

**LORAIN PUBLIC LIBRARY SYSTEM
LORAIN, OHIO**

REGULAR MEETING MINUTES

Thursday, December 21, 2023

Dr. Badillo called the meeting to order at 5:06 p.m. Dr. Badillo asked if any Board members had a conflict with the agenda. No Trustees indicated a conflict with the business for this evening.

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

#2023-073 Resolution to Approve the November 16, 2023 Regular Meeting Minutes

Mr. Ackerman moved, Ms. Schiemann seconded to approve the November 16, 2023 Regular Meeting Minutes.

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

#2023-074 Resolution to Approve the November 2023 Fiscal Officer Report

Ms. Torres moved, Ms. Schiemann seconded to approve the November 2023 Fiscal Officer Report.

Mr. Angney mentioned that fiscal is planning on rolling out online requisitioning to branch management after yearend. This was being piloted with select individuals with plans to eventually expand. Mr. Angney believes making this change will provide time savings for branch management as paperwork necessary to document and approve expenditures will be included within the accounting system. This will also provide real-time feedback regarding available funds allowing for easier tracking of available funds. Mr. Angney also plans on expanding the use of VIP Analytics to administration and Board members to provide financial information on a continuing basis. Ms. Torres asked if the estimates for PLF reflected the change in percentages to be allocated to Grafton. Mr. Angney indicated yes, 2024 is year 2 of the 4-year phase-in agreed to by libraries. Ms. Ramirez and Dr. Badillo requested getting the financial reports to the Trustees the Friday before the board meeting so they have a chance to review them before the meeting.

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

Report of the Director

Director Diamond-Ortiz shared a couple emails and a note card with mission moments. COO Ms. Grizzell provided 2023 Strategic Highlights of different programs to include Outreach, DEIA, Urban Garden, and Launching Phenomenal Learners Tutoring Program.

Committee Reports

Finance, Audit, and Properties Committee – Ms. McClelland mentioned there was a meeting on December 19 to discuss financials, permanent appropriations, revenue, and expenditures for 2024. Ms. McClelland recommended approving the 2024 Permanent Appropriations that will be discussed later in the meeting.

Library Services and Personnel Committee – None

Trustee Development and Nominating Committee – Committee met with potential trustees on December 5 and December 21. Committee to discuss candidates.

Friends of the Library – Ms. Schiemann mentioned the Columbia Friends meeting that took place on December 19 along with their holiday party. Ms. Schiemann also mentioned the group discussed various 2024 fundraising events (garage sale, Home Days, donut sale, book sales, etc.). Ms. Schiemann also mentioned that all Columbia Friends of the Library Officers will repeat their terms. Dr. Badillo mentioned the meeting with the Columbia Township Trustees on Monday, December 4. Dr. Badillo, Ms. Schiemann, Mr. Angney, and Columbia Branch Manager, Mr. John Guscott were in attendance. They all said the meeting was very positive and they need to continue to be proactive in keeping the lines of communication open. Mr. John Guscott also mentioned that he was invited to the next Columbia Station zoning meeting.

Foundation of the Lorain Public Library System – Mr. Ackerman stated that the next Foundation meeting is scheduled for January 10, 2024. Mr. Ackerman suggested having Ms. Ramirez take over as liaison to the Foundation in January 2024.

Audience Participation

Mr. John Guscott, Branch Manager, Columbia Branch provided an update on the Open House on December 9 with the Friends of the Library. It was a very successful program that included having hot cocoa and cookies with Santa. They also celebrated the 20th anniversary of the Columbia Branch building and handed out 20th anniversary Columbia Branch snow globes.

Mr. Nate Box, SEIU District 1199 Union Executive Board Member was in attendance but did not have an update.

New Business

#2023-075 Resolution to Approve Personnel Appointments in December

APPOINTMENTS								
NAME	POSITION	DATE	PT/FT/TEMP	GRADE STEP	SALARY	HOURS	DEPT/BRANCH	REASON FOR CHANGE: PROMOTION/ HOURS SALARY/ TRANSFER RESIGNATION
Jennifer Winkler	Director of Community Engagement	11/27/23	FT	G	\$37.45	38	Main/OR	Nicole Martin
Anna Goodman	PSP	12/11/23	FT	UI	\$20.19	38	Main/South/OR	NEW
Dennis Cuthbertson	PSP	12/11/23	FT	UI	\$20.19	38	COL/NOR/OR	NEW
Melanie Potraz	PSP	12/11/23	FT	UI	\$20.19	38	Avon/DOM/OR	NEW
Patrick O'Connor	PSA	12/11/23	PT	UH	\$20.19	29	Avon	Valerie Stammitti
Annette Najjar	Student	12/11/23	PT	A	\$10.10	15	Avon	Johan Paul

Mr. Ackerman moved, Ms. McClelland seconded to approve Personnel Appointments.

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

#2023-076 Resolution to Approve Library Closings in 2024

- Monday, January 1 – New Year’s Day
- Monday, May 27 – Memorial Day
- Thursday, July 4 – Independence Day
- Monday, September 2 – Labor Day
- Monday, October 14 – Staff Development Day
- Wednesday, November 27 – Library will close at 5:00 p.m.
- Thursday, November 28 – Thanksgiving Day
- Tuesday, December 24 – Day Before Christmas
- Wednesday, December 25 – Christmas Day
- Tuesday, December 31 – Library will close at 5:00 p.m.

Ms. Torres moved, Ms. McClelland seconded to approve library closings in 2024.

Ms. Schiemann asked about the branches being closed for the April 2024 eclipse. Director Diamond-Ortiz mentioned that as of today, the branches will be open unless instructed otherwise by the State.

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

#2023-077 Resolution to Approve the 2024 Permanent Appropriations

Mr. Ackerman moved, Ms. McClelland seconded to Approve the 2024 Permanent Appropriations.

Mr. Angney discussed the 2024 Permanent Appropriations in detail to include, but not limited to budgets, comparisons, General Fund (101), Construction Fund (430), Outreach, Staff, Culinary, Maker-In-Residence, building improvements, Avon expansion, etc.

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

#2023-078 Resolution to Approve the Estimated Receipts for Calendar year 2024

Ms. Torres moved, Ms. Schiemann seconded to Approve the Estimated Receipts for Calendar year 2024.

Mr. Angney discussed the Estimated Receipts for Calendar year 2024 in detail to include Library funding means, Lorain County Auditor, property taxes, interest rates, etc.

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

#2023-079 Resolution of Appreciation for Ethel Schiemann, Board Trustee

Ms. Torres moved, Ms. McClelland seconded the Approval of the Resolution of Appreciation for Ethel Schiemann, Board Trustee.

Dr. Badillo read the Resolution of Appreciation for Ms. Schiemann in its entirety.

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

The next Special Meeting to discuss yearly evaluations for Director Diamond-Ortiz and Mr. Angney, CFO will be held on January 17, 2024, at 5:00 p.m. at the Avon Branch located at 37485 Harvest Drive, Avon, OH 44011.

The next Organizational Meeting will be held on January 18, 2024, at 4:30 p.m. at the Avon Branch located at 37485 Harvest Drive, Avon, OH 44011

The next Regular Board Meeting will be held on January 18, 2024, at 5:00 p.m. at the Avon Branch located at 37485 Harvest Drive, Avon, OH 44011.

With no further business to come before the Board, the meeting was adjourned at 6:18 p.m.

ATTEST:


President


Secretary

