

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

**Minutes**

Lorain Public Library System  
Thursday, December 21, 2017  
5:00 p.m. North Ridgeville Branch Library, 35700 Bainbridge Road, North Ridgeville, OH  
Regular Business Meeting

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

**Roll Call**

Present: Dr. Badillo, Mr. Dore, Ms. Hatch, Ms. Schiemann, Dr. Tomas, Mr. Virden

**Regular Business**

No board member indicated a conflict of interest with today's agenda.

**#2017-139 Approval of Minutes**

Dr. Badillo moved, Mr. Virden seconded that the minutes of the November 16, 2017, meeting be approved.

Yeas unanimous

**#2017-140 Approval of Fiscal Officer's Report**

Mr. Dore moved, Ms. Hatch seconded that the Fiscal Officer's Report for the month ending November 30, 2017, be approved.

Mr. Wilson reported to the Board that the month end cash balance as of November 30, 2017, was \$11,381,761. Of the November month end cash balance, \$9,156,643 was in Operating/Governmental Funds, of which \$8,530,419 was unencumbered. The Unencumbered cash balances of November 30, 2017, was \$10,423,941. Revenues Year-To-Date totaled \$9,889,752 which represented 97.6% of annual estimated revenues without transfers and/or advances. Expenses year-to-date without transfers or advances as of November 30, 2017, were \$8,274,546 or 87.6% of the estimated annual expenses. Year-to-Date Expenses plus encumbrances totaled \$9,889,752 or about 97.8% of the *estimated* annual expenses for 2017.

**Fiscal Officer's Report continued:**

Mr. Wilson advised there were two pieces of correspondence this month. The Library received a thank-you note from Lorain County Bridges and a notice of a stipend award for PLA pre-conference for Domonkas Manager, Marleen Watling. There were no public records requests. Mr. Wilson attended two webinars, one for SSI year end and the other for the Auditor of State Hinkle System.

yeas, unanimous

**Oath of Office**

Milagros Torres – new term of office through 12/31/2019 – was issued the Oath of Office

Keith Belanger – new term of office 1/1/18 through 12/31/2024 – was issued Oath of Office

**Report of the Director**

Ms. Diamond-Ortiz advised that Ms. Watling, Library Supervisor for the Domonkas Branch, applied for a grant to become certified as a Consumer Health Specialist and was accepted. The passport services at North Ridgeville and Avon are up and running. The North Ridgeville branch has processed one application and Avon has processed ten applications with four more scheduled. There has been good interest from the press regarding the passport services. Janae Garrett introduced herself as the new Content Marketing Strategist. Ms. Diamond-Ortiz reviewed the progression of the 2017 Program of Work and expressed how impressed she is with staff working together to meet the goals. Ms. Diamond-Ortiz advised the board that she selected Cheryl Grizzell as the new Assistant Director and she will begin January 3, 2018.

**Committee Reports/Communications**

Mr. Dore advised the Finance, Audit and Properties Committee met December 14, 2017, and discussed finances and budget for the year. Mr. Virden advised the Library Services and Personnel Committee met December 14, 2017, and discussed personnel matters and that conversation will continue during the executive session. Dr. Badillo advised the Trustee Development and Nominating Committee met December 14, 2017, and Dr. Tomas will continue to be President, Mr. Virden Vice President and Mr. Dore Secretary.

## **Audience Participation**

Dr. Tomas advised Ms. Sigsworth and Mr. Sigsworth were a featured story in the North Ridgeville Magazine. Ms. Sigsworth welcomed everyone to the North Ridgeville Branch. Ms. Sigsworth invited everyone to take a look at the Christmas Tree that is annually decorated by the Garden Club. The Morning Journal and the North Ridgeville Press both had write ups featuring the tree. The North Ridgeville branch participated in Holiday on the Ridge this year and Ms. Sigsworth thanked the Friends for refreshments and the guitarist they provided. Ms. Sigsworth was a speaker for the North Ridgeville Friends and the Historical Society at the Chamber of Commerce along with other community groups. Ms. Sigsworth was humbled at the amount of groups at this event that mentioned the North Ridgeville Branch as their meeting place. Story time will start again in mid-January. There are so many participants for the two year old group there are now four sessions. The Sunday afternoon programs will also start in mid-January those programs are listed in Dimensions and on a separate hand out.

### *Friends of the Library*

Domonkas Friends meets in January to prepare for the March Madness book sale.

Columbia Friends during the December meeting thanked all those who helped at the book sales throughout the year with refreshments.

North Ridgeville Friends last book sale was successful and the next book sale will be in January.

### *Foundation*

The Foundation met on the morning of December 18, 2018. There is a new board member, Susan Hatch. All members were in attendance. The Foundation wants to participate in Discovery on the Go with an annual appeal and want to keep the message concise.

### *Other*

Jim Leonard, Executive Board Member of SEIU 1199, congratulated Cheryl Grizzell on the Assistant Director position and looking forward to working with her. Mr. Leonard expressed how the communication between labor management and library management has improved since Ms. Diamond-Ortiz has come aboard. Mr. Leonard congratulated the new board members and said Merry Christmas.

**New Business**

**#2017-141 Approval of Personnel Appointments**

Mr. Dore moved, Mr. Virden seconded to approve the following personnel appointments:

- Natalie Jones, Student Library Aide at the Domonkas Branch Library, part-time, effective November 27, 2017, at an hourly rate of \$8.150, grade EA.
- Zoie Jarem, Student Library Aide at the Columbia Branch Library, part-time, effective November 27, 2017, at an hourly rate of \$8.150, grade EA.
- Rose Soto, Student Library Aide at the South Branch Library, part-time, effective November 27, 2017, at an hourly rate of \$8.150, grade EA.
- Cheryl Grizzell, Assistant Director for the Library System, full-time, effective December 31, 2017, at an hourly rate of \$36.440, or \$72,005 annually.

Yeas unanimous

**#2017-142 Approval of 2018 Estimated Revenues - General and Levy Funds**

Mr. Dore moved, Ms. Schiemann seconded to approve the estimated revenues for general and levy funds for 2018:

2018							TOTAL
	GEN FUND	LORAIN LEVY	AVON LEVY	DOMONKA S LEVY	N RIDGEVILLE LEVY	COLUMBIA LEVY	
1100 PUBLIC LIBRARY FUND	\$ 3,974,530						\$ 3,974,530
1200 TAX LEVIES		\$ 3,340,772	\$ 461,523	\$ 435,678	\$ 1,328,868	\$ 378,259	\$ 5,945,100
3000 FINES, FEES, ETC.	\$ 127,000						\$ 127,000
4000 INTEREST ON INVEST	\$ 5,987	3,400	1,500	400	5,000	600	\$ 16,887
5000 SERVICES PROVIDED							\$ -
6000 GIFTS/BEQUESTS	\$ 1,000						\$ 1,000
8000 SALES/REFUNDS/MISC.	\$ 6,600						\$ 6,600
9000 FUND TRANSFERS		591,218	162,552	70,066	226,077	57,827	\$ 1,107,740
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$ 4,115,117</b>	<b>\$ 3,935,390</b>	<b>\$ 625,575</b>	<b>\$ 506,144</b>	<b>\$ 1,559,945</b>	<b>\$ 436,686</b>	<b>\$ 11,178,857</b>

Yeas unanimous

**New Business Continued:**

**#2017-143 Approval of 2018 Estimated Revenues – Other Funds**

Ms. Schiemann moved, Ms. Hatch seconded to approve the estimated revenues for other funds for 2018:

<b>Fund No.</b>	<b>Fund Name</b>	<b>Account Name</b>	<b>Amount</b>
203	Summer Reading Fund		\$ -
215	Book Memorial Fund	Interest	500
		Contributions Main	9,000
		Contributions Avon	2,000
		Contributions Columbia	2,000
		Contributions Domonkas	2,000
		Contributions N. Ridgeville	2,000
		Contributions Outreach	2,000
		Contributions South	2,000
401	Building & Repair Fund	Interest on Investments	1,500
		Transfer-in from Gen Fund	1,000,000
451	Capital Improvements Fund	Interest on Investments	50
701	Hageman Trust Fund	Interest on Investments	100
		Contributions	27,000
702	Stocker Trust Fund	Interest on Investments	15
801	Kurtz/Male	Interest on Investments	1
803	Domonkas Trust	Interest on Investments	14
901	Personal Wellness Employee Fund	Wellness Contributions	7,800
<b>TOTALS</b>			<b>\$ 1,057,980</b>

Yeas unanimous

**#2017-144 Approval of 2018 Permanent Appropriations Budget**

Dr. Badillo moved, Ms. Schiemann seconded to approve the permanent appropriations budget for 2018:

<b>Fund</b>	<b>Name</b>	<b>Amount</b>	
101	GEN FUND	\$ 6,055,263	
110	N RIDGEVILLE LEVY	2,105,060	
112	AVON LEVY	753,523	
120	COLUMBIA LEVY	481,569	
122	DOMONKAS LEVY	485,776	OPERATING
130	LORAIN LEVY	3,545,986	\$ 13,427,177
203	SUMMER READING	7,500	
215	BOOK MEMORIAL	120,000	
401	BUILDING & REPAIR	515,000	
451	CAPITAL IMPROVEMENT	150,000	
701	HAGEMAN	55,300	
702	STOCKER	3,500	
801	KURTZ-MALE	1,700	
803	DOMONKAS TRUST	40,000	
901	PERSONAL WELLNESS	14,454	
<b>TOTALS</b>		<b>\$ 14,334,631</b>	

Yeas unanimous

**New Business Continued:**

**#2017-145 Approval of Change Order for Main Library HVAC Project Phase II**

Mr. Dore moved, Ms. Schiemann seconded to approve the following change order for the Main Library HVAC Project Phase II, in the amount of Seven Hundred and Twenty-Three Dollars, and Eighty-Two Cents (\$ 723.82):

Change Order #M-002 – Install panic bar on fence gate for Phase II \$ 723.82

Yeas unanimous

**#2017-146 Approval of Participation in Memory Lab Network**

Ms. Schiemann moved, Dr. Badillo seconded to approve participation in the District of Columbia Public Library's Memory Lab Network, in partnership with the Public Library Association (PLA).

Yeas unanimous

**#2017-147 Resolution of Appreciation for Susan Hatch, Board Member**

Mr. Dore moved, Ms. Schiemann seconded the following resolution of appreciation:

**WHEREAS**, the Lorain Public Library System is fortunate to have many community volunteers who are dedicated to the Library; and

**WHEREAS**, Susan Hatch in her service on the Board of Trustees from January 2013 through December 2017, has devoted countless hours to the Library; and

**WHEREAS**, Susan Hatch has given thoughtful, professional advice as a member of a number of Library Board committees, such as: the Finance, Audit and Properties Committee; the Library Services and Personnel Committee, the Trustee Development and Nominating Committee; and

**WHEREAS**, Susan Hatch has been an avid supporter of the Library and was involved in levy campaigns to ensure that the citizens of the Sheffield Lake community benefit from excellent library services and technology; and

**WHEREAS**, Susan Hatch has been involved in the Friends of the Domonkas Library for many years; and

**WHEREAS**, Susan Hatch has shared her wisdom and wry sense of humor with the Board of Trustees and has done an exemplary job representing the communities that the library system serves; and now be it

**RESOLVED**, that the Lorain Public Library System Board of Trustees does publicly acknowledge Susan Hatch and her contribution to our library system, and extends its appreciation, on behalf of the Board and Staff.

Yeas unanimous, except Ms. Hatch abstain

**New Business Continued:**

**#2017-148 Approval to Renew Contract with Emerge, Inc. to Host the Library Website and Support Social Media Sites for Library Publicity for 2018.**

Mr. Virden moved, Ms. Schiemann seconded to authorize the CFO to enter into a renewal agreement with Emerge, Inc. to host the Library website, and to support and maintain the Library website and social media Internet sites for the Library in 2018, without increase, in an amount not to exceed Twenty-Four Thousand Dollars (\$24,000).

Yeas unanimous

**#2017-149 Approval to Contract with Emerge, Inc. to Provide Specialized Support Services for the Library Website.**

Dr. Badillo moved, Ms. Schiemann seconded to authorize the CFO to enter into an agreement with Emerge, Inc. to provide specialized Library website support services, in an amount not to exceed Fifteen Thousand Dollars (\$15,000).

Yeas unanimous

**#2017-150 Approval of Wage Increases to New Ohio Minimum Wage of \$8.30 Hour**

Mr. Virden moved, Dr. Badillo seconded to approve 2018 wage increases to \$8.30 per hour for the following employees, effective December 17, 2017, for the first pay of 2018:

Eleana Cintron	Andrew Ciryak	Emily DeWitt
Ethan Franke	Zoie Jarem	Natalie Jones
Stephanie Michalek	Liam Reilly	Cassandra Rodriguez
Liana Schraff	Rose Soto	Makenzie Taips

Yeas unanimous

**#2017-151 Approval to Donate Scrap Furniture to the Friends of the Library**

Ms. Hatch moved, Ms. Schiemann seconded to approve the donation of scrap furniture Friends of the Library.

<b>Surplus List for Board</b>			
<b>Equipment/Furniture</b>	<b>Make/Model</b>	<b>Serial #</b>	<b>LPLS #</b>
Wooden Boat	Children's Play Boat		
Wooden Cart	CART OAK 36X30X27		5479
Wooden Chairs - 28	Semi-Rocking		
Sand Table	Children's Indoor Sandbox		

Yeas unanimous

**New Business Continued:**

**#2017-152 Approval to Enter into Executive Session to Discuss Personnel Matters.**

Mr. Virden moved, Dr. Badillo seconded at 5:42 p.m. to approve adjourning to Executive Session to discuss personnel matters.

Yeas unanimous

**Reconvened: 6:48 p.m.**

**Other Agenda Items**

**Next Meeting**

2018 Organizational Meeting  
January 18, 2018 at 5 p.m.  
North Ridgeville Branch Library

**Adjournment**                      Time: 6:50 p.m.

**Attest:**

  
\_\_\_\_\_, President

  
\_\_\_\_\_, Secretary