

**LORAIN PUBLIC LIBRARY**

**Lorain, Ohio**

Minutes

May 20, 2021, 5:00 p.m.

President Tomas called the meeting to order at 5:02 p.m.

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

Col. Belanger arrived at 5:10 p.m.

Absent: Ms. Schiemann

**Regular Business**

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

**#2021-039 Approval of Board Minutes from the April 15, 2021 Meeting**

Ms. McClelland moved, Ms. Snipes seconded the approval of the April 15, 2021 Board Minutes.

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

**#2021-040 Approval of Chief Fiscal Officer's Report**

Dr. Badillo moved, Ms. Torres seconded the approval of the Chief Fiscal Officer's Report.

Ms. Ventura presented the April, 2021 Fiscal Report to the Board.

The Library had a cash balance at month end of \$27,319,584.

The Cash balance in operating funds was \$14,606,281 and operating funds after encumbrances was \$12,947,026.

The total unencumbered cash balances as of April 30, 2021 were \$24,864,903.

The revenues year-to-date were at \$5,164,636 which was 45% of the estimated annual revenues without advances or transfers.

The expenses year-to-date were \$3,344,554 which was 17% of the estimated expenses without advances or transfers.

Expenses with encumbrances total \$5,799,235 which was 30% of the annual estimated expenses.

The PLF revenue received for the month of April 2021 was 17% higher than what was received in April of 2020.

The audit process has been moving along smoothly. The Fiscal Office has been able to fulfill audit requests within the same day or next day.

The Library will need to adopt a tax budget for 2022. The tax budget identifies how much money is expected from local entities and the State government. This will start the process for the County Budget Commission to certify the levy amounts the Library should receive.

There was one public records request from the Union. SEIU, District 1199's regional 2 representative requested salary information on union employees from 2019-2021.

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

### **Report of the Director**

Ms. Diamond-Ortiz thanked both the Lorain and Sheffield Lake levy committees for their hard work on the successful passage of both operating levies. The Avon, Lorain, and Sheffield Lake levy committee chairpersons and treasurers will be invited to the June Board meeting to receive a special resolution from the Board.

Ms. Diamond-Ortiz shared that the conversations regarding the Public Library Fund continue at the Ohio Statehouse. The biennium budget bill is currently sitting in the Senate for revisions, and all are encouraged to contact Senator Nathan Manning to share how important the library is to the community and the impact of any cuts to funding.

Susan Spivey explained the United Way Fundraiser competition comprised of several different competitive events. The Library's team, the Great Gatsbees, entered the final rounds by winning the history portion of the competition as well as the spelling portion to win first place. First place received a trophy and \$1,200 which will be donated to the Library's Foundation.

Ms. Diamond-Ortiz reminded everyone that there will be a Board work session on June 5 at 9 am at the Main Library.

### **Presentation by GPD for the Avon Building Project**

Jason Nolde and Roger Riachi updated the Board on the progress of the Avon Project. The Avon Planning Commission approved the plans April 21, 2021. The early site package was sent to Gilbane for bidding. There has been an increase in the cost of building materials, however, companies are competitive on labor costs therefore there may be some compensation in labor vs materials. Mr. Nolde also presented the Board with an animated video of what the building will look like after a few minor cosmetic changes.

### **Committee Reports**

President Tomas advised there were no reports to be submitted.

President Tomas also advised there was no longer a use for the Fraud Hotline Committee with all other systems in place and the Library's local Fraud Hotline will be discontinued.

Cheryl Grizzell did advise the Lorain Friends Committee had a very successful book sale during the week and there were plans started for book sales in July at other Branches.

**New Business**

**#2021-041 Approval of the 2022 Tax Budget**

Ms. McClelland moved, Ms. Torres seconded to approve the Library's 2022 Tax Budget.

<b>Funds</b>	<b>Amount</b>
GENERAL FUND	\$5,705,751.00
LORAIN LEVY	\$5,200,000.00
SHEFFIELD LAKE CITY LEVY	\$623,500.00
AVON CITY LEVY	\$1,200,000.00
NORTH RIDGEVILLE CITY LEVY	\$2,768,500.00
COLUMBIA TOWNSHIP LEVY	\$550,000.00
SPECIAL REVENUE FUNDS	\$110,000.00
DEBT SERVICE FUNDS	\$580,000.00
CAPITAL PROJECTS FUNDS	\$5,760,000.00
<b>TOTAL- TAX BUDGET</b>	<b>\$22,497,751.00</b>

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

**#2021-042 Approval of Surplus Items at the Avon and North Ridgeville Branches**

Dr. Badillo moved, Ms. McClelland seconded to approve the disposal of items pursuant to Board Policy 2.02 due to no longer being in use.

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

**#2021-043 Approval to Enter into an Agreement with Southeast Security**

Col. Belanger moved, Ms. Torres seconded to authorize the Library to enter into an agreement with Southeast Security for equipment purchase and monthly service monitoring not to exceed twelve thousand, six hundred and forty-three dollars and fourteen cents (\$12,643.14).

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

**#2021-044 Approval for Lease of Cell Tower and Purchase of Computer Equipment from PC's for People**

Ms. Torres moved, Dr. Badillo seconded approval of the Library to lease a cell tower and purchase computer equipment to support the LTE Grant for Digital Inclusion project not to exceed sixty thousand, five hundred dollars (\$60,500).

*Director Diamond-Ortiz advised the Broadband funding may be able to help fund this for future expansion work.*

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

**#2021-045 Approval to Purchase a Charlie Cart for North Ridgeville for Culinary Literacy Programs**

Ms. McClelland moved, Ms. Snipes seconded the approval for the Library to purchase a Charlie Cart for North Ridgeville for Culinary Literacy Programs not to exceed ten thousand dollars (\$10,000). Lorain County Public Health will reimburse the Library for help of the expense in the amount of five thousand dollars (\$5,000).

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

**#2021-046 Approval of Personnel Appointments**

Ms. Torres moved, Ms. Snipes seconded to authorize the following personnel appointments:

APPOINTMENTS								
NAME	POSITION	DATE	PT/FT/TEMP	GRADE/STEP	SALARY	HOURS	DEPT/BRANCH	REASON FOR CHANGE: PROMOTION/HOURS SALARY/TRANSFER RESIGNATION
Tania Santiago	PSP	4/26/21	PT	UI/1	\$18.686	29	South	
Sarah Jameson	Librarian	5/10/21	FT	UJ/1	\$20.791	38	South	
Peter Harlan	Library Assistant	5/17/21	PT	UE/1	\$14.655	29	Domonkas	Transfer from North Ridgeville

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

**#2021-047 Approval to Enter into a Contract with the State of Ohio Auditor's Office for Financial Audit Services**

Ms. McClelland moved, Ms. Snipes seconded the approval for the Library to enter into a contract with the State of Ohio for Financial Audit Services covering the period from January 1, 2019 through December 31, 2020 not to exceed nine thousand, eight hundred and forty dollars (\$9,840).

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

**#2021-048 Approval to Enter into a Contract with Henceroth Construction for Repairs along the Main Branch Exterior Wall**

Ms. Snipes moved, Ms. Torres seconded the approval to enter into a contract with Henceroth Construction for repairs along the Main Branch exterior wall along Reid Avenue to stop and prevent water intrusion not to exceed fifteen thousand, one hundred and twenty-five dollars (\$15,125). *Dr. Badillo enquired about the repairs. Mr. Gerena, Facilities Director, advised this has been an issue for the past four years. After the trees were cut down, the roots continued to grow and broke through some of the tiles that have been in place since 1965. This has caused flooding in that area of the building.*

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

**#2021-049 Authorization to Begin the \$9M Bond Repayment**

Ms. McClelland moved, Ms. Torres seconded the authorization to begin the \$9M Bond repayment that is due starting June 1, 2021 and concluding December 1, 2040 per the Debt Service Schedule.

**Roll Call:** Yeas: Col. Belanger, Ms. McClelland, Ms. Snipes, Ms. Torres, President Tomas  
*Dr. Badillo was offline due to technical issues.*

**#2021-050 Approval of Memorandum of Understanding with the City of Avon**

Ms. Torres moved, Ms. Snipes seconded the approval of Memorandum of Understanding to enter into an agreement for storm water control measures with the City of Avon.

**Roll Call:** Yeas: Col. Belanger, Ms. McClelland, Ms. Snipes, Ms. Torres, President Tomas

**#2021-051 Resolution to Revise the Patron Code of Conduct**

Ms. Snipes moved, Dr. Badillo seconded to revise the Patron Code of Conduct and remove the amendment authorized on May 21, 2020, requiring face covering for library patrons.

**Roll Call:** Yeas: Dr. Badillo, Col. Belanger, Ms. McClelland, Ms. Snipes, Ms. Torres, President Tomas  
*Dr. Badillo returned online.*

President Tomas called for adjournment of the Board Meeting at 6:09 p.m.

**Next Meeting:**

**Board Work Session**

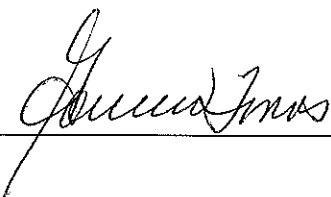
**June 5, 2021 at 9:00 a.m.**

**Main Library, 351 W 6<sup>th</sup> Street, Lorain**

**Regular Business Meeting of the Library Board – In Person and Zoom**

**June 17, 2021 at 5:00 p.m.**

**Main Library, 351 W 6<sup>th</sup> Street, Lorain**

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

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