

**LORAIN PUBLIC LIBRARY SYSTEM
LORAIN, OHIO**

REGULAR MEETING MINUTES

Thursday, December 15, 2022

President Dr. Gloria Badillo called the meeting to order at 4:58 p.m. No Trustees indicated a conflict with the business 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.

#2022-52 Resolution to Approve the October 20, 2022 Regular Meeting Minutes

Mr. Ackerman moved, Ms. Snipes-Martin seconded to approve the October 20, 2022, regular meeting minutes.

Roll Call: yeas, unanimous

#2022-53 Resolution to Approve the October and November 2022 Fiscal Officer Reports

Ms. Snipes moved, Ms. Schiemann seconded to approve the October and November 2022 Fiscal Officer reports.

The balance in the checking accounts at November month-end totaled \$2,892,595 and the balance in all holdings totaled \$24,326,633. The revenues for the month of November (without transfer or advances) totaled \$1,190,458. PLF revenues received for the month of November totaled \$419,486 and as of month-end, the library received \$4,832,677 (102.5%) of the estimated annual funding of \$4,714,738. Total revenues (without transfers or advances) at November month-end totaled \$13,014,861 and are 104.5% of the estimated \$12,458,372.

Ms. Robinson stated expenses for the month of November (without transfers or advances) totaled \$1,743,795. Expenses year-to-date (without transfers or advances) at November month-end totaled \$17,456,580 and are at 64.3% of the "budgeted" \$27,144,520 annual expenses (without transfers or advances). Expenses plus encumbrances for the year totaled \$21,060,161 or about 77.6% of the "budgeted" expenses without transfers or advances.

Ms. Robinson stated STAR Ohio was yielding 3.7% as of the month-end of November. Ms. Robinson stated interest earned in November was \$24,496 and the total of the Board's investments as of November month-end were \$21,434,038.

Ms. Robinson stated there were no public records requests in October or November. Ms.

Robinson stated there was a surplus property disposal in October for Main that included folding chairs and wooden chairs. There were no surplus property disposals in the month of November.

Ms. Robinson stated the Library received the second half real estate collections outstanding from the City of North Ridgeville noted in the November Fiscal Report in November and there are no levy collections outstanding for calendar year 2022.

Roll Call: yeas, unanimous

Report of the Director

Director Diamond-Ortiz shared that Avon construction is moving along and the Library should have occupancy of phase two before the end of the year. She also shared that the Library was one of 32 libraries in the state to be awarded a Libraries Accelerating Learning grant from the Ohio Department of Education. The grant's focus will be on starting tutoring programs for children in Lorain at both Main Library and South Branch. In addition, the Library received funding to provide summer camps during the 2023-2024 school year. Lastly, Director Diamond-Ortiz shared that the Library was one of five libraries in the state invited to participate in a pilot program designed to build staff skills and confidence in planning and presenting equity-based summer learning.

Director Diamond-Ortiz asked Director of Technology, Dan Shell to introduce the Library Technology intern, Gabriel Beckstrom. Gabriel introduced himself to the Board and stated he is currently working on 3D modeling, zSpace Augmented Reality, and Virtual Reality Systems.

2022 Program of Work

2022 October and November Monthly Statistics Reports

2022 Strategic Goals

Committee Goals

- A.** Finance, Audit, and Properties Committee- Met on 12/6/2022 to review the 2023 Temporary Appropriations & Budget. The Committee will also meet in February.
- B.** Library Services and Personnel Committee-No Report
- C.** Trustee Development and Nominating Committee-Met today and nominated the following 2023 Officers: President Dr. Gloria Badillo, Vice President Ms. Monica Snipes-Martin, Secretary Ms. Tiffany McClelland.
- D.** Friends of the Library-The Main Branch Friends held a bazaar after Thanksgiving and raised \$1,000. The Columbia Branch Friends attended the Columbia Gala and will hold their Christmas Party this coming Tuesday at the Columbia Branch.
- E.** Foundation of the Lorain Public Library System-Mr. Ackerman stated there was no report this month.

New Business

**#2022-54 Resolution Approve the 2023 Temporary Appropriations
CALENDAR YEAR 2023**

TEMPORARY APPROPRIATIONS BUDGET BY FUND

<u>FUND</u>	<u>AMOUNT</u>
101 General Fund	\$ 1,158,748.86
110 North Ridgeville Levy Fund	661,289.14
112 Avon Levy Fund	665,000.00
120 Columbia Levy Fund	159,210.72
122 Domonkas Levy Fund	154,874.60
130 Lorain Levy Fund	1,206,397.62
201 Local Grant Fund	9,750.00
215 Book Memorial Fund	50,775.00
330 Debt Service Fund	172,967.19
401 Building & Repair Fund	490,000.00
430 Construction Fund	-
451 Capital Improvement Fund	15,500.00
701 Hageman Fund	13,250.00
702 Stocker Fund	750.00
801 Kurtz/Male Fund	250.00
803 Domonkas Trust Fund	10,000.00
TOTAL TEMPORARY APPROPRIATIONS	<u>\$ 4,768,763.12</u>

Mr. Ackerman moved, Ms. McClelland seconded to approve the 2023 temporary appropriations.

Roll Call: yeas, unanimous

#2022-55 Resolution to Approve the Estimated Receipts for Calendar Year 2023

Ms. Torres moved, Ms. McClelland seconded to approve the estimated receipts for calendar year 2023.

CALENDAR YEAR 2023
ESTIMATED REVENUES BY FUND - General and Levy Funds

REVENUE LINE	101 GENERAL FUND	110 N. RIDGEVILLE LEVY FUND	112 AVON LEVY FUND	120 COLUMBIA LEVY FUND	122 DOMONKAS LEVY FUND	130 LORAIN LEVY FUND	TOTAL ALL FUNDS
1100 Public Library Fund (PLF)	\$ 5,631,692.85						\$ 5,631,692.85
1200 Tax Levies		\$ 1,294,520.48	\$ 2,000,000.00	\$ 360,000.00	\$ 385,000.00	\$ 2,900,000.00	6,939,520.48
1300 Intergovernmental Revenues		176,525.52	20,000.00	45,000.00	42,000.00	310,000.00	593,525.52
3000 Fines, Fees, Etc.	10,000.00	25.00	25.00	25.00	25.00	50.00	10,150.00
4000 Interest on Investments		8,000.00	2,000.00	750.00	200.00	15,000.00	25,950.00
5000 Services Provided							
6000 Gifts/Bequests							
8000 Sales/Refunds/Misc.		75.00	75.00	75.00	75.00	150.00	450.00
9000 Fund Transfers							
TOTAL ESTIMATED REVENUE	\$ 5,641,692.85	\$ 1,479,146.00	\$ 2,022,100.00	\$ 405,850.00	\$ 427,300.00	\$ 3,225,200.00	\$ 13,201,288.85

CALENDAR YEAR 2023
ESTIMATED REVENUES BY FUND - All Other Funds

REVENUE LINE	201 LOCAL GRANT FUND	215 BOOK MEMORIAL FUND	330 DEBT SERVICE FUND	401 BUILDING/ REPAIR FUND	451 CAPITAL IMPROVEMENT FUND	701 HAGEMAN TRUST FUND	702 STOCKER TRUST FUND	801 KURTZ/MALE FUND	803 DOMONKAS TRUST FUND	TOTAL ALL FUNDS
Grant Contributions	\$ 40,000.00	\$ 4,000.00								\$ 44,000.00
Interest on Investments		2,500.00		\$ 1,500.00		\$ 2,000.00	\$ 25.00	\$ 5.00	\$ 50.00	6,080.00
Contributions-Administration		3,000.00								3,000.00
Contributions-North Ridgeville		1,000.00								1,000.00
Contributions-Avon		1,000.00								1,000.00
Contributions-Columbia		500.00								500.00
Contributions-Domonkas		500.00								500.00
Contributions-Main		1,000.00								1,000.00
Contributions-South		500.00								500.00
Fund Transfers			679,297.25		54,375.49					733,672.74
TOTAL ESTIMATED REVENUE	\$ 40,000.00	\$ 14,000.00	\$ 679,297.25	\$ 1,500.00	\$ 54,375.49	\$ 2,000.00	\$ 25.00	\$ 5.00	\$ 50.00	\$ 791,252.74

Roll Call: yeas, unanimous

#2022-56 Resolutions to Approve Staff Appointments & Salary Increase for Minimum Wage Earners

APPOINTMENTS								
NAME	POSITION	DATE	PT/FT/TEMPM	GRADE/STEP	SALARY	HOURS	DEPT/BRANCH	REASON FOR CHANGE: PROMOTION/HOURS SALARY/TRANSFER RESIGNATION
Felicia Randleman	Community Health Worker	11/7/22	FT	C	\$18.00	38	Main	New
Sianna Green	PSP	11/7/22	PT	UI	\$18.873	29	Avon	New
Emma Russell	PSP	11/21/22	PT	UI	\$18.873	29	Avon	New
Rachel McKinney	PSP	11/21/22	PT	UI	\$18.873	29	NOR	Susan Fabrizi
Nate Box	PSP	11/21/22	FT	UI	\$19.635	38	COL/NOR	Rob Cox Promotion to FT For Nate
Catalina Baeza	PSP	11/28/22	PT	UI	\$18.873	29	South	Tania Santiago
Joy Walk	Assistant Manager	11/28/22	FT	E	\$28.50	38	Main	Annalisse Strippoli
Dione Taylor	PSP	12/5/22	FT	UI	\$19.25	38	Main	Jennifer McClure
Felicia Coffey	PSP	12/12/22	PT	UI	\$18.873	29	NOR	Chelsea Jewell
Denise Griffiths	PSA	12/12/22	PT	UH	\$16.988	29	Avon	New
Valerie Stammitti	PSA	12/12/22	PT	UH	\$16.988	29	Avon	New
Elizabeth Smith	PSP	12/19/22	PT	UI	\$18.873	29	NOR	Nate Box
Yolanda Ramos	SIM CLW	1/3/2023	FT	E	\$25.87	38	Main	New
Jeanmarie Gielty	Main Library Mgr.	1/3/2023	FT	F	\$30.49	38	Main	Susan Spivey

NAME	POSITION	DATE	PT/FT/TEMP	GRADE/STEP	SALARY	HOURS	DEPT/BRANCH	REASON FOR CHANGE: PROMOTION/HOURS SALARY/TRANSFER RESIGNATION
Lillian Feliciano	Student Library Aide	12/25/2022	PT	UA	\$10.10	15	South	Ohio Minimum Wage increase
Mary King	Library Aide	12/25/2022	PT	A	\$10.10	20	North Ridgeville	Ohio Minimum Wage increase
Natalie Leszcz	Student Library Aide	12/25/2022	PT	A	\$10.10	15	North Ridgeville	Ohio Minimum Wage increase
Johan Paul	Student Library Aide	12/25/2022	PT	A	\$10.10	15	Avon	Ohio Minimum Wage increase
Kelsey Pettigrew	Student Library Aide	12/25/2022	PT	A	\$10.10	15	Columbia	Ohio Minimum Wage increase
Sarah Sargent	Student Library Aide	12/25/2022	PT	A	\$10.10	15	North Ridgeville	Ohio Minimum Wage increase
Lauren Valderrama	Student Library Aide	12/25/2022	PT	A	\$10.10	15	Avon	Ohio Minimum Wage increase

Ms. Torres moved, Ms. Snipes-Martin seconded to approve the staff appointments and salary increase for minimum wage earners.

Roll Call: yeas, unanimous

#2022-57 Resolution to Approve Library Closings in 2023

- Monday, January 2-New Year's Day
- Monday, May 29-Memorial Day
- Tuesday, July 4-Independence Day
- Monday, September 4-Labor Day
- Monday, October 9-Staff Development Day
- Wednesday, November 22-Library will close at 6:00 p.m.
- Thursday, November 23-Thanksgiving Day
- Saturday, December 23-Day Before Christmas
- Monday, December 25-Christmas Day

Ms. McClelland moved, Ms. Torres seconded to approve the library closings in 2023.

Roll Call: yeas, unanimous

#2022-58 Resolution to Approve the Changes to the Internet and Computer Use Policy

Ms. McClelland moved, Ms. Torres seconded to approve the changes to the internet and computer use policy.

Roll Call: yeas, unanimous

#2022-59 Resolution to create a Lorain Capital Projects Fund, funded through the Lorain Levy Fund, not to exceed \$5.3 Million over 10 years, to improve current or construct new library facilities under Ohio Revised Code Section 5705.13(C)

Ms. Torres moved, Ms. Schiemann seconded to create a Lorain Capital Projects Fund, funded through the Lorain Levy Fund, not to exceed \$5.3 million over 10 years, to improve current or construct new library facilities under Ohio Revised Code Section 5705.13(C).

Roll Call: yeas, unanimous

#2022-60 Resolution to create a Columbia Capital Projects Fund, funded through the Columbia Township Levy Fund, not to exceed \$425,000 over 10 years, to improve current library facilities under Ohio Revised Code Section 5705.13(C)

Ms. Torres moved, Ms. Schiemann seconded to create a Columbia Capital Projects Fund, funded through the Columbia Township Levy Fund, not to exceed \$425,000 over 10 years, to improve current library facilities under Ohio Revised Code Section 5705.13(C).

Roll Call: yeas, unanimous

#2022-61 Resolution to create a Domonkas Capital Projects Fund, funded through the Sheffield Lake Levy Fund, not to exceed \$917,000 over 10 years, to improve current library facilities under Ohio Revised Code Section 5705.13(C)

Ms. Torres moved, Ms. Schiemann seconded to create a Domonkas Capital Projects Fund, funded through the Sheffield Lake Levy Fund, not to exceed \$917,000 over 10 years, to improve current library facilities under Ohio Revised Code Section 5705.13(C).

Roll Call: yeas, unanimous

#2022-62 Resolution to create a North Ridgeville Capital Projects Fund, funded through the North Ridgeville Levy fund, not to exceed \$2.5 Million over 10 years, to improve current or construct new library facilities under Ohio Revised Code Section 5705.13(C)

Ms. Torres moved, Ms. Schiemann seconded to create a North Ridgeville Capital Projects Fund, funded through the North Ridgeville Levy Fund, not to exceed \$2.5 Million over 10 years, to improve current or construct new library facilities under Ohio Revised Code Section 5705.13(C).

#2022-63 Resolution to create an Emergency Connectivity Fund to account for Federal funds received as part of the American Rescue Plan Act of 2021

Mr. Ackerman moved, Ms. Snipes-Martin seconded to create an Emergency Connectivity Fund to account for Federal funds received as part of the American Rescue Plan Act of 2021.

Roll Call: yeas, unanimous

#2022-64 Resolution to Set Estimated Receipts and Appropriations for the Emergency Connectivity Fund at \$150,000 for Calendar Year 2022

Mr. Ackerman moved, Ms. McClelland seconded to set estimated receipts and appropriations for the Emergency Connectivity Fund at \$150,000 for calendar year 2022.

Roll Call: yeas, unanimous

#2022-65 Resolution to Approve an Increase in Estimated Receipts and Appropriations for Funds 207 and 208 by \$1 and \$7, Respectively

Ms. Torres moved, Ms. Snipes-Martin seconded to approve an increase in estimated receipts and appropriations for Funds 207 and 208 by \$1 and \$7, respectively.

Roll Call: yeas, unanimous

#2022-66 Resolution to Approve the 2023-2025 Strategic Plan

Mr. Ackerman moved, Ms. Snipes-Martin seconded to approve the library's new Strategic Plan for years 2023-2025.

Roll Call: yeas, unanimous

#2022-67 Resolution for Approval to Enter Into Executive Session to Discuss Personnel Matters Related to Compensation of Public Employees

Ms. McClelland moved, Ms. Schiemann seconded at 6:08 p.m. for approval to enter into executive session to discuss personnel matters related to compensation of public employees.

Roll Call: yeas, unanimous

Ms. Torres moved, Ms. Schiemann seconded to exit the Executive Session and return to the Regular Session at 7:45 p.m.

Roll Call: yeas, unanimous

#2022-68 Resolution Authorizing a 5% Increase for the Chief Executive Officer and the Chief Financial Officer, Effective with the Pay Period Containing January 1, 2023

Ms. McClelland moved, Ms. Snipes-Martin seconded to authorizing a 5% increase for the Chief Executive Officer and the Chief Financial Officer, effective with the pay period containing January 1, 2023.

Roll Call: yeas, unanimous

The Organizational Meeting will be held on January 19, 2023, at 4:30 p.m. at the North Ridgeville Branch with the Regular Board meeting to follow at 5:00 p.m.

With no further business to come before the Board, Mr. Ackerman moved, Ms. McClelland seconded to adjourn the meeting at 7:46 p.m.

Roll Call: yeas, unanimous

ATTEST:


President


Secretary