

**LORAIN PUBLIC LIBRARY SYSTEM
LORAIN, OHIO**

BOARD MEETING MINUTES

Thursday, September 17, 2026

President Ramirez called the meeting to order at 5:01 p.m. President Ramirez asked if any Board members had a conflict with the agenda. No Trustees indicated a conflict with the business for this evening.

Roll Call – Mr. Ackerman yes, Mr. Byrne ____, Ms. Engle yes, Mr. Schaefer ____, Ms. Thompson yes, Mr. White yes, Ms. Ramirez yes

#2026-086 Approval of August 20, 2026, Regular Meeting Minutes

Mr. Ackerman moved, Mr. White seconded to approve the August 20, 2026, Regular Meeting Minutes.

Roll Call for Resolution #2026-086: yeas, unanimous

#2026-087 Approval of August, 2026, Fiscal Officer Report

Mr. Ackerman moved, Ms. Thompson seconded to approve the August, 2026, Fiscal Officer Report.

Fiscal Officer Bates provided an update on the financials. Mr. Ackerman shared that he appreciated the data that was provided and shared that it was clear to understand. Fiscal Officer Bates mentioned the insurance premium will be reduced by approximately \$1,000 and that property tax payments have not been received.

Mr. Byrne arrived at 5:04 p.m.

Roll Call for Resolution #2026-087: yeas, unanimous

Mr. Schaefer arrived at 5:07 p.m.

Report of the Director

CEO Diamond-Ortiz shared that today was Connect to a Cause fundraiser given by the Community Foundation of Lorain County. It is a one-day event to help raise funds for Lorain County non-profit organizations. CEO Diamond-Ortiz attended a Lorain County Budget Commission meeting and they discussed only being able to certify six-months of the budget. CEO Diamond-Ortiz also mentioned the following:

- Trustee meeting with Lorain County Auditor on October 7
- Level Up Tutoring Program is currently full at both the Main and South branches. LPLS received a \$10,000 grant from the Community Foundation of Lorain County for the tutoring program
- Tuition Reimbursement benefit is going well. We have a new graduate, Aliyah Cruz, from the South Branch who earned her Master of Library Science degree.

Committee Reports

- Finance, Audit and Properties Committee – None
- Library Services and Personnel Committee – Meeting scheduled for October 1 to discuss patron policy changes
- Trustee Development and Nominating Committee – None
- Friends of the Library –
 - Today marks the final day—and Penny Day—of the Friends of the Lorain Public Library book sale. So far, the sale is estimated to have raised approximately \$1,000.
 - The Friends of Domonkas Branch Library will be celebrated Dolly Parton's life and legacy on September 25 from 4 - 5:30. with crafts, music, and other activities.
 - The Friends of the Columbia Branch Library, Inc., participated in the Raider Jamboree, Columbia's back-to-school night, by distributing free books and complimentary Friends memberships to attending families.
- Foundation of the Lorain Public Library System – Mr. Ackerman shared that the Foundation approved the minutes from the last meeting and they are moving in a forward direction.

Branch Update

Bethany Bonafield, Branch Manager, Domonkas Branch

- One of the highlights of our summer was Outback Sky, the daughter of Outback Ray, who has been doing library programs for decades. Sky is 19 now and ready to follow in her father's footsteps, educating children about animals. About 50 people attended the program as part of our Summer Reading Kickoff, including I and my 14-year-old daughter, who loves the giant albino Burmese python named Spongebob, but is terrified of garter snakes.
- Domonkas held a Branch Open House in July as part of the Library System's 125th Anniversary celebration. We had 1960s-themed mocktails and hors d'oeuvres, a tie-dying station outside, and a local Cleveland duo, Desmond and Molly, who played 1960s covers. Staff and patrons both had a great time, with about 80 people coming out to eat, drink, and be merry. Staff have already expressed interest in holding another Branch Open House next summer!
- Last year at this time, I was meeting with various community leaders to help make sure the library was a visible and important part of Sheffield Lake. Since then, we've passed our levy and participated in a number of community events, including the Sheffield Lake Community Days Parade and the City's first annual Dunkleosteus Day.
- The First Annual Dunkle Day went very well! By our estimate, close to 300 people attended the event at the Boat Launch next door, and about 150 people stopped by the Library's table on the lawn behind the building. The event included vendors, food trucks, a live band, and a variety of local organizations. The Cleveland Museum of Natural History had a table teaching visitors about

prehistoric creatures, LCCC's Fab Lab highlighted its Maker Lab and even 3D-printed and laser-cut Dunkleosteus merchandise for the public to take home, and Sheffield Lake Police and Fire were there to share information about their initiatives and remind residents that they are here to help the community.

- Author Jack Martin, who wrote a book about the Dunkleosteus, was also there to sign books and help with announcements during our Art Contest award ceremony. Overall, it was a great day, and we're already thinking about ideas to make it even bigger next year.
- We also received a piece of Dunkleosteus fossil, which I'll be putting on display here at the branch with the help of our PR staff. They are graciously purchasing a display case for us and will also help create an informational placard to accompany it.
- Finally, I'm continuing to work closely with our Friends of the Library. They will soon be launching a membership drive, again with the help of our PR department, which created a beautiful new logo and provided tote bags to give to new members. I also helped Lisa Maatz, our incoming Friends President, make T-shirts for our loyal members to wear during their volunteer hours at the book sale, which is happening next week.

New Business

Consent Agenda

#2026-088 to #2026-091

#2026-088 RESOLUTION OF APPRECIATION - ELBA POTTER, PUBLIC SERVICES ASSOCIATE, MAIN BRANCH

#2026-089 APPROVAL OF PERSONNEL APPOINTMENTS IN AUGUST

NAME	POSITION	DATE	PT/FT/ TEMP HOURS	GRADE/ STEP	SALARY	DEPT/ BRANCH	NEW HIRE/ CURRENT STAFF	REASON FOR CHANGE
Rachel Gonzalez	Public Services Professional	8/3/2026	PT	UI	\$20.80	South	New Hire	Replaces-Jocelyn Nunez
Adele Wentzel	Student Library Aide	8/15/2026	PT	A	\$11.00	Main	Termination	Returned to school
Lily Hines	Student Library Aide	8/17/2026	PT	A	\$11.00	North Ridgeville	New Hire	Replaces-Nadia Brailer
Jennifer Shields	Public Services Professional	8/31/2026	FT	UI	\$20.80	Main	New	Replaces-Sarah White

#2026-090 RESOLUTION TO APPROVE A THEN AND NOW INVOICE FROM ALLONE HEALTH WELL, LLC FOR THE EMPLOYEE ASSISTANCE PROGRAM (JULY 1, 2026 TO JUNE 30, 2027) APPROVE A THEN AND NOW PURCHASE ORDER #2026000905 DATED AUGUST 31, 2026 FOR PAYMENT OF \$6,746.25

#2026-091 RESOLUTION TO APPROVE RENEWAL OF PROPERTY, LIABILITY, FLEET, AND CRIME INSURANCE COVERAGE FOR THE PERIOD SEPTEMBER 15, 2026 THROUGH SEPTEMBER 15, 2027 TO THE OHIO PLAN MANAGED THROUGH HYLANT ADMINISTRATIVE SERVICES FOR A TOTAL PREMIUM OF \$69,609.

Mr. Schaefer moved, Mr. Byrne seconded approval of all Consent Items #2026-088 to #2026-091.

Roll Call for Consent Items #2026-088 to #2026-091: yeas, unanimous

#2026-092 RESOLUTION TO APPROVE REVISIONS TO TRAVEL POLICY 2.09

Mr. Ackerman moved, Ms. Engle seconded to approve Travel Policy 2.09.

Roll Call for Resolution #2026-092: yeas, unanimous

#2026-093 RESOLUTION TO APPROVE A NEW PURCHASE ORDER POLICY

Mr. Byrne moved, Mr. Schaefer seconded to approve Purchase Order Policy.

Roll Call for Resolution #2026-093: yeas, unanimous

#2026-094 RESOLUTION TO APPROVE A NEW POLICY GOVERNING THE USE OF ARTIFICIAL INTELLIGENCE IN THE LIBRARY

Mr. Ackerman moved, Mr. Schaefer seconded to approve a Policy Governing the Use of Artificial Intelligence in the Library.

Discussion was had regarding certain sections of the AI policy

- Scope and Eligibility regarding requiring employees to use AI tools.
- Privacy and Data Protection “harvests” needed clarification and Mr. Mitchell provided clarification (protect end users, block sites for end users and staff.
- Training plan has not rolled out yet (awareness, risks, identification will be part of the training).

Roll Call for Resolution #2026-094: yeas, unanimous

Other Agenda Items

With no further business to come before the Board, the meeting was adjourned at 5:34 p.m.

ATTEST:



President



Secretary

