

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Thursday, January 21, 2021, 5:00 p.m.

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

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

Mr. Jim Leonard, SEIU District 1199 Executive Board Member, shared that the SEIU District 1199 Executive Board voted to endorse the library levies in Lorain and Sheffield Lake. The Board also approved a \$1,000 donation toward each levy campaign.

President Tomas thanked Mr. Leonard and asked that Mr. Leonard express the Boards thanks to the SEIU District 1199 Executive Board for the generous donations to the levy committees.

#2021-004 Approval of Minutes of the December 17, 2020 Meeting

Col. Belanger moved, Ms. Torres seconded that the minutes of the December 17, 2020 meeting be approved.

Roll Call: yeas, unanimous

#2021-005 Approval of the Fiscal Officer's Report

The December Financials are included in the Board packets.

There was a cash balance at month end of \$25,499,502

The Cash balance in operating funds was \$12,343,820 and operating funds after encumbrances was \$11,788,336.

The total unencumbered cash balances as of December 31, 2020 were \$24,219,155.

The revenues year-to-date were at \$20,564,379 which was 105% of the estimated annual revenues without advances or transfers.

The expenses year-to-date were \$9,023,334 which was 66% of the estimated expenses without advances or transfers.

Expenses with encumbrances total \$10,303,681 which was 71% of the annual estimated expenses.

For 2020 the Library had a net gain of \$11.5M compared to \$1.6M in 2019. The increase is mainly due to the \$9M bond proceeds that were received in October for the Avon Construction project.

The PLF revenue received for the month of December 2020 was 3.5% higher than what was received in December of 2019. We exceeded what the County estimated for 2020 PLF revenue from their revision back in July by \$281k or 7%.

In December the Library also received the third distribution from the BWC for their Dividend Refund Program. The Library received just over \$95k as the distribution amount. The Library also received its annual distribution check from the Hageman Foundation in the amount of \$29,640.88 as well as a donation from the Norton Family Foundation to be used to support the Avon Construction Project in the amount of \$10,000. You will see these two items later in a resolution to formally accept the Donations, along with two others.

Lastly, as an update to the position transitions taking place in the Fiscal Office, a final offer was extended to Cathie McPhie. She is a Lorain native, looking to serve her community. She brings over 20+ years in the financial field. We are looking forward to her formal acceptance of the position and joining the team.

There were no correspondences.

There were no public records requests.

Ms. Torres moved, Ms. Schiemann seconded the approval of the Fiscal Officer's report.

Roll Call: Yeas, unanimous

Report of the Director

Director Diamond-Ortiz thanked SEIU Executive Board Member Jim Leonard who shared that SEIU voted to endorse and donate \$1,000 to the Lorain and Domonkas levy campaign.

Director Diamond-Ortiz introduced Jason Nolde and Mark Salopek from GPD and Roger Riachi from RFC Consulting. Mr. Nolde presented the results of the schematic design process for the Avon Branch Library. GPD engaged with the community through a town hall meeting and passive information gathering at the branch to understand the most important design elements and features for the Avon Branch Library. The community expressed a desire to have a children's area with a nature theme and an interactive story area. They also expressed a desire for a creative space for makers and an area for culinary literacy. Mr. Nolde shared about the meetings with the City of Avon regarding zoning and traffic. Mr. Riachi shared that there were tests performed on the soil and looking at the site to make sure that it is safe for construction. There are some improvements to the site needed before construction.

Mr. Nolde stated he will have 3D drawings for the next Board meeting on February 18, 2021. Board members asked about the café. Mr. Nolde stated there will be vending machines in the area and the space can also be used for tables and chairs. Mr. Nolde stated there will be room available for the Friends of the Library that includes shelves.

2021 Program of Work-Board members asked if there were updates to the Program of Work. Ms. Diamond-Ortiz stated there were no updates as of now.

Monthly Statistical Report- Ms. Diamond-Ortiz stated that usage of the digital collection rose significantly during 2020 even as usage of physical collections declined. In person programs were paused in 2020 but the Library hopes to resume the in person popular programming later this year.

Committee Reports-The Finance, Audit and Properties Committee met on December 11, 2020.

New Business

#2021-006 Acceptance of Donations/Grants and to Accept Donations/Grants as Follows:

Ms. Torres moved, Ms. Schiemann seconded the Acceptance of Donations/Grants and to Accept the following:

Community Foundation \$10,000

Stocker Foundation \$14,300

Hageman Trust \$29,640.88

Norton Family Foundation \$10,000

Roll Call: yeas, unanimous

#2021-007 Acceptance of Donations/Grants and to Accept Donations/Grants as Follows:

Ms. Schiemann moved, Ms. Snipes seconded the Acceptance of Donations/Grants and to Accept the following:

Community Foundation \$20,000

Roll Call: yeas, unanimous

#2021-008 Approval to Contract with Johnson Control for the Maintenance of the HVAC Systems

Ms. Torres moved, Col. Belanger seconded to approve the contract with Johnson Controls for the maintenance of the HVAC systems and to enter into an agreement for three years with Johnson Controls for an amount not to exceed \$68,678 with a yearly breakdown of \$22,000, \$22,881, and \$23,797 to service the HVAC systems in the Columbia Branch, Domonkas Branch, North Ridgeville Branch, South Branch, and the Main Library. Facilities Director, Mr. Richard Gerena,

stated there was a better price to have a three year contract and it will save the Library \$10,000 per year.

Roll Call: Yeas, unanimous

#2021-009 Approval of Appropriation Increases

Col. Belanger moved, and Ms. Torres seconded the motion of the approval to increase appropriations to the following funds:

Fund 130-03 Lorain Levy Fund \$301,500
 Fund 206 State Library Grant Fund \$738.02
 Fund 207 COVID Relief Grant Fund \$0.99

Roll Call: Yeas, unanimous

#2021-010 Approval of Fund Transfers

To authorize the following fund transfers, as per the 2021 Appropriation Budget:

	From		To	Amount
101-01	General Fund		110 North Rdigeville	\$27,252.00
101-01	General Fund		112 Avon	\$19,598.00
101-01	General Fund		120 Columbia	\$6,971.00
101-01	General Fund		122 Domonkas	\$12,135.00
101-01	General Fund		130 Lorain	\$59,137.00
101-01	General Fund		330 Debt Service	\$660,000.00
101-01	General Fund		401 Building & Repair	\$340,000.00

Ms. Torres moved, and Ms. McClelland seconded to authorize the following fund transfers, as per the 2021 Appropriation Budget.

Roll Call: Yeas, Unanimous

#2021-011 Approve Donor Recognition Policy (2.14) for the Lorain Public Library System

Col. Belanger moved, and Ms. Schiemann seconded to approve changes to the Donor Recognition Policy (2.14), provisions to allow for Board approval of naming library spaces, accepting gifts to fund the purchase of equipment and furnishings and updating the policy for recognition on donation trees in Lorain Public Library System Branches.

The Board discussed aspects of the policy including the donation amount changes for name plates on gift trees in branches. The Board also commented that the language around recognition and donation for naming spaces be as flexible as possible. Director Diamond-Ortiz assured the

Board that any proposed naming changes must be approved by the Board before any commitment to the donor is made.

Roll Call: Yeas, Unanimous

#2021-012 Appointment of New Staff

Ms. Torres moved, Dr. Badillo seconded to authorize the following appointments of new staff:

NAME	POSITION	DATE	PT/FT/TEMP	GRADE/ STEP	SALARY	HOURS	DEPT/BRANCH
Michele Ketterick	Public Service Professional	1/11/2021	PT	UI/1	\$18.31	30	Main/Public Services
Robert Petruzzi	Maintenance Worker	1/18/2021	FT	UH/3	\$17.49	38	Main/Maintenance

Roll Call: Yeas, Unanimous

Adjournment:

The meeting was adjourned at 6:24 p.m.

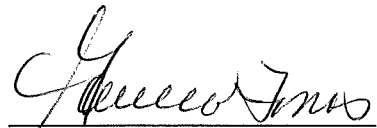
Next Meeting:

Regular Business Meeting of the Library Board

February 18, 2021 at 5:00 p.m. "Toni Morrison Day in Ohio"

Main Library, 351 W. 6th Street, Lorain, and by Zoom

ATTEST

 **G. Torres, President**

 **M. McCall, Secretary**