

**LORAIN PUBLIC LIBRARY SYSTEM
LORAIN, OHIO**

REGULAR MEETING MINUTES

Thursday, February 16, 2023

Dr. Badillo called the meeting to order at 5:01 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; Mr. Ackerman, yes; Ms. McClelland, yes; Ms. Ramirez, yes; Ms. Schiemann, yes; Ms. Snipes-Martin, yes; Ms. Torres, yes.

#2023-010 Approval to Enter into Executive Session for the Preparation for Negotiations with Public Employees Concerning their Compensation or Other Terms and Conditions of their Employment at 5:02 p.m. Ms. Torres moved, Ms. McClelland seconded to approve entering Executive Session for preparation for negotiations with public employees concerning their compensation or other terms and conditions of their employment at 5:02 p.m.

Roll Call: yeas, unanimous.

Ms. Torres moved, Ms. McClelland seconded to exit the Executive Session and return to the regular meeting at 5:31 p.m.

#2023-011 Resolution to Approve the January 19, 2023, Organizational Meeting Minutes
Mr. Ackerman moved, Ms. McClelland seconded to approve the January 19, 2023 Organizational Meeting Minutes.

Roll Call: yeas, unanimous.

#2023-012 Resolution to Approve the January 19, 2023, Regular Meeting Minutes
Mr. Ackerman moved, Ms. Snipes-Martin seconded to approve the January 19, 2023 regular meeting minutes.

Roll Call: yeas, unanimous.

#2023-13 Resolution to Approve the January 2023 Fiscal Officer Report
Mr. Ackerman moved, Ms. McClelland seconded to approve the January 2023 Fiscal Officer Report.

Ms. Robinson stated the balance in the checking accounts at the end of February totaled \$2,279,925 and the balance in all holdings totaled \$22,983.768.

Ms. Robinson stated the revenues for the month (without transfers or advances) totaled \$494,657.

Ms. Robinson stated the PLF revenues received for the month totaled \$442,180 which is (8.3%) of the estimated annual funding of \$5,337,705.

Total revenues (without transfers or advances) at month-end totaled \$494,657 and are 3.7% of the estimated \$13,481,486.

Ms. Robinson stated expenses for the month (without transfers or advances) totaled \$1,000,996 and are at 14.7% of the “temporarily budgeted” \$6,815,987 annual expenses (without transfers or advances). Ms. Robinson stated expenses plus encumbrances for the year totaled \$4,528,178 or about 66.4% of the “temporarily budgeted” expenses without transfers or advances.

Ms. Robinson gave the Investment report and stated STAR Ohio was yielding 4.56% as of the end of February. Ms. Robinson further stated the interest earned in February was \$40,899 and the total of the Board’s investments as of the end of February was \$20,744,718.

Ms. Robinson stated there were no public records requests during the month and there were no surplus property disposals in February.

Ms. Robinson stated the Ohio Bureau of Worker’s Compensation Audit was held on February 14, 2023 and the findings included the Library overpaid for 2021 and 2022 by \$1,400 and it will be corrected for the next payment to be made next year in January.

Ms. Robinson stated the Board received new reports for Interest Income and Branch Budgets vs. Actual Figures for their review.

Ms. Robinson informed the Board the Library will be switching payroll companies. The new company is Paycom. Ms. Robinson stated with Paycom the Library will have one person to contact while with Paycor every time a call was placed it would be a different person. Ms. Robinson stated the first check run with Paycom will be with the May 9, 2023 payroll. Ms. Robinson stated Paycom will have training sessions for employees and will also record the training sessions for future use by the Library.

Roll Call: yeas, unanimous.

Report of the Director

Director Diamond-Ortiz shared that Toni Morrison Day is on February 18 and the Library is hosting the Toni Morrison essay, poetry, and poster contest winners at Main Library at 11 am. The Library has been involved with Toni Morrison Day since its inception and is proud to be the host of this important event celebrating the creativity of our youth.

The press coverage of Avon Branch Library continues to be extremely positive. Avon Magazine did a cover shoot at the branch and Mimi’s, a publication mailed to all households in Avon, did a great two-page article on the branch. On February 4, the grand opening for the public, 91 new library cards were issued. Director Diamond-Ortiz is hosting a tour for elected officials later this month.

The Library hired the coordinator for the tutoring program. The next steps are to hire tutors and start promoting the program. Tutoring is on track to begin in March.

The refresh at North Ridgeville is progressing. The Library is working with Bostwick Design Partnership and kicked off the project earlier in the month. The floor plans for the branch are on target to be completed by the end of March, with construction documents and bidding to follow in May.

Committee Reports:

Finance, Audit, and Properties Committee-There was a meeting this afternoon at 4:00 p.m. to discuss 2023 permanent appropriations.

Library Services and Personnel Committee-the Committee met at the end of January.

Trustee Development and Nominating Committee-No Report

Friends of the Library-Ms. Cheryl Grizzell stated the Main Friends held a book sale. The South Branch held a cart sale and made \$300.00. The North Ridgeville Friends held a book sale and made \$3,851.89. Ms. Grizzell stated the Avon Branch Friends received more new members to their group. Ms. Grizzell stated the Domonkas Friends held their first meeting recently. Ms. Schieman stated the Columbia Friends held a Queen's Tea recently and will have their next meeting next week.

Foundation of the Lorain Public Library-Mr. Ackerman stated the finance committee of the Foundation held a meeting on February 20, 2023. Mr. Ackerman also stated the Foundation of the Lorain Public Library System will have a meeting on Wednesday, March 22, 2023 at 9:30 p.m.

New Business

#2023-014 Approve the Purchase of Real Property Located at 783 W. Sixth Street, Lorain, Ohio also known as Parcel # 0201005112001 for Thirty Thousand Dollars (\$30,000)

Ms. McClelland moved, Ms. Ramirez seconded to approve the purchase of real property located at 783 W. Sixth Street, Lorain, Ohio also known as Parcel #0201005112001 for thirty thousand dollars (\$30,000).

Mr. Richard Gerena, Director of Facilities, for the Lorain Public Library System, stated the Library had an appraisal done on the property located at 783 W. Sixth Street. The house was very torn up inside and will be sold as is. Mr. Gerena further stated the house will be demolished in the future. Mr. Gerena further stated a title search will be done tomorrow.

Roll Call: yeas, unanimous.

#2023-015 Resolution to Approve Then & Now Payments

Approve a Then & Now payment to Brilliant Electric Sign Co., LTD and Integrated Network Concepts, D.B.A. LAN WAN Solutions, Inc. as follows:

VENDOR	CHECK #	ITEM PURCHASED/ SERVICE RENDERED	PURCHASE ORDER #	EXPENDITURE LINE	AMOUNT	DEPARTMENT
Brilliant Electric Sign Co., LTD.	1925	2 nd Half Payment for electronic sign at Avon	2023000140	401-01-53310	\$19,172.83	Technology
Integrated Network Concepts, D.B.A. LAN WAN Solutions, Inc.	Check not cut as of 2/7/2023	Support services for security camera issues	2023000225	130-16-53370 112-16-53370 122-16-53370 120-16-53370 110-16-53370 130-16-53371	\$ 4,025.00	Technology

Ms. Torres moved, Ms. McClelland seconded to approve the Then & Now payments to Brilliant Electric Sign Co., LTD in the amount of \$19,172.83 and Integrated Network Concepts, D.B.A. LAN WAN Solutions, Inc. in the amount of \$4,025.00.

Roll Call: yeas, unanimous.

#2023-016 Resolution to Approve Updates to the Miscellaneous Fee Schedule to Facilitate the Purchase of Materials by Create Space Users.

Ms. McClelland moved, Ms. Torres seconded to approve updates to the miscellaneous fee schedule to facilitate the purchase of materials by create space users.

Roll Call: yeas, unanimous.

#2023-017 Resolution to Approve the 2023 Permanent Appropriations

Ms. Snipes-Martin moved, Ms. Schiemann seconded to approve the 2023 permanent appropriations.

Roll Call: yeas, unanimous.

#2023-018 Resolution to Approve Personnel Appointments

APPOINTMENTS								
NAME	POSITION	DATE	PT/FT/TEMP	GRADE/STEP	SALARY	HOURS	DEPT/BRANCH	REASON FOR CHANGE: PROMOTION/HOURS SALARY/TRANSFER RESIGNATION
Tiara McGuire	Launching Phenomenal Learners Coordinator	2/20/23	FT	E	50,000 a year	38	Main	New
Rebekah Hire	PSP	2/6/23	FT	UI	\$18.873	38	Main	Bonnie Laessig
Jamie Gionfriddo	PSP	2/6/23	PT	UI	\$18.873	29	COL	Dione Taylor
Mark Janosik	Maintenance Worker	2/15/23	FT	UH16	\$22.86	38	Main	David Stull

Ms. Torres moved, Ms. McClelland seconded to approve the personnel appointments.

Roll Call: yeas, unanimous.

The next Regular Board Meeting will be held on March 16, 2023 at 5:00 p.m. at the South Lorain Branch located at 2121 Homewood Drive, Lorain.

With no further business to come before the Board, the meeting was adjourned at 6:15 p.m.

ATTEST:



President



Secretary