amend the agreement with Gergely's Maintenance King Janitorial Supplies & Service, Inc. and increase the purchase order by six hundred dollars (\$600).

Roll Call: yeas, unanimous

#2020-101 Approval to enter into an Agreement with Born's Landscape and Lawncare for the 2020-2021 Winter Season

Ms. Torres moved, Dr. Badillo seconded to authorize the Library to enter into a contract with Born's Landscape and Lawncare for salt applications and snow removal for an amount of twenty-one thousand, thirty-five dollars (\$21,035) for the 2020-2021 winter season.

Roll Call: yeas, unanimous

#2020-102 Approval to Enter into Executive Session to Discuss Matters Pertaining to Compensation of Public Employees

Ms. Torres moved, Col. Belanger seconded to adjourn to Executive Session to discuss matters pertaining to compensation of public employees.

Roll Call: yeas, unanimous

5:50 p.m. Entered into Executive Session

6:44 p.m. Reconvened

#2020-103 Approval of Salary Increases

Col. Belanger moved, Ms. Torres seconded to approve a 3% salary increase retroactive to April 1, 2020 extending through December 31, 2021 for the following staff:

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Employee Name	Current Rate Per Hour	New Rate Per Hour
Diamond, Michael	\$ 36.49	\$ 37.59
Grizzell, Cheryl	\$ 38.46	\$ 39.62
Lewis, Samuel	\$ 25.24	\$ 25.99
Russo, Carol J.	\$ 17.58	\$ 18.11
Kelly Sprinkle, Donna	\$ 29.57	\$ 30.46
Guscott, John P.	\$ 27.33	\$ 28.15
Godec, Anne	\$ 26.32	\$ 27.11
Gerena, Richard A.	\$ 35.94	\$ 37.02
Winkler, Jennifer	\$ 30.37	\$ 31.28
Spivey, Susan	\$ 32.32	\$ 33.29
Strippoli, Annalisse	\$ 21.26	\$ 21.89
Cronin, Nicholas J.	\$ 32.39	\$ 33.36
Black, Jennifer	\$ 32.45	\$ 33.42
Musser, Robert	\$ 23.69	\$ 24.40
Nix, Katherine	\$ 20.86	\$ 21.48
Williams, LaQuanda	\$ 13.60	\$ 14.00
Morgan, Allyson	\$ 24.55	\$ 25.29
Riedy, Joel	\$ 24.44	\$ 25.17
Paganelli, Cheryl	\$ 29.50	\$ 30.39

Roll Call: yeas, unanimous


6:45 p.m. Adjourned

Next Meeting:

Regular Business Meeting of the Library Board
November 19, 2020 at 5 pm
Streaming on the Library's YouTube channel

Attest:

_____, President

_____, Secretary