

Board of Trustees
September 17, 2020

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Thursday, September 17, 2020, 5:00 p.m.

Streaming on the Library's You Tube Channel

Roll Call

Dr. Tomas called the meeting to order at 5:01 p.m., and welcomed all and congratulated Ms. Diamond-Ortiz on being appointed liaison from the Public Library Association to the American Library Association Information Technology Advisory Committee.

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

Regular Business None

#2020-081 Approval of Minutes

Ms. Torres moved, Ms. Schiemann seconded that the minutes of the August 20, 2020 meeting be approved.

Roll Call: yeas, unanimous

#2020-082 Approval of Chief Fiscal Officer's Report

The Library had a cash balance at month end of \$16,792,680

The Cash balance in operating funds was \$12,698,048 and operating funds unencumbered was \$11,664,995.

The total unencumbered cash balances as of August 31, 2020 was \$15,116,333.

The revenues year-to-date were at \$8,724,678 which was 81.4% of the estimated annual revenues without advances or transfers.

The expenses year-to-date were \$5,890,455 which was 41% of the estimated expenses without advances or transfers.

Expenses with encumbrances total \$7,566,802 which was 52.7% of the annual estimated expenses.

The PLF revenue received for the month of September 2020 was 5.7% higher than what we received in September of 2019. Overall, for the year, PLF revenue is down from the beginning of the year by \$16,779 or - 0.5%. As indicated last month, the reduction in PLF revenue is due to the economic activity and reduction in State tax receipts.

Board of Trustees

September 17, 2020

The Fiscal Office submitted the FEMA Public Assistance Grant for assistance with COVID related expenses at the end of August. It has been reviewed by the OH Emergency Management Team this week. The Library must now wait to see if FEMA will approve and the estimated timeline for a response is at least a month.

The Library received \$150k in funding from the COVID Relief US Treasury grant at the end of August. The Chief Fiscal Officer, Executive Director, and Director of Facilities are working closely to determine which COVID expenses to apply this funding to, as the Library is required to have it expensed by the end of December 2020.

The Library will be donating 22 used chairs from the Domonkas Branch to the Friends of the Domonkas Library. Five are soft seating chairs and seventeen are green textured computer chairs. The chairs are outdated and are being replaced with new pieces as part of the Domonkas Branch renovation project currently taking place.

Correspondence - None

Public Record's Requests - None

Roll Call: yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz welcomed the trustees and shared that the Foundation of the Lorain Public Library System was invited to participate in the Community Foundation of Lorain County's Connect to a Cause event. The online fundraising event benefitted several dozen organizations around the County. She was pleased to report that the Foundation brought in \$1,435 in online donations.

Ms. Diamond-Ortiz and Ms. Ventura met virtually with Moody's to review the Library's finances and credit worthiness in order to establish a credit rating that will be used when the bonds for the Avon project are sold. Counsel from Bricker and Eckler and Stifel were also on the call and mentioned they thought the presentation went very well. The Library is expecting to receive the rating from Moody's by next week.

The Mayor of Lorain recommended to Lorain City Council that the Library receive a \$150,000 sub grant under the CARES Act funds that the City received. The monies will be used exclusively for the benefit of the people of Lorain.

Hope for Futures received the anticipated grant funds from the City of Lorain. Installation of Hope Farms at South and Main branches will begin before month's end.

Little Library on the Lake wrapped up its inaugural summer 671 visits from the public and 25 new library cards issued.

Ms. Diamond-Ortiz has been invited to participate in an interview regarding the Little Library on the Lake along with the Executive Director of the Lorain County Metro Parks and Noah Lenstra, Professor in Library and Information Science at the University of North Carolina.

Board of Trustees
September 17, 2020

Create Space is opening next week to the public and the Culinary Literacy Center is also ready to go.

Graphic: Digital Library Usage in July

Ms. Diamond-Ortiz noted that this snapshot of digital usage is indicative of the large jumps in use of the eLibrary since March.

Committee Reports- None

- A. Finance, Audit and Properties Committee
- B. Library Services and Personnel Committee

The Library Services and Personnel Committee met on September 15. Ms. Torres said that the committee met to discuss the Library's policy on face coverings. The committee is united in the belief that the Library's policy is the right one. Ms. Torres also said that if the library came up with something like making masks that look like animals this might help these children get adjusted to wearing them. Also, due to November 3rd voting at North Ridgeville and Avon branches, the committee is in support of Administration's proposal to revert to curbside library service on that day to avoid conflict with voters who will not wear a mask.

- C. Trustee Development and Nominating Committee
- D. Fraud Hotline

New Business

#2020-083 Approve Use of Funds 330 and 430 for the Avon Building Project

Col. Belanger moved, Ms. Snipes seconded to approve the use of existing funds 330 Debt Service & 430 Construction Fund for the Avon Building Project.

Roll Call: yeas, unanimous

#2020-084 Approve Creation of Fund 208 for Coronavirus Relief Subgrant Fund

Ms. Torres moved, Ms. Schiemann seconded to approve the creation of Fund 208 for Coronavirus Relief Subgrant Fund in order to accept a CARES Act subgrant from the City of Lorain and expend funds to provide service to residents of Lorain during Covid-19 in accordance with grant requirements.

Roll Call: yeas, unanimous

#2020-85 Appropriations Modification

Dr. Badillo moved, Ms. Snipes seconded to approve the following increase to appropriations:

208 Coronavirus Relief Subgrant Fund \$150,000

Board of Trustees
September 17, 2020
Roll Call: yeas, unanimous

2020-86 Approve Receipt of Revenue into Fund 430 for the Avon Building Project

Col. Belanger moved, Ms. Schiemann seconded to approval the receipt of revenue into the 430 Construction Fund upon receiving proceeds from the October Bond sale.

Roll Call: yeas, unanimous

#2020-087 Approval of Contract with GPD Group to Provide Design Services for the Avon Building Project

Dr. Badillo moved, Col. Belanger seconded the following resolution and moved its passage:

WHEREAS, the Board approved GPD Group as the most-qualified design professional and Library's Chief Executive Officer/Director and Owner's Representative solicited a fee proposal from GPD Group and recommends approval of compensation in the amount of \$748,200 including Reimbursable Expenses and accepted Additional Services and the negotiation and execution of the architect agreement by the Library's Chief Executive Officer/Director working with the Library's legal counsel, with such architect agreement being in substantially the same form as was attached to the Library's Request for Qualifications dated July 9, 2020;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Board authorizes execution of the agreement with GPD Group and related documentation, subject to the negotiation of the agreement terms by the Library's Chief Executive Officer/Director and the Library's legal counsel.
2. That the Board authorizes the work to proceed immediately upon execution of such agreement

Roll Call: yeas, unanimous

#2020-088 Accepting Best-Value Recommendation and Authorizing Execution of Construction Manager at Risk Agreement

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

WHEREAS, the Lorain Public Library System Board of Trustees (the "Board") is undertaking construction of the Avon Branch Project (the "Project") and has determined that it is in the best interest of the Library to use the construction manager at risk ("CMR") delivery model for the Project; and

WHEREAS, pursuant to the statutory process required to procure a CMR, the Library issued a Request for Qualifications for the Project, the Evaluation Committee evaluated the qualifications received based upon criteria consistent with Ohio Administrative Code 153:1-6-01, ranked the most-qualified CMR firms to provide the required services, and a Request for Proposals was issued to such short-listed firms; and

WHEREAS, the Evaluation Committee evaluated the technical and pricing proposals received, ranked the short-listed firms to determine the best value, based upon criteria consistent with Ohio Administrative Code

Board of Trustees
September 17, 2020

153:1-6-01, and recommends to the Board that Gilbane Building Company is the firm providing the best value with Turner Construction Company and Panzica Construction Company ranked second and third, respectively; and

WHEREAS, the best-value firm's proposed fee for the preconstruction services for the Project is \$36,060.00 and a guaranteed maximum price for construction of the Project, consistent with the selected firm's price proposal, is anticipated to be negotiated and added to the agreement by amendment at the time the construction documents and the preconstruction services are sufficiently complete; and

WHEREAS, the Evaluation Committee recommends approval of the construction manager at risk agreement which includes preconstruction services, in substantially the form provided, subject to negotiations by the Library's Chief Executive Officer/Director working with the Library's legal counsel; and

WHEREAS, the Board wishes to accept the best-value recommendation of the Evaluation Committee and approve the agreement in substantially the form provided, with the understanding that a guaranteed maximum price for construction of the Project is anticipated to be negotiated, authorized by a separate resolution, and added to the agreement by amendment at the time the construction documents and the preconstruction services are sufficiently complete.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. That the Board accepts the ranking and recommendation of the Evaluation Committee and selects Gilbane Building Company as the CMR firm determined to provide the best value for the Project.
2. That the Board authorizes execution of the CMR agreement with Gilbane Building Company and related documentation, subject to the negotiation of the agreement terms by the Library's Chief Executive Officer/Director and the Library's legal counsel. Such CMR agreement will be in substantially the same form as was attached to the Library's Request for Proposals dated August 28, 2020 including preconstruction services for the amount of \$36,060.00, with the understanding that a guaranteed maximum price for the Project consistent with the selected firm's price proposal is anticipated to be negotiated, authorized by a separate resolution, and added to the agreement by amendment at the time the design documents and the preconstruction services are sufficiently complete.
3. That the Board authorizes the work to proceed immediately upon execution of such CMR agreement.

Roll Call: yeas, unanimous

#2020-089 Authorization to Sanitize Ductwork in Library Buildings

Ms. Snipes moved, Col. Belanger seconded to authorize the Library to enter into a contract with DUCTZ of Cleveland to clean and sanitize ductwork at all six library buildings as a Covid-19 expense to assist in the prevention of Covid-19 in an amount not to exceed twelve thousand, five hundred seventy five dollars (\$12,575).

Board of Trustees
September 17, 2020
Roll Call: yeas, unanimous

#2020-090 Renewal of Contract with Gergley's Maintenance King

Ms. Snipes moved, Ms. McClelland seconded to authorize the Library to renew the contract with Gergley's Maintenance King for cleaning services, including enhanced protocols, for all library buildings in 2021.

Roll Call: yeas, unanimous

#2020-091 Authorization to Install UV Lighting in HVAC Systems in Library Buildings

Dr. Badillo moved, Ms. Schiemann seconded to authorize the Library to enter into a contract with Johnson Controls to supply and install UV lighting in the air handling units at library buildings as a Covid-19 expense to assist in the prevention of Covid-19 in an amount not to exceed sixty nine thousand, seven hundred two dollars and thirty cents (\$69,702.30).

Roll Call: yeas, unanimous

#2020-092 Approval to Enter into Executive Session to Discuss Matters Pertaining to Real Estate

Ms. McClelland moved, Ms. Schiemann seconded to adjourn to Executive Session to discuss matters pertaining to real estate.

Roll Call: yeas, unanimous

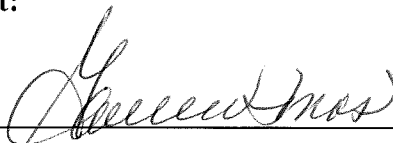
Reconvened: 5:50 p.m.


Adjourned: 5:53 p.m.

Next Meeting:

Regular Business Meeting of the Library Board
October 15 at 5 pm
Streaming on the Library's YouTube channel

Attest:


_____, **President**


_____, **Secretary**