

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Thursday, September 16, 2021, 5:00 p.m.

Columbia Station Branch, 13824 West River Road, Columbia Station

Regular Board Minutes

President Tomas called the meeting to order at 5:01 p.m.

Roll Call

Present: Dr. Badillo, Mr. Dake, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

Absent: Ms. Snipes

#2021-083 Approval of the August 19, 2021 Regular Board Meeting Minutes

Dr. Badillo moved, Ms. McClelland seconded the approval of the August 19, 2021 Regular Board Meeting Minutes.

Roll Call: Yeas: Dr. Badillo, Mr. Dake, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

#2021-084 Approval of the Chief Fiscal Officer's Report

Dr. Badillo moved, Ms. Torres seconded the approval of the Chief Fiscal Officer's Report

Ms. Ventura presented the August 2021 Fiscal Report to the Board.

The Library had a cash balance at month end of \$28,541,586.

The cash balance in operating funds was \$16,418,556 and operating funds after encumbrances was \$15,009,456.

The total unencumbered cash balances as of August 31, 2021 were \$23,392,000.

The revenues year-to-date were at \$9,659,725 which was 81% of the estimated annual revenues without advances or transfers.

The expenses year-to-date were \$6,617,641 which was 34% of the estimated expenses without advances or transfers.

Expenses with encumbrances total \$11,767,227 which was 60% of the annual estimated expenses.

The PLF revenue received for the month of August 2021 was 23% lower than what was received in August of 2020 due to the catch-up of tax revenue collections related to the pandemic in 2020. For the year, PLF is 14% higher than this time last year.

The 2022 PLF estimated entitlement for Lorain County is \$10,357,852, of that the Library is entitled to 45.52%, estimated to be \$4,714,737. This amount is a decrease of 2% from the current full year 2021 estimate of \$4,833,517.

The Library's annual insurance renewal package was received. There were no major changes to coverage. The renewal price is \$42,668, which is an increase of just under \$5K from last year's contract expense.

Stifel, the Library's placement agent, distributed the request for bidders on Friday, September 10th for the Library's 2021 Facility Notes for funding the Avon Construction Project. Proposals from Bidders are due Monday, September 27, with finalizing bidders on September 28. The Library will receive funds on Tuesday, October 12.

With the transition to the new collection platform for the Library Foundation donations, Ms. Ventura canceled several unnecessary services, as well as old, unused Merchant IDs, saving the Library a couple hundred dollars per month in fees.

The audit exit conference for tonight has been postponed. The auditors are still working on the Library's audit and hope to be able to conduct an exit conference after the October 21st, Board meeting.

There were no public records requests.

Ms. Ventura explained that after much thought and consideration, informed the Board of her intent to resign as the Chief Fiscal Officer of the Library. Ms. Ventura thanked the Board as well as the Library's Chief Executive Officer for giving her the opportunity to work for the Library. Ms. Ventura expressed her willingness to work with the Board to finalize a last date of work to make the transition as smooth as possible and ensure the day-to-day financial work is maintained.

Roll Call: Yeas: Dr. Badillo, Mr. Dake, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

Report of the Director

2021 Program of Work

2021 Strategic Goals

Monthly Statistical Report

Committee Reports

A. Finance, Audit and Properties Committee

B. Library Services and Personnel Committee

C. Trustee Development and Nominating Committee

Ms. McClelland reported the Trustee Development and Nominating Committee had met to discuss a transition plan for the Board Trustees.

New Business

Avon Branch Community Fundraising

It had been proposed to possibly sell pavers leading into the garden. Roger Riachi estimated there would be 1,200 pavers needed to complete the path which he suggested to sell between \$200 and \$500 each. The garden and furnishing will cost over \$100,000 which is not in the budget and this fundraiser would cover the cost. It was decided to have the Finance, Audit and Properties Committee discuss the fundraiser prior to the October 21st Board Meeting.

#2021-085 Resolution to Approve the Update to the Library Fee Chart for Printing and Copying Charges

Ms. Torres moved, Ms. McClelland seconded to approve the update to the Library Fee Chart for printing and copying charges.

Roll Call: Yeas: Dr. Badillo, Mr. Dake, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

#2021-086 Approval for Release of Time for Three Staff Members to Attend the OLC Annual Conference Oct 13-15th

Dr. Badillo moved, Ms. Schiemann seconded to approve release of time for three staff members to attend the OLC Annual Conference Oct 13-15th.

Roll Call: Yeas: Dr. Badillo, Mr. Dake, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

#2021-087 Approval to Authorize the Library to Enter into a Contract with New Vendor 1st Security Services

Ms. Torres moved, Ms. Schiemann seconded to approve the new vendor and to enter into a contract for security services with 1st Security Services for an amount not to exceed One hundred ten thousand, two hundred and forty dollars (\$110,240).

Roll Call: Yeas: Dr. Badillo, Mr. Dake, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

#2021-088 Approval of Increase to Appropriations

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

Fund 430	Construction Fund	\$6,218,027
Fund 401	Building and Repair	\$400,000

Roll Call: Yeas: Dr. Badillo, Mr. Dake, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

#2021-089 Approval of the Promotion of a Staff Member

Ms. McClelland moved, Ms. Torres seconded to approve the promotion of a staff member.

APPOINTMENTS								
NAME	POSITION	DATE	PT/FT/TEMP	GRADE/STEP	SALARY	HOURS	DEPT:BRANCH	REASON FOR CHANGE: PROMOTION-HOURS SALARY-TRANSFER RESIGNATION
Albie Castro	Technology Analyst	9/6/21	FT	E	\$25.00	38	Main/Technology	Promotion

Roll Call: Yeas: Dr. Badillo, Mr. Dake, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

#2021-090 Resolution to Approve the Legal Notice for the North Ridgeville Parking Lot Improvement Project and Authorize the Fiscal Officer or Designee to Open and Publicly Read Aloud the Bids

Mr. Dake moved, Ms. Torres seconded to approve the legal notice for the North Ridgeville parking lot improvement project and the Board authorizes the Fiscal Officer or Chief Executive Officer as the Fiscal Officer's designee to open and publicly read aloud the bids for the Projects immediately after the time for submitting such bids has expired. The bids for each project will be tabulated following opening, and a report of each tabulation with the Architect's recommendation for award of each contract will be provided to the Board at its next regular meeting or at a specially called meeting.

Roll Call: Yeas: Dr. Badillo, Mr. Dake, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

#2021-091 Resolution to Approve the Legal Notice for the Main and Domonkas Fire Alarm Update Project and Authorize the Fiscal Officer or Designee to Open and Publicly Read Aloud the Bids

Mr. Dake moved, Ms. McClelland seconded to approve the legal notice for the Main and Domonkas fire alarm system update project and the Board authorizes the Fiscal Officer or Chief Executive Officer as the Fiscal Officer's designee to open and publicly read aloud the bids for the Projects immediately after the time for submitting such bids has expired. The bids for each project will be tabulated following opening, and a report of each tabulation with the Architect's recommendation for award of each contract will be provided to the Board at its next regular meeting or at a specially called meeting.

Roll Call: Yeas: Dr. Badillo, Mr. Dake, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

#2021-092 Resolution to Approve to Enter into an Executive Session to Consider the Appointment of a Public Employee

Ms. Schiemann moved, Ms. Torres seconded to approve to enter into an Executive Session to consider the appointment of a public employee.

Roll Call: Yeas: Dr. Badillo, Mr. Dake, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

The Board resumed public session at 6:41 p.m.

#2021-093 Resolution to Approve Appointment of Anastasia Diamond-Ortiz as Chief Fiscal Officer and Clerk of the Board Upon the Departure of Erika Ventura, Current Chief Fiscal Officer and Clerk of the Board, through December 31, 2021, upon execution of a surety bond in the amount of \$100,000

Mr. Dake moved, Ms. Torres seconded to approve appointment of Anastasia Diamond-Ortiz as Chief Fiscal Officer and Clerk of the Board upon the departure of Erika Ventura, current Chief Fiscal Officer

and Clerk of the Board, through December 31, 2021 upon execution of a surety bond in the amount of One hundred thousand dollars (\$100,000).

Roll Call: Yeas: Dr. Badillo, Mr. Dake, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

President Tomas called for adjournment of the Board Meeting at 6:43 p.m.

Next Meeting:

Special Board Meeting

October 7, 2021, 5:00 p.m.

Main Library, 351 Sixth Street, Lorain

Regular Business of the Library Board

October 21, 2021, 5:00 p.m.

Main Library, 351 Sixth Street, Lorain

Attest:


_____, President


_____, Secretary