

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Thursday, April 15, 2021, 5:00 p.m.

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

Present: Ms. Schiemann, Dr. Badillo, Ms. McClelland, President Tomas

Absent: Ms. Torres, Ms. Snipes, Col. Belanger

#2021-029 Approval of the Board Minutes from the March 18, 2021 Meeting

Dr. Badillo moved, Ms. McClelland seconded the minutes of the March 18, 2021 Board Minutes to be approved.

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

#2021-030 Approval of Chief Fiscal Officer's Report

Ms. Ventura reported the following financial highlights for March 2021:

The Library had a cash balance at month end of \$27,071,848

The Cash balance in operating funds was \$14,213,327 and operating funds after encumbrances was \$12,291,468.

The total unencumbered cash balances as of March 31, 2021 were \$24,235,996.

The revenues year-to-date were at \$4,033,499 which was 35.4% of the estimated annual revenues without advances or transfers.

The expenses year-to-date were \$2,461,153 which was 12.6% of the estimated expenses without advances or transfers.

Expenses with encumbrances total \$5,297,005 which was 27% of the annual estimated expenses.

The PLF revenue received for the month of March 2021 was 13% higher than what was received in March of 2020.

Lastly, Ms. Ventura shared with the Board that she hosted a discussion this afternoon with the Lorain Rotary Club regarding the community services and programs the Library provides. She gave a special thanks to both Susan Spivey and Ally Morgan for presenting the details of services and programs the Library provides. There was a lot of positive feedback and good questions from the Rotary Members.

There were no correspondences

There were no public records request

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

Report of the Director

Ms. Diamond-Ortiz stated that LPLS staff have made over 3,000 Covid-19 vaccination appointment for the community. They have also assisted the Lorain County Office on Aging to contact seniors to schedule appointments and visited Second Harvest Food Bank distributions to schedule people for appointments.

Ms. Diamond-Ortiz shared that the budget biennium conversations are taking place now at the Statehouse and libraries and their supporters are encouraged to contact their representatives to request that the PLF continue to be 1.7% of the General Revenue Fund rather than the 1.66% proposed by the House.

Lastly, Ms. Diamond-Ortiz reminded everyone that there are two levies on the ballot on May 4 for the Library, one in Sheffield Lake and one in Lorain.

Presentation by GPD for the Avon Building Project

Jason Nolde updated the Board on the Avon Building Project citing GPD is on schedule and they are staying within the budget. A package for the Project was delivered to the City Planning Committee on March 22, 2021 and they expect final approval on April 21, 2021. Mr. Nolde prepared a slide presentation for the Board with the updates to the design, the floor plan, furnishings and color schemes.

2021 Q1 Report on Strategic Goals

Cheryl Grizzell reported on the standardized in-house training throughout the Library System and the upcoming programs that will be offered between the different Branches. There will also be in-house training through MHARS Lorain County in relation to depression and fear created by Covid.

Foundation Committee and Friend's Group

President Tomas noted that the Foundation was meeting every other month and the North Ridgeville Friends Group was also continuing to meet. Information will be forthcoming on Connect to a Cause in September, 2021. The Foundation is also anticipating raising money by administering the Clothe a Child program, generating a \$5,000 donation. The Foundation has also revamped their fundraising software. They are currently using Little Green Lights, moving away from Raiser's Edge.

New Business

#2021-031 Approval of a Revised Do Not Exceed Contract Amount with Reliable Lawn Service

Ms. Schiemann moved, Ms. McClelland seconded to authorize the Library to increase the do not exceed contract's previous total of Twenty thousand, three hundred and nineteen dollars (\$20,319) to a revised total contract amount of Twenty thousand, four hundred and sixty-three dollars (\$20,463).

There was a question as to why the increase. Reliable misquoted NR by the \$144 difference from the original quote.

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

#2021-032 Approval to Transfer Funding from 901 Wellness

Ms. McClelland moved, Dr. Badillo seconded to authorize the Library to the transfer of funding from Fund 901 Wellness to the General and Levy Funds in the amount of One thousand, one hundred and seventeen dollars and ninety-five cents (\$1,117.95).

From Fund:		Amt.		To Funds:		Amt.
901	Wellness	\$1,117.95		101	General	\$184.83
				110	N.Ridgeville	\$167.84
				112	Avon	\$36.96
				122	DOM	\$36.96
				130	Lorain	\$691.36
	Total	\$1,117.95		Total		\$1,117.95

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

#2021-033 Approval of Surplus Furniture

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

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

#2021-034 Approval to Enter into an Agreement with PCs for People Related to the LTE Project

Dr. Badillo moves, Ms. Schiemann seconded to authorize the Library to enter into an agreement with LTE and PCs for People for roof space usage only with no related expenses.

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

#2021-035 Approval to Enter into an Agreement with Johnson Controls

Ms. McClelland moved, Ms. Schiemann seconded to authorize the Library to enter into an agreement with Johnson Controls to repair and replace dampers and control panels in an amount not to exceed Twelve thousand, one hundred and ninety-three dollars (\$12,193).

Columbia has an issue with the heat in the building. The replacement and repair of the dampers and control panels will regulate the air-flow and provide updates with temperature problems.

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

#2021-036 Acceptance of Donations

Dr. Badillo moved, Ms. McClelland seconded to accept donations as follows:

Helen Woodward Trust \$10,000

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

#2021-037 Approval of Personnel Appointments

Dr. Badillo moved, Ms. Schiemann seconded to authorize personnel appointments.

APPOINTMENTS

NAME	POSITION	DATE	PT/FT/TEMP	GRADE/STEP	SALARY	HOURS	DEPT/BRANCH	REASON FOR CHANGE: PROMOTION/HOURS SALARY/TRANSFER RESIGNATION
Linnea Fox	Public Service Professional	3/8/21	PT	UI/1	\$18.31	30	Main/PS	
Melissa Pearson	Library Assistant	3/8/21	PT	UE	\$14.50	29	Demonkas	Transfer from Main
Ben Bonaminio	Maintenance Worker	3/22/21	PT	UH	\$23.507	20	Main	
Mark Peters	Assistant Manager	4/5/21	FT	E	\$50,500 yearly	38	North Ridgeville	From South to North Ridgeville
Kathy Niehn	Executive Assistant	4/5/21	FT	E	25.303	38	Main	From AFO to Executive Asst.

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

#2021-038 Approval to Enter into Executive Session to Discuss Personnel Matters Related to Compensation of Public Employees

Ms. McClelland moved, Ms. Schiemann seconded at 5:44 p.m. to approve adjourning to an Executive Session to discuss personnel matters related to compensation of public employees.

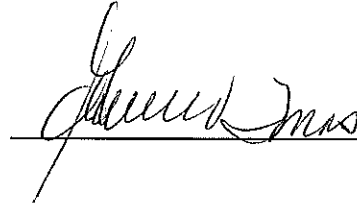
Roll Call: Yeas: Dr. Badillo, Ms. McClelland, Ms. Schiemann, President Tomas.


Reconvened: 6:09 p.m.

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

Next Meeting:
Regular Business Meeting of the Library Board
May 20, 2021 at 5:00 p.m.
Main Library, 351 W 6th Street, Lorain

ATTEST


_____, **President**


_____, **Secretary**