

# LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

## Minutes

Thursday, February 18, 2021, 5:00 p.m.

President Tomas called the meeting to order at 5:01 p.m.

Present: President Tomas, Dr. Badillo, Ms. McClelland, Ms. Schiemann, Ms. Snipes, Ms. Torres. Col. Belanger did not join the meeting until 5:10 p.m.

### **#2021-013 Approval of the Organizational Minutes from the January 21, 2021 Meeting.**

Ms. Torres moved, Ms. Snipes seconded the minutes of the January 21, 2021 Organizational Minutes be approved.

Dr. Badillo mentioned Ms. Snipes was not included in the Organizational Minutes (the minutes have been corrected)

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

### **#2021-014 Approval of the Board Minutes from January 21, 2021 Meeting**

Dr. Badillo moved, Ms. Schiemann seconded the minutes of the January 21, 2021 Board Minutes be approved.

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

### **#2021-015 Approval of Fiscal Officer's Report**

The January Financials were included in your Board packets.

We had a cash balance at month end of \$25,123,412

The Cash balance in operating funds was \$12,058,338 and operating funds after encumbrances was \$9,775,143.

The total unencumbered cash balances as of January 31, 2021 were \$22,203,499.

The revenues year-to-date were at \$394,555 which was 3.5% of the estimated annual revenues without advances or transfers.

The expenses year-to-date were \$770,645 which was 4% of the estimated expenses without advances or transfers.

Expenses with encumbrances total \$3,690,558 which was 19% of the annual estimated expenses.

The PLF revenue received for the month of January 2021 was 5.4% higher than what we received in January of 2020. The County Auditor's Office has also revised the PLF revenue estimate for 2021. The initial estimate for 2021 PLF revenue was \$3,853,408, which would have been a decrease of \$159,745 from 2020's estimate. The updated PLF revenue estimate is \$4,371,935, which is an increase of \$358,782 from 2020's estimate and an increase of \$77,654 from 2020's actual PLF revenue received.

On the agenda for personnel, you will see that my new Assistant Fiscal Officer, Cathie McPhie started last week. Cathie has an extensive financial background and has been a wonderful addition to the Fiscal Office.

There was an update made to resolution 2021-016 from when the agenda was emailed out. The Community Foundation check received this week included an additional donor from what was previously emailed out. Donations will be discussed in further detail later in the meeting.

There were no correspondences

There were no public records request

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

### **Report of the Director**

- Presentation by GPD for the Avon Building Project

### **2021 Program of Work**

Director Diamond-Ortiz stated all projects in the Program of Work are either in the planning stage or underway.

### **Monthly Statistical Report**

Director Diamond-Ortiz stated LPLS circulation had increased for January in North Ridgeville, Avon and Columbia. The temporary rise in circulation is thought to be related to the closure of neighboring libraries to the public in January.

### **New Business**

#### **#2021-016 Acceptance of Donations**

Ms. Torres moved, Ms. McClelland seconded the approval of donations as follows:

Northcoast Rotary Foundation \$1,761.65  
Krieg-Winterton Family Fund \$11,642.00  
Myrtle Endowment \$7,587.20

**Roll Call:** Yeas, unanimous

**#2021-017 Approval to Renew the Service Agreement with Tenable for Security Services**

Col. Belanger moved, Ms. Schiemann seconded to authorize the Library to enter into an agreement with Tenable for the amount not to exceed Ninety-nine thousand, two hundred and thirty-six dollars and eighty cents (\$99,236.80) to provide security services at the Main and South Library Branches

**Roll Call:** Yeas, unanimous

**#2021-018 Approval of Personnel Appointments**

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

NAME	POSITION	DATE	PT/FT/TEMP	GRADE/STEP	SALARY	HOURS	DEPT/BRANCH
Catherine McPhie	Assistant Fiscal Officer	2/8/21	FT	E	\$55,000 yearly	38	Main/Fiscal
Daniel Shell	Director of Information Technology	2/15/21	PT	G	\$36.00 per hour	32	Main/Technology

**Roll Call:** Yeas, unanimous

**#2021-019 Approval of Assistant Fiscal Officer**

Ms. Torres moved, Col Belanger seconded to appoint Catherine A. McPhie, Assistant Fiscal Officer, at a salary of \$55,000/year, upon execution of a surety bond in the amount of \$100,000.

**Roll Call:** Yeas, unanimous

**#2021-020 Approve Bank Signatory**

Ms. Torres moved, Ms. McClelland seconded to approve effective immediately, Catherine A. McPhie, Assistant Fiscal Officer, to be signatory for the Lorain Public Library System bank accounts.

**Roll Call:** Yeas, unanimous

President Tomas called for adjournment at 5:32 p.m.

**Next Meeting:**

**Regular Business Meeting of the Library Board**

**March 18, 2021 at 5 pm**

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

ATTEST

*Sherry J. ...*, President

*Tiffany McAlister*, Secretary