

**LORAIN PUBLIC LIBRARY SYSTEM
LORAIN, OHIO**

REGULAR MEETING MINUTES

Thursday, October 20, 2022

President Dr. Gloria Badillo called the meeting to order at 5:07 p.m. and welcomed everyone. No Trustees indicated a conflict with the business being considered this evening.

Roll Call: President Dr. Badillo, yes; Mr. Ackerman, yes; Ms. Torres, yes; Ms. Schiemann, yes; Ms. McClelland, yes; Ms. Snipes-Martin, yes; Ms. Ramirez, yes. Ms. McClelland was absent.

#2022-45 Resolution to Approve the September 15, 2022 Regular Meeting Minutes

Ms. Snipes-Martin moved, Ms. Torres seconded to approve the September 15, 2022 regular meeting minutes.

Roll Call: yeas, unanimous

#2022-46 Resolution to Approve the October 8, 2022 Board Work Session Minutes

Ms. Torres moved, Ms. Snipes-Martin seconded to approve the October 8, 2022 Board work session meeting minutes.

Roll Call: yeas, unanimous

#2022-47 Resolution to Approve the September 2022 Fiscal Officer Report

Ms. Torres moved, Ms. Schiemann seconded to approve the September 2022 Fiscal Officer report.

Roll Call: yeas, unanimous

COO Cheryl Grizell gave highlights of the September 2022 Financial Report for Fiscal Officer Maria Robinson:

The unexpended cash fund balance of all funds at month-end totaled \$26,213,369. The operating funds cash (including encumbrances) are \$887,375 and the operating funds (without encumbrances) are \$1,190,200. Encumbrances for all funds totaled \$5,092,350.

The balance in the checking accounts at month-end totaled \$2,765,355.

Total revenues (without transfers or advances) at month-end totaled \$11,359,241 and are 91.2% of the estimated \$12,458,372.

Expenses for the month (without transfers or advances) totaled \$1,775,924.

There were no public records requests during the month of September.

A surplus property disposal was received from Columbia for a rolling cart kept in the meeting room closet at Columbia and was no longer in use.

REPORT OF THE DIRECTOR

Director Diamond-Ortiz thanked President Badillo and Trustee Torres for welcoming the staff at Staff Development Day on October 10. There were speakers on trauma informed care, games culture, outreach services, knife skills and a game lounge to encourage networking and relationship building among staff from different locations. The Library was well represented at the Ohio Library Council Convention and Expo this year with many staff attending and two presentations featuring LPLS staff. South Branch Manager Danielle Coward and Chief Operating Officer Cheryl Grizzell presented on outreach services. Ms. Grizzell also presented with the Public Library Association on Project Outcome. Lastly, the strategic planning process is moving along with staff and management sessions taking place over the last few weeks. The Library expects to bring the strategic plan to the Board for approval by December.

COMMITTEE REPORTS

Friends of the Library

Ms. Ethel Schiemann stated the Columbia book sale went very well. Ms. Schiemann stated there were many books left over at the book sale. Ms. Schiemann stated the United Way of Lorain County took all the children and adult books that were left over from the book sale. The Main Branch also held a book sale.

Ms. Schiemann stated the Columbia Township area is getting larger and the Muslim community is growing and perhaps the Library can assist the new residents of the community.

Foundation of the Lorain Public Library System

Mr. Ackerman stated due to the large donation the Foundation formed a Finance Committee comprised of Fiscal Officer Maria Robinson, Dr. Garalynn Tomas, and Mr. Ackerman. The Foundation would like to hire a CPA to help manage the money.

Public Relations

Ms. Jennifer Black, Public Relations and Marketing Director, informed the Board that the final story walk trail was recently installed at the Domonkas Branch. The event proved to be a great photo opportunity as children from a nearby daycare were in attendance as well as the Mayor of Sheffield Lake.

Ms. Black also stated there will be "passports" available for children so they can draw in their photograph and color pictures when they attend the various story walk trails. When children have attended all the trails they can return to the Library and receive a prize.

Ms. Cheri Campbell, Librarian at the Main Branch, advised the Board that there will be travel size banners (with cases) available for display in the community.

#2022-48 Resolution to Approve the Staff Appointment

APPOINTMENTS								
NAME	POSITION	DATE	PT/FT/TEMP	GRADE/STEP	SALARY	HOURS	DEPT/BRANCH	REASON FOR CHANGE: PROMOTION/HOURS SALARY/TRANSFER RESIGNATION
Cassandra Rodriguez	PSA	9/12/22	FT	UH	\$16,988	38	NOR	Promotion
Lily Morris-Mathis	PSA	10/3/22	PT	UH	\$16,988	29	NOR	Erin Zan
Sarah Sargent	Student Library Aide	9/26/22	PT	A	\$9.30	15	NOR	Lauren Wing
Emma Hanks	Librarian	10/31/22	FT	UJ	\$20,999	38	NOR	Joe Yagiolo
Rob Cox	Librarian	10/17/22	FT	UJ	\$22,73	38	Avon	Transfer to Replace Kim Edsell
Johan Paul	Student Library Aide	9/26/22	PT	A	\$9.30	15	Avon	New
Lauren Valderrama	Student Library Aide	9/26/22	PT	A	\$9.30	15	Avon	New
Ciera Harvey	PSA	9/12/22	FT	UH	\$16,988	38	Avon	Promotion

Ms. Torres moved, Ms. Schiemann seconded to approve the staff appointments.

Roll Call: yeas, unanimous

#2022-49 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 to accept the tax levy amounts and rates as determined by the Budget Commission and authorizing necessary tax levies and certifying them to the County Auditor.

Roll Call: yeas, unanimous

#2022-50 Resolution for Approval of Non-Bargaining Unit Structure, Effective 10/30/2022

Ms. Snipes-Martin moved, Ms. Torres seconded for approval of non-bargaining unit structure, effective 10/30/2022.

Roll Call: yeas, unanimous

**#2022-51 Resolution for Approval of Non-Bargaining Unit Employees Compensation,
Effective 10/30/2022**

Ms. Torres moved, Ms. Snipes-Martin seconded for approval of a non-bargaining unit employees' compensation, effective 10/30/2022.

Roll Call: yeas, unanimous

The next Regular Board meeting will be held on November 17, 2022 at 5:00 p.m. at the Main Branch.

With no further business to come before the Board, the meeting was adjourned at 5:50 p.m. with all Board members in agreement.

ATTEST:



President



Secretary