

The Board of Library Trustees, Lakewood, Ohio Thursday, December 10, 2020

The Board of Library Trustees of the Lakewood Public Library, City of Lakewood, County of Cuyahoga, State of Ohio, met in regular session in the Auditorium of the Main Library, 15425 Detroit Avenue, Lakewood, via In-Person and Video Conference, Lakewood, OH on Thursday, December 10, 2020 at 7:05 P.M.

Members present: Mrs. Nancy Seibert, Mrs. Persis Sosiak, Mrs. Tiffany Graham Charkosky, Mr. Gregory Gipson, Mr. Jeffrey Endress, Mr. Scott Kermode, and Mr. Michael Artbauer.

Members excused: None.

Also present: Mr. James Crawford and Mr. William Costello, Jr., CPA; Judy Grzybowski, Manager of the Madison Branch; Julie Strunk, Manager of Children's and Youth Services; Jody Wilkerson, Manager of Administration and Emily Lindberg, public.

DISPOSITION OF MINUTES

Motion by Mrs. Seibert, seconded by Mr. Kermode, approval of the minutes of the regular meeting of November 12, 2020.

Yeas: Mrs. Seibert, Mrs. Sosiak, Mrs. Graham Charkosky, Mr. Gipson, Mr. Endress, Mr. Kermode, and Mr. Artbauer.

Abstained: None.

Nays: None.

The President declared the motion carried.

Motion by Mrs. Seibert, seconded by Mr. Gipson, approval of the minutes of the special meeting of November 19, 2020.

Yeas: Mrs. Seibert, Mrs. Sosiak, Mrs. Graham Charkosky, Mr. Gipson, Mr. Endress, Mr. Kermode, and Mr. Artbauer.

Abstained: None.

Nays: None.

The President declared the motion carried.

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Mr. Crawford shared a thank you card to the Board of Trustees from employee Mariana Cioboata.

Mr. Crawford gave the Board of Trustees a status update of the Lakewood Public Library safe practices during the COVID-19 pandemic.

Mrs. Seibert thanked Judy Grzybowski, Manager of the Madison Branch, for rehomeing items from the Madison Branch to Taft Preschool.

REPORTS OF STANDING COMMITTEES

Business Management and Finance

Mrs. Sosiak updated the Board of Trustees on changes being made to the Rules for the Government of the Board of Library Trustees Policy. A final copy is expected in early 2021.

Building and Supplies

Mr. Artbauer visited the Madison Branch temporary location on December 10, 2020. The Madison Branch is nearly empty and the book drop has been relocated to the temporary location.

The Madison Branch plans to be closed to patrons on Saturday, December 12, 2020 and re-open to the public at the temporary location on Monday, December 14, 2020.

Collections and Gifts

No report.

Personnel

No report.

REPORTS OF SPECIAL COMMITTEES

Audit Committee

Mr. Costello posed questions to the State Auditor regarding the Lakewood Public Library's eligibility for an AUP in 2021 due to the increased expenditures for the Madison Branch Renovation.

COMMUNICATIONS

Public Comments

Emily Lindberg addressed the Board of Trustees with the following comments:

- That she, Emily Lindberg, still finds it difficult to hear everyone in the Board meeting while she attends virtually.

NEW BUSINESS

Motion by Mrs. Graham Charkosky, seconded by Mr. Endress, to Approve Resolution 20-05, Transfer of Ownership to Friends of the Library.

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 20-05

FRIENDS OF THE LAKEWOOD PUBLIC LIBRARY

BE IT RESOLVED by the Board of Trustees of the Lakewood Public Library, Lakewood, Ohio, on December 10, 2020, by roll call vote:

THAT all books and other items in the collections of the Lakewood Public Library that have been cancelled, and all furnishings and equipment, including computers and related equipment, that are designated for discard be transferred to the Friends of the Lakewood Public Library.

THAT the net profit from the sale of the transferred items will be used to support the needs of the Lakewood Public Library.

THAT this agreement will continue from year to year, without cessation, until amended or cancelled by the Board of Trustees of the Lakewood Public Library.

State of Ohio, Cuyahoga County

I, William R. Costello, Jr., CPA, Fiscal Officer of the Lakewood Public Library, and in whose custody the files, journals and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and

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copied from the original Resolution now on file, and that the same is a true and correct copy thereof.

William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

Subscribed and sworn to before me this 10th day of December, 2020.

Notary Public

Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

Mrs. Graham Charkosky	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Gipson	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Seibert	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Sosiak	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Endress	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Kermode	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Artbauer, President	X	Yea	___	Nay	___	Abstain	___	Absent

The President declared the motion carried.

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Motion by Mrs. Seibert, seconded by Mr. Endress, to Approve Resolution 20-06, Annual Board Calendar.

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 20-06

ANNUAL BOARD CALENDAR

BE IT RESOLVED by the Board of Trustees of the Lakewood Public Library, Lakewood, Ohio, on December 10, 2020, by roll call vote:

That the Board of Trustees authorizes that the Library Board meet on those dates set forth below.

Thursday, January 21, 2021
Thursday, March 11, 2021
Thursday, April 08, 2021
Thursday, May 13, 2021
Thursday, June 10, 2021
Thursday, September 09, 2021
Thursday, October 14, 2021
Thursday, November 11, 2021
Thursday, December 09, 2021

State of Ohio, Cuyahoga County

I, William R. Costello, Jr., CPA, Fiscal Officer of the Lakewood Public Library, and in whose custody the files, journals and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original Resolution now on file, and that the same is a true and correct copy thereof.

William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

Subscribed and sworn to before me this 10th day of December, 2020.

Notary Public

Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

Mrs. Graham Charkosky	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Gipson	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Seibert	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Sosiak	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Endress	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Kermode	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Artbauer, President	X	Yea	___	Nay	___	Abstain	___	Absent

The President declared the motion carried.

Motion by Mrs. Graham Charkosky, seconded by Mr. Kermode, to Approve Resolution 20-07, Authorization to Receive Funds.

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 20-07

AUTHORIZATION TO RECEIVE FUNDS

BE IT RESOLVED by the Board of Trustees of the Lakewood Public Library, Lakewood, Ohio, on December 10, 2020, by roll call vote:

That the Fiscal Officer (Auditor) of Cuyahoga County be and he is hereby requested to issue an order to the Cuyahoga County Treasury to pay to the Fiscal Officer of the Lakewood Public Library such funds as may be available for distribution.

That the Fiscal Officer of the Lakewood Public Library be and he is hereby authorized to sign the necessary documents to secure such advances and also the secondary documents to secure the semi-annual settlement with the County Treasury during the fiscal year 2021.

That the authorization herein conferred shall extend to any advances that may be requested during the fiscal year 2020.

That the Fiscal Office of the Lakewood Public Library be and he is hereby authorized and directed to certify a copy of this resolution to the Cuyahoga County Fiscal Officer (Auditor) and make such other certification and reports as may be necessary to make this resolution effective.

State of Ohio, Cuyahoga County

I, William R. Costello, Jr., CPA, Fiscal Officer of the Lakewood Public Library, and in whose custody the files, journals and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original Resolution now on file, and that the same is a true and correct copy thereof.

William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

Subscribed and sworn to before me this 10th day of December, 2020.

Notary Public

Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

Mrs. Graham Charkosky	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Gipson	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Seibert	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Sosiak	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Endress	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Kermode	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Artbauer, President	X	Yea	___	Nay	___	Abstain	___	Absent

The President declared the motion carried.

Motion by Mr. Endress, seconded by Mr. Kermode, to Approve Resolution 20-08, Annual Appropriation.

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 20-08

ANNUAL APPROPRIATION RESOLUTION
OHIO REVISED CODE SECTION 5705.38

BE IT RESOLVED by the Board of Trustees of the Lakewood Public Library, Lakewood, Ohio, on December 10, 2020, by roll call vote:

THAT to provide for the current expenses and other expenditures of the Library, during fiscal year ending December 31, 2021, the following sums be and the same are hereby set aside and appropriated for several purposes for which expenditures are to be made for and during said period, as follows:

FUND 101 GENERAL FUND

TOTAL APPROPRIATIONS (GENERAL FUND) \$ 4,706,199.00

FUND 401 CAPITAL FUND

TOTAL APPROPRIATIONS (CAPITAL FUND) \$ 2,809,840.00

FUND 404 ART FUND

TOTAL APPROPRIATIONS (ART FUND) \$ 12,130.00

FUND 801 EDWARDS ENDOWMENT

TOTAL APPROPRIATIONS (EDWARDS ENDOWMENT) \$ 35,000.00

FUND 802 FISHER ENDOWMENT

TOTAL APPROPRIATIONS (FISHER ENDOWMENT) \$ 4,000.00

FUND 803 COLE ENDOWMENT

TOTAL APPROPRIATIONS (COLE ENDOWMENT) \$ 5,000.00

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FUND 804 SHOEMAKER ENDOWMENT

TOTAL APPROPRIATIONS (SHOEMAKER ENDOWMENT) \$ 15,000.00

FUND 805 LEDUKE ENDOWMENT

TOTAL APPROPRIATIONS (LEDUKE ENDOWMENT) \$ 35,000.00

Ohio Revised Code, Section 5705.39 - No appropriation measure shall become effective until there is filed with the appropriating authority by the county auditor a certificate that the total appropriation from each fund, taken together with all other outstanding appropriations do not exceed such official estimate or amended official estimate. When the appropriation does not exceed such official estimate, the county auditor shall give such certificate forthwith upon receiving from the appropriating authority a certified copy of the appropriation measure.

State of Ohio, Cuyahoga County

I, William R. Costello, Jr., CPA, Fiscal Officer of the Lakewood Public Library, and in whose custody the files, journals and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original Resolution now on file, and that the same is a true and correct copy thereof.

William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

Subscribed and sworn to before me this 10th day of December, 2020.

Notary Public

Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

Mrs. Graham Charkosky	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Gipson	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Seibert	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Sosiak	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Endress	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Kermode	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Artbauer, President	X	Yea	___	Nay	___	Abstain	___	Absent

The President declared the motion carried.

Motion by Mrs. Graham Charkosky, seconded by Mr. Endress, to Approve Resolution 20-09, Fund Transfer from General Fund 101 to Capital Fund 401.

BOARD OF TRUSTEES
 LAKEWOOD PUBLIC LIBRARY
 LAKEWOOD, OHIO

RESOLUTION 20-09

Resolution to Transfer Funds from the General Fund 101 to the Capital Fund 401

WHEREAS, the Board of Library Trustees has adopted Permanent Appropriations for 2021.

WHEREAS, in order to provide revenues to fund the Appropriations for 2021 in the Capital Fund 401 it is necessary to transfer an amount of Five Hundred Thousand Dollars (\$250,000) from the General Fund 101 to the Capital Fund 401.

BE IT RESOLVED by the Board of Library Trustees that the Fiscal Officer is instructed to transfer the amount of Five Hundred Thousand Dollars (\$250,000) from the General Fund 101 to the Capital Fund 401 during 2021.

State of Ohio, Cuyahoga County

I, William R. Costello, Jr., CPA, Fiscal Officer of the Lakewood Public Library, and in whose custody the files, journals and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original Resolution now on file, and that the same is a true and correct copy thereof.

William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

Subscribed and sworn to before me this 10th day of December, 2020.

Notary Public

Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

Mrs. Graham Charkosky	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Gipson	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Seibert	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Sosiak	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Endress	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Kermode	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Artbauer, President	X	Yea	___	Nay	___	Abstain	___	Absent

The President declared the motion carried.

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Motion by Mr. Kermode, seconded by Mrs. Seibert, to Approve Resolution 20-10, Appointment of Fiscal Officer and Deputy Fiscal Officer.

BOARD OF TRUSTEES
LAKEWOOD PUBLIC LIBRARY
LAKEWOOD, OHIO

RESOLUTION 20-10

APPOINTMENT OF FISCAL OFFICER AND DEPUTY FISCAL OFFICER

BE IT RESOLVED by the Board of Trustees of the Lakewood Public Library, Lakewood, Ohio, on December 10, 2020, by roll call vote:

THAT William R. Costello, Jr., CPA, be appointed Fiscal Officer of the Lakewood Public Library.

THAT the Fiscal Officer be compensated with the annual salary as set forth in the Library Wage and Salary Schedule.

THAT James H. Crawford, be appointed Deputy Fiscal Officer of the Lakewood Public Library.

THAT the Deputy Fiscal Officer be compensated with the annual salary as set forth in the Library Wage and Salary Schedule.

THAT these appointments shall continue from month to month, and year to year until further action by the Board.

THAT the Library obtain an Employee Fidelity Bond in the amount of \$50,000 from Travelers Casualty & Surety Company of America, the coverage of which shall continue month to month, and year to year until further action by the Board.

State of Ohio, Cuyahoga County

I, William R. Costello, Jr., CPA, Fiscal Officer of the Lakewood Public Library, and in whose custody the files, journals and records of said Board are required by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original Resolution now on file, and that the same is a true and correct copy thereof.

William R. Costello, Jr., CPA
Fiscal Officer
Lakewood Public Library

Subscribed and sworn to before me this 10th day of December, 2020.

Notary Public

Notary Public, State of Ohio
Commission Has No Expiration

Roll Call of Said Motion:

Mrs. Graham Charkosky	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Gipson	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Seibert	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Sosiak	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Endress	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Kermode	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Artbauer, President	X	Yea	___	Nay	___	Abstain	___	Absent

The President declared the motion carried.

Motion by Mr. Endress, seconded by Mrs. Seibert, to Proceed in Executive Session to Discuss Personnel Matters.

Roll Call of Said Motion:

Mrs. Graham Charkosky	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Gipson	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Seibert	X	Yea	___	Nay	___	Abstain	___	Absent
Mrs. Sosiak	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Endress	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Kermode	X	Yea	___	Nay	___	Abstain	___	Absent
Mr. Artbauer, President	X	Yea	___	Nay	___	Abstain	___	Absent

Time noted: 8:04 p.m.

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Motion by Mrs. Seibert, seconded by Mrs. Graham Charkosky, to Return to Open Session

Time noted: 8:35 p.m.

Motion by Mrs. Seibert, seconded by Mrs. Graham Charkosky, Authorizing Director, from January 1, 2021 through December 31, 2021, to Effect Wage and Salary Adjustments, Including Merit and Performance Adjustments, Bonuses and Increases, if any, in the Amount Not to Exceed 2021 Salary Budget.

Roll Call of Said Motion:

Mrs. Graham Charkosky	X	Yea	<u> </u>	Nay	<u> </u>	Abstain	<u> </u>	Absent
Mr. Gipson	X	Yea	<u> </u>	Nay	<u> </u>	Abstain	<u> </u>	Absent
Mrs. Seibert	X	Yea	<u> </u>	Nay	<u> </u>	Abstain	<u> </u>	Absent
Mrs. Sosiak	X	Yea	<u> </u>	Nay	<u> </u>	Abstain	<u> </u>	Absent
Mr. Endress	X	Yea	<u> </u>	Nay	<u> </u>	Abstain	<u> </u>	Absent
Mr. Kermode	X	Yea	<u> </u>	Nay	<u> </u>	Abstain	<u> </u>	Absent
Mr. Artbauer, President	X	Yea	<u> </u>	Nay	<u> </u>	Abstain	<u> </u>	Absent

The President declared the motion carried.

OLD BUSINESS

No report.

There being no further business, the meeting was adjourned at 8:36 p.m.

President

Secretary

Next Scheduled Meeting

Thursday, January 21, 2021 via In-Person and Video Conference.

7:00 P.M.

