

**LORAIN PUBLIC LIBRARY SYSTEM
LORAIN, OHIO**

REGULAR MEETING MINUTES

Thursday, March 21, 2024

President Ms. Snipes-Martin called the meeting to order at 5:04 p.m. President Ms. Snipes-Martin asked if any Board members had a conflict with the agenda. No Trustees indicated a conflict with the business for this evening.

President Snipes-Martin welcomed Terry Byrne as a new Board member (Mr. Byrne was sworn in on Friday, March 8, 2024).

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

#2024-027 Approval of February 15, 2024, Regular Meeting Minutes

Ms. Torres moved, Dr. Badillo seconded to approve the February 15, 2024, Regular Meeting Minutes.

Roll Call for Resolution #2024-027: yeas, unanimous

#2024-028 Approval of February 2024 Fiscal Officer Report

Dr. Badillo moved, Ms. Torres seconded to approve the February 2024 Fiscal Officer Report.

Director Diamond-Ortiz provided a brief update on the financials due to CFO Angney not in attendance. Director Diamond-Ortiz mentioned the restricted grants and donations that were received in February:

- Willis F. and Etta E. Gove \$2,247.50 support Lorain Public Library literacy programs for youth.
- Krieg-Winterton Family Fund \$16,752 to support operations and programs of Lorain Public Library System.
- Myrtle's Endowment \$10,356.50 to support purchase of books and media expenses at Domonkas Branch.

Director Diamond-Ortiz mentioned that CFO Angney has set up the grants and donations as separate projects to be able to keep better track of them. Director Diamond-Ortiz also pointed out a typo in the report under Revenue Report Snapshot (total year-to-date revenues should read \$1,765,082).

Roll Call for Resolution #2024-028: yeas, unanimous

Report of the Director

Director Diamond-Ortiz congratulated all involved in the passing of the North Ridgeville Levy – Issue 8. The Levy Committee will be invited to the April Board meeting to report on the preparation and work completed for Issue 8. Director Diamond-Ortiz shared that 15 staff will be attending the Public Library Association (PLA) Conference April 2-6, 2024, in Columbus, OH. Director Diamond-Ortiz will be presenting at the conference on some of our programs (tutoring, culinary, Freedee, etc.). Director Diamond-Ortiz shared that a patron at the Main Branch ordered pizza for the staff to thank the Library for Dennis Cuthbertson's assistance the day before. Director Diamond-Ortiz shared the revised LPLS organizational chart with the Board members and mentioned the recent changes to the branch managers, including the hiring of a new manager for Columbia Branch.

Committee Reports

Finance, Audit, and Properties Committee – Mr. Ackerman provided an update from the February 26 meeting:

Budget Comparison/CFO & Committee

Reviewed Board Bylaws, Article VI, Board Committees/Section 2/Finance Committee.

Reviewed the Budget to Actual Comparison – All Funds Actual to Budget January 2024.

- 11.72% Activity for 8.3% of 2024 (January)
- Avon has outstanding invoices related to the building project that were expected with actual numbers to be reported upon receipt
- North Ridgeville renovation making progress
- Expect tax revenue in April

Financial Outlook/CFO & Committee

- On target so far

Other Business

- The Library audit is still in process. Auditors have all requested materials.
- Non-Union Compensation will be discussed at the upcoming Library Services and Personnel Committee Meeting on March 8 with a recommendation expected at the Board meeting on March 21.
- The CFO discussed grant fund accounting

CFO Angney will start keeping track of grants and donations. Next meeting is June 3, 2024.

Library Services and Personnel Committee – Ms. Ramirez provided an update from the March 8, 2024, meeting:

HR Audit

HR Audit - Review HR Audit from ConnectedHR. A consultant will start working in the office to help with the transition and knowledge transfer of HR Director retirement to HR manager. The consultant will help write the job description. The audit tells us the areas of high priority are:

- HR Dept (due to HR leadership transition and knowledge transfer)
- Employee Handbook (we currently have the handbook in 3 areas and it will be combined and easy to find for staff, create an accountability chart)
- Employee Relations
- Organization and Succession Planning

Non-Union Compensation

Non-Union Compensation - Leadership proposed a 3.5% cost of living increase for non-union staff. CFO confirmed this increase is budgeted. Union staff received a 3.5% increase as part of the new agreement, and this would keep the salaries in line.

Trustee Development and Nominating Committee – None – No Discussion

Friends of the Library – COO Grizzell shared that the Columbia Branch had a fundraiser rummage sale (Deals & Donuts) that raised \$786. Columbia will also be having a Brews & Benefits fundraiser on Wednesday, April 24, 2024 (Red Wagon Brewing Company).

Foundation of the Lorain Public Library System – Ms. Ramirez mentioned that they met on March 11, 2024, and she shared that they will have a booth at Rockin on the River on August 23, 2024. They also discussed how to start a process to grant funds (\$62,000) that are available to support library initiatives.

Audience Participation

Ms. Donna Kelly Sprinkle, Avon Branch Manager shared that they now have new meeting room tables at the branch to be used for board meetings/programs, etc. Ms. Kelly Sprinkle also mentioned that the Avon Brewing Company is moving to Lorain so they will be working with Railroad Brewing for their Books and Brews book discussion moving forward.

Mr. Dan Shell, Director of IT, mentioned the library receiving quite a few phishing emails from hacked email accounts and advised everyone to be aware of these phishing emails.

Mr. Nate Box, SEIU District 1199 Union Executive Board Member was in attendance and congratulated the passing of the North Ridgeville Levy – Issue 8 and said that the union will provide help with the upcoming Columbia Branch levy.

New Business

Consent Agenda

#2024-029 Approval of Personnel Appointments in March.

APPOINTMENTS								
NAME	POSITION	DATE	PT/FT/TEMP	GRADE STEP	SALARY	HOURS	DEPT/BRANCH	REASON FOR CHANGE: PROMOTION/HOURS SALARY/TRANSFER RESIGNATION
Miranda DeBose	PSP	3/4/24	FT	UI	\$20.19	38	Main	Replaced Darren McDonough
Misty Drotleff	PSP	3/4/24	PT	UI	\$20.19	29	Avon	Replaced Alison DeLombard
John Guscott	Branch Manager	3/4/24	FT	F	\$64,500/year	38	DOM	Replaced Anne Godec
Elizabeth Weislak	Librarian	3/4/24	FT	UJ	\$22.92	38	South	Replaced Sarah Myers

#2024-030 Resolution to Approve a 3.5% Salary Increase for Non-Bargaining Unit Staff commencing April 1, 2024.

Mr. Byrne moved, Ms. McClelland seconded to approve Resolutions #2024-029 to #2024-030.

Roll Call for Resolutions #2024-029 to #2024-030: yeas, unanimous

Other Agenda Items

Presentation on Public Meetings: Attorney – Training
Robert A. Zimmerman
Benesch Friedlander Coplan & Aronoff LLP

Mr. Zimmerman provided handouts of a presentation on “Navigating the Ohio Open Meetings Act and Related Issues”. Mr. Zimmerman read through the presentation and questions were asked about scheduling meetings, executive sessions, minutes, board immunity, quorum, best practices, etc.

The next Regular Meeting will be held on Thursday, April 18, 2024, at 5:00 p.m. at the Domonkas Branch.

With no further business to come before the Board, the meeting was adjourned at 6:38 p.m.

ATTEST:


President


Secretary

