

LORAIN PUBLIC LIBRARY

Lorain, Ohio

Minutes

June 27, 2021

President Tomas called the meeting to order at 5:00 p.m.

Roll Call:

Present: Ms. McClelland, Ms. Snipes, Ms. Torres, President Tomas

Dr. Badillo joined the meeting at 5:02 p.m.

Absent: Col. Belanger, Ms. Schiemann

Regular Business

No Board Member indicated a conflict of interest with today's agenda.

#2021-052 Approval of the Board Minutes from the May 20, 2021 Meeting and Board Work Session Minutes from the June 5, 2021 Session.

Ms. Torres approved, Ms. McClelland seconded approval of May 20, 2021 Meeting Minutes and the Board Work Session Minutes of June 5, 2021 Session.

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

#2021-053 Approval of Chief Fiscal Officer's Report

Ms. Torres approved, Ms. McClelland seconded approval of the May Fiscal Report.

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

Ms. Ventura presented the May 2021 Fiscal Report to the Board.

The Library had a cash balance at month end of \$27,116,417.

The Cash balance in operating funds was \$14,734,498 and operating funds after encumbrances was \$12,869,459.

The total unencumbered cash balances as of May 31, 2021 were \$24,580,833.

The revenues year-to-date were \$5,818,492 which was 51% of the estimated annual revenues without advances or transfers.

The expenses year-to-date were \$4,201,578 which was 21% of the estimated expenses without advances or transfers.

Expenses with encumbrances total \$6,737,162 which was 35% of the annual estimated expenses.

The PLF revenue received for the month of May 2021 was 31% higher than what was received in May of 2020. May of 2020 was historically lower than normal due to effects of the COVID pandemic. Comparing amounts prior to COVID, PLF May 2021 revenue was 6.5% lower than May of 2019.

The Library audit conducted by the State Auditor's Office is continuing to go well. They had to make a shift at the end of May to go all hands-on deck for the Lorain County Audit. They expect to resume working on the Library's audit at the end of June.

There was a late resolution addition to the Board Agenda. Later in the meeting you will see resolution 2021-065 for Appointment of New Staff.

There were no public records requests.

Report of the Director

Update by GPD for the Avon Building Project

Roger Riachi advised there was good participation in the bidding process however there has been a high spike in building materials therefore they are not ready to share the bids. They are challenging the contractors to go back to the suppliers for better pricing or different materials. The issue is the big companies in the industry are prepaying manufacturers for their products which depletes supplies. There was also a graph from the Bureau of Labor and Statistics which shows a consistent rise in costs across the board over the past six weeks.

Continuity of Business Presentation

Dan Shell, Director of Technology, presented the Continuity of Business outlining the Continuity Recovery Plan. Included in the plan are: 911 and non-emergency numbers on CISCO IP Phones; WAN/Branch internet circuits as well as the Fiscal Server are to be moved to a secure operations center in Columbus; HotSpot backup for internet access; Sharepoint for backups; HVAC moved to Johnson Controls Secure Operations Center; cloud based security cam system through Cleveland Data Center Virtual Machine.

President Tomas enquired if there will be a draft of the final results which Mr. Shell replied it will be an ongoing plan.

Mr. Shell also explained the purchase of Konica Minolta C3001 multifunction printers for patrons and a Konica Minolta 6501 multifunction printer for administration as well as Lexmark printers for staff. There is a need for standardizing equipment throughout the Library System, starting with the Columbia Branch. There is a seven year guarantee on the printers with a four hour response time. If a printer does malfunction, there will be a free replacement until it is repaired.

Monthly Statistical Report

Committee Reports

President Tomas advised there were no reports.

President Tomas did advise the Foundation Committee will be meeting the week of June 21st and the Friend's Groups are starting to meet again. North Ridgeville will be holding a book sale. Lorain, Domonkas, Avon and Columbia have all had successful book sales.

Audience Participation

Prior to Cheri Campbell speaking, President Tomas thanked her for coming to speak. President Tomas reminded Ms. Campbell she was speaking as a member of the public and had two minutes to speak, as is Board Policy.

Ms. Campbell began to reference contract negotiations to which President Tomas politely interrupted explaining this was an improper topic to be discussed at a Board Meeting. President Tomas also explained there are channels that must be followed in order to discuss union issues and Ms. Campbell could not speak as a Union Representative however, if she wished to continue as a member of the public she was welcome to do so.

At this time Ms. Campbell replied she would rather not speak further.

New Business

#2021-054 Resolution of Appreciation for Avon Levy Committee

Ms. Torres moved, Ms. McClelland seconded the resolution of appreciation for the Avon Levy Committee.

WHEREAS, the Lorain Public Library System benefits from the work and commitment of many community volunteers; and **WHEREAS**, the success of the Avon Branch Library Levy was dependent on the dedication and hard work of the Avon Library Committee; and **WHEREAS**, the leadership of the Levy Chairperson DeeDee Alvelo, Treasurer Judith Muzzy and the tireless efforts of the rest of the Avon Library Levy Committee resulted in a 60% victory for the Avon Library; and **WHEREAS**, the Avon Library Levy Committee has contributed a considerable amount of time to this endeavor, **Therefore Be it Resolved**, that the Lorain Public Library System Board of Trustees does publicly acknowledge Levy Chairperson DeeDee Alvelo, Treasurer Judith Muzzy, SEIU District 1199, the Friends of the Avon Library, and many other levy volunteers who helped behind the scenes and extends its appreciation on behalf of the board and staff.

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

#2021-055 Resolution of Appreciation for Domonkas Levy Committee

Ms. Torres moved, Ms. McClelland seconded the resolution of appreciation for the Domonkas Levy Committee.

WHEREAS, the Lorain Public Library System benefits from the work and commitment of many community volunteers; and **WHEREAS**, the success of the Domonkas Branch Library Levy was dependent on the dedication and hard work of the Domonkas Library Committee; and **WHEREAS**, the leadership of the Levy Chairperson Rosa Gee, Treasurer Joanne Eldridge-Tucker and the tireless efforts of the rest of

the Domonkas Library Levy Committee resulted in a 81.34% victory for the Domonkas Library; and **WHEREAS**, the Domonkas Library Levy Committee has contributed a considerable amount of time to this endeavor, **Therefore Be it Resolved**, that the Lorain Public Library System Board of Trustees does publicly acknowledge Levy Chairperson Rosa Gee, Treasurer Joanne Eldridge-Tucker SEIU District 1199, the Friends of the Domonkas Library, and many other levy volunteers who helped behind the scenes and extends it appreciation on behalf of the board and staff.

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

#2021-056 Resolution of Appreciation for Lorain Levy Committee

Ms. Torres moved, Dr. Badillo seconded the resolution of appreciation for the Lorain Levy Committee.

WHEREAS, the Lorain Public Library System benefits from the work and commitment of many community volunteers; and **WHEREAS**, the success of the Lorain Branch Library Levy was dependent on the dedication and hard work of the Lorain Library Committee; and **WHEREAS**, the leadership of the Levy Chairperson Tiffany McClelland, Treasurer Anthony Campana, and the tireless efforts of the rest of the Lorain Library Levy Committee resulted in a 79.89% victory for the Lorain Libraries; and **WHEREAS**, the Lorain Library Levy Committee has contributed a considerable amount of time to this endeavor, **Therefore Be it Resolved**, that the Lorain Public Library System Board of Trustees does publicly acknowledge Levy Chairperson Tiffany McClelland, Treasurer Anthony Campana, SEIU District 1199, the Friends of the Lorain Library, Inc. and many other levy volunteers who helped behind the scenes and extends it appreciation on behalf of the board and staff.

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

#2021-057 Resolution to Adopt a Policy on Soliciting, Selling, and Petitioning on Library Property

Dr. Badillo moved, Ms. Snipes seconded the resolution to adopt a policy on soliciting, selling, and petitioning on Library property.

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

#2021-058 Resolution to Approve the Following Revisions to the Board Adopted Policies

Ms. McClelland moved, Ms. Torres seconded the resolution to approve the revisions to the Board Adopted Policies.

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

1.01	Bylaws
1.09	Selection of Board Members
1.10	Notice of Meetings
1.11	Public Participation at Board Meetings
1.03	Disclosure of Public Records Policy
1.02-1	Security Camera Policy
1.05	Media Policies and Procedures
2.01	Contract Policy
2.02	Disposing of Surplus Property
2.03	Internal Fund Allocation Policy
2.03-1	Fund Balance Policy
2.04	Investment Policy
2.05	Gift Acceptance Policy
2.07	Cellular/Telephones
2.08	Credit Card Policy
2.10	Change Order Authorization Limit
2.11	Library Program Suppliers and Refreshments Policy
2.12	Employee Meetings Refreshment Policy
3.03	Community Information Exchange Services Policy
3.04	Exhibit Spaces for Group or Individual Use Policy
3.09	Animals in Library Facilities
5.02	Collection Development Policy
5.06	Miscellaneous Fees

#2021-059 Resolution for the Board to Authorize a Credit Card Compliance Officer per ORC 9.21

Dr. Badillo moved, Ms. Torres seconded the authorization for the Assistant Fiscal Officer to serve as the Library's Credit Card Compliance Officer.

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

#2021-060 Approval of Fund Transfer

Ms. McClelland moved, Ms. Torres seconded to authorize the transfer of \$2,150 from Fund 206 State Library Grant Fund to 101 General Fund.

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

#2021-061 Acceptance of Grant Funds

Ms. McClelland moved, Ms. Torres seconded to approve the acceptance of Grant Funds as follows:

- Stocker Grant for Science Program - \$7,445
- Lorain Rotary Prucha Grant - \$1,000

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

#2021-062 Approval to Increase Appropriations for Fund 201

Ms. Torres moved, Ms. McClelland seconded to approve the increase of appropriations in Fund 201 Local Grant Funds to \$8,445.

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

#2021-063 Approval to Authorize the Library to Enter into a Contract with Blue Technologies to Purchase Printers and Copiers

Dr. Badillo moved, Ms. McClelland seconded the approval for the Library to enter into a contract with Blue Technologies to purchase copiers and printers for an amount not to exceed One hundred thirty-one thousand, and forty –five dollars (\$131,045).

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

#2021-064 Approval to Authorize the Library to Enter into a Contract with Blue Technologies for Maintenance and Supplies

Ms. Torres moved, Ms. McClelland seconded to authorize the Library to enter into a contract with Blue Technologies for maintenance service and supplies for a one year period, estimated not to exceed Thirteen thousand dollars (\$13,000).

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

#2021-065 Appointment of New Staff

Ms. Torres moved, Ms. McClelland seconded to approve the Appointment of New Staff.

APPOINTMENTS								
NAME	POSITION	DATE	PT/FT/TEMP	GRADE/STEP	SALARY	HOURS	DEPT/BRANCH	REASON FOR CHANGE: PROMOTION/HOURS SALARY/TRANSFER RESIGNATION
Jeremy Abraham	Maintenance Worker	6/21/21	FT	UH/9	\$19.707	38	Main	
Ana Trejos	PSP	5/31/21	FT	UI/10	\$24.172	38	South	Transfer from Main

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

#2021-066 Approval to Enter into Executive Session to Discuss Personnel Matters Related to Compensation of Public Employees

Ms. Torres moved, Ms. McClelland seconded to enter into an Executive Session to discuss personnel matters related to compensation of public employees.

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

The Executive Session commenced at 5:42 p.m. and adjourned at 6:11 p.m.

President Tomas called for adjournment of the Board Meeting at 6:11 p.m.

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Work Session Minutes

June 5, 2021, 9:00 a.m.

President Tomas called the work session to order at 9:10 a.m.

Roll Call: Dr. Badillo, Col. Belanger, Ms. McClelland, Ms. Snipes, Ms. Schiemann, Ms. Torres, President Tomas

Ms. Diamond-Ortiz welcomed everyone and highlighted the discussion topics for the work session.

Ms. Ventura provided a presentation regarding updates for the Board of Trustees to consider making to the Library's Fiscal and Administrative policies.

President Tomas thanked everyone involved in policy updates for all their hard work.

The updated policies will be presented and voted on at the next Regular Business Meeting of the Library Board on June 17, 2021.

President Tomas provided information on the role of the Lorain Public Library System Board Liaison to the Foundation of the Lorain Public Library Board. President Tomas asked Board Members to consider who may be the next liaison from the Board.

Ms. Grizzell gave a presentation on the Library's Strategic Initiatives and goals related to the initiatives.

President Tomas adjourned the work session at 12:32 p.m.

Next Meeting:

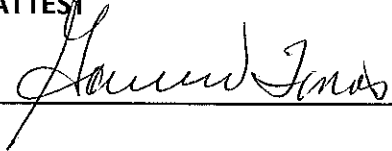
In Person

Regular Business Meeting of the Library Board

July 15, 2021 at 5:00 p.m.

Main Library, 351 6th Street, Lorain

ATTEST


_____, President


_____, Secretary