

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

Minutes

Thursday, November 18, 2021, 5:00 P.M.  
North Ridgeville Branch, 35700 Bainbridge Road  
Regular Board Meeting

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

**Roll Call:** Dr. Badillo, Ms. McClelland, Ms. Schiemann, Ms. Torres, President Tomas

**Absent:** Mr. Dake, Ms. Snipes

**#2021-103 Approval of the October 21, 2021 Regular Board Meeting Minutes**

Ms. Torres moved, Ms. McClelland seconded the approval of the October 21, 2021 Regular Board Meeting Minutes.

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

**#2021-104 Approval of the Chief Fiscal Officer's Report**

Ms. Torres moved, Dr. Badillo seconded the approval of the October 2021 Fiscal Report.

Ms. Robinson presented the October 2021 Fiscal Report to the Board.

The Library had a cash balance at month end of \$30,124,327.

The cash balance in operating funds was \$15,767,297 and operating funds encumbrances was \$14,767,869.

The total unencumbered cash balances as of October 31, 2021 were \$25,596,242.

The revenues year-to-date were \$12,897,056 which was 95.6% of the estimated annual revenues without advances or transfers.

The expenses year-to-date were \$8,272,231 which was 31.6% of the annual estimated expenses without advances or transfers.

Expenses with encumbrances totaled \$12,800,317 which was 49% of the annual estimated expenses without advances or transfers.

There was one public records request regarding the bid amounts for the North Ridgeville and Main Fire Alarm project.

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

### **Report of the Director**

Director Diamond-Ortiz presented the results of a staff survey on vaccination. 93.5% of respondents say they are fully or partially vaccinated against COVID-19. Given the very high adoption of vaccination, the administration is confident that vaccine mandates are not needed at this time.

Director Diamond-Ortiz reported that Nemo the goldfish at Domonkas Branch Library was safely transported to his new home at University Hospitals Rainbow and Babies Children's Hospital as a therapy fish.

The Library has handed out thousands of rapid COVID-19 tests to the public. The Governor's Office and the Ohio Department of Health are very appreciative for the help in distributing test kits.

Avon Branch Manager Donna Kelly-Sprinkle shared about the Maker-in-Residence program that is being funded by the Nord Family Foundation. The Library has already identified two makers who will be the first cohort to share their talents with the community.

#### **2021 Program of Work**

#### **2021 Strategic Goals**

#### **Monthly Statistical Report**

**Cyber Security Presentation:** Director of Technology Dan Shell presented his findings on the Library's cyber security protocols. For the most part, the Library is doing a great job keeping things secure. However, the Library's wiring closets where all the network cables are found are in poor shape. Mr. Shell is recommending that the Library embark on a project to re-cable the closets so they are accessible and easier for the staff to use.

### **Committee Reports**

- A. Finance, Audit and Properties**
- B. Library Services and Personnel Committee**
- C. Trustee Development and Nominating Committee**

The Committee recommends extending an offer to Richard Ackerman of Sheffield Village to serve a seven-year term on the Board of Trustees to commence in 2022.

### **Foundation**

President Tomas informed the Board the Avon Pavers would be sold for \$125 each to cover costs; there are 1,200 pavers available for sale. Purchases are to be paid by credit card only through February or until they are sold out.

President Tomas also informed the Board the Foundation is working on a Memorial Golf Outing for Tony Campana to be held in September of 2022. The outing would be eighteen holes with a steak fry. There are discussions that the proceeds may be directed to the Library's youth and sports activities.

**#2021-105 Resolution to Approve Maria E. Robinson, Chief Financial Officer, to be an Approved Signatory for the Lorain Public Library System Bank Accounts at Northwest Bank and First Federal Bank of Lakewood**

Dr. Badillo moved, Ms. Schiemann seconded to approve Maria E. Robinson, Chief Fiscal Officer, to be an approved signatory for the Lorain Public Library System bank accounts at Northwest Bank keeping Garalynn Tomas, Board President and Catherine McPhie, Assistant Fiscal Officer as signatories and First Federal Bank of Lakewood, keeping Catherine McPhie, Assistant Fiscal Officer, as secondary signatory.

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

**#2021-106 Resolution to Remove, Effective Immediately, Erika A. Ventura as an Approved Signatory for the Lorain Public Library System Bank Accounts at Northwest Bank and First Federal Bank of Lakewood**

Ms. Torres moved, Dr. Badillo seconded to remove, effective immediately, Erika A. Ventura as an approved signatory for the Lorain Public Library System bank accounts at Northwest Bank and First Federal Bank of Lakewood.

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

**#2021-107 Resolution to Approve the Annual CLEVNET Costs**

Ms. Torres moved, Ms. Schiemann seconded to authorize not to exceed the expenditure of Two hundred seventy-one thousand, two hundred ninety dollars and eighty cents (\$271,290.80) for annual library services through CLEVNET.

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

**#2021-108 Approval for Purchase or Lease of a Printer for the Public Relations Department**

Ms. Torres moved, Ms. Schiemann seconded to approve the purchase or lease of a printer for the Public Relations Department.

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

**#2021-109 Resolution to Approve Purchase of The Morning Journal Through NewsBank, Paying Annual Installments Over Five Years**

Ms. Torres moved, Dr. Badillo seconded the resolution to approve the purchase of The Morning Journal through NewsBank paying five annual installments totaling Four hundred, ninety-two thousand, one hundred ninety-four dollars (\$492,194).

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

**#2021-110 Approval of Personnel Appointments**

Ms. Torres moved, Ms. McClelland seconded the approval of personnel appointments.

APPOINTMENTS								
NAME	POSITION	DATE	PT FT TEMP	GRADE STEP	SALARY	HOURS	DEPT BRANCH	REASON FOR CHANGE: PROMOTION HOURS SALARY TRANSFER RESIGNATION
Jennifer Meclure	PSP		FT	UI	\$18,686	38	Main Public Services Culinary	
Julie Brown	Librarian	11 15 21	FT	UJ	\$23,883	38	Domonkas	From Mam to Domonkas

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

President Tomas called for adjournment of the meeting at 6:10 p.m.

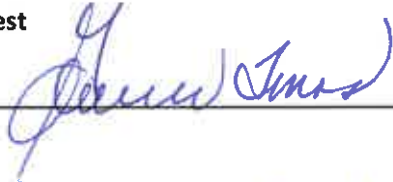
**Next Meeting:**

**Organizational Meeting of the Library Board, January 20, 2022, at 4:00 p.m.**

**Regular Business Meeting of the Board, January 20, 2022, at 5:00 p.m.**

**Both meetings to be held at North Ridgeville Branch Library.**

**Attest**

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

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