

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Thursday, March 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.

Absent: Col. Belanger

#2021-021 Approval of the Board Minutes from the February 18, 2021 Meeting

Ms. Torres moved, Ms. Snipes seconded the minutes of the February 18, 2021 Board Minutes to be approved.

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

#2021-022 Approval of Chief Fiscal Officer's Report

Chief Fiscal Officer Ventura presented the February, 2021 Fiscal Report to the Board.

The Library had a cash balance at month end of \$24,919,207

The Cash balance in operating funds was \$11,910,011 and operating funds after encumbrances was \$9,892,632.

The total unencumbered cash balances as of February 28, 2021 were \$22,330,321.

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 February 2021 was 1.5% higher than what we received in February of 2020.

There was a minor update made to the verbiage in Resolution# 2021-028 from what was distributed earlier this week. The verbiage came at the recommendation of the Library's legal-council to state who is authorized to approve documents for the Avon property transfer. Ms. Ventura started a project organizing and reviewing the Library's Fiscal records. Most recently, reviewing the Library's lease agreements. Upon review of the Columbia Branch lease agreement, Ms. Ventura found that for capital building projects, the Township has the responsibility for repairs and replacements. She has reached out to their Fiscal Director to begin the process for discussing needed repairs to the building. Also, this week, Facilities Director, Mr. Gerena, was able to connect with their Service Manager and a trustee for a walk through of some of the items that need addressed. There is strong potential that some of the funds earmarked for these repairs and replacements can then be used to support other programs for the Branch.

There were no correspondences

There were no public records request

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

Report of the Director

Director Diamond-Ortiz presented the 2020 Annual Report to the Board. It can be found on the Library's website. She also stated that the Library began registering community members for Covid-19 vaccination appointments in partnership with Lorain County Public Health. Almost 200 appointments were made in the first few days of the service.

Director of Technology, Dan Shell, presented to the Board the LTE project and the possibilities for expansion in Lorain. Trustee Snipes inquired about South Lorain and stated that there are many areas without internet access. Mr. Shell showed the Board a map of the area around South Branch.

2021 Program of Work

Director Diamond-Ortiz stated she will have more on the Program of Work next month.

#2021-23 Approval of a Service Agreement with Reliable Lawn Service

Dr. Badillo moved, Ms. Schiemann seconded to authorize the Library to enter into an agreement with Reliable Lawn Care for an amount not to exceed Twenty thousand, three hundred and nineteen dollars (\$20,319) to provide seasonal lawn care for Avon and North Ridgeville.

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

#2021-024 Approval to enter into a Contract with Atech Technologies

Ms. Torres moved, Ms. Snipes seconded to authorize the Library to enter into an agreement with Atech Technologies for an amount not to exceed Fifty-eight thousand, three hundred and ninety-eight dollars (\$58,398) to upgrade AV Equipment in the Culinary Center and Toni Morrison Room at the Main Library. *The number was recorded and estimated to be \$50,598. The correction in the original resolution to \$58,398 was confirmed and the Board re-affirmed their approval.*

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

#2021-025 Approval of Surplus Furniture

Ms. Torres 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, Ms. Snipes, Ms. Torres, President Tomas.

#2021-026 Approval to extend Service Agreement with T-Mobile/Sprint

Dr. Badillo moved, Ms. Schiemann seconded to authorize the Library to extend an agreement through June, 2021 with T-Mobile/Sprint for an amount not to exceed Forty thousand dollars (\$40,000) to continue to service 400 hotspots to support digital inclusion and online learning for students.

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

#2021-027 Approval to increase Appropriations for Fund 901 Wellness Fund

Ms. Torres moved, Ms. Schiemann seconded to authorize the Library to increase appropriations not to exceed One thousand, one hundred and seventeen dollars and ninety-five cents (\$1,117.95) to complete the disbursement of funds per the MOU agreement with the SEIU through the 901 Wellness Fund.

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

#2021-028 Approval to Transfer Property to the Lorain Public Library System from the City of Avon

Ms. Torres moved, Dr. Badillo seconded to authorize the transfer of Parcel Number 0400010111024, 37485 Harvest Avenue, Avon, OH to the Lorain Public Library System with no purchase cost. The Lorain Public Library System will pay 100% of the closing costs and fees associated with the transfer. Erika Ventura, as Chief Fiscal Officer/Treasurer, and/or Anastasia Diamond-Ortiz, as Chief Executive Officer/Director are authorized to negotiate and execute any and all documents as shall be required of the Lorain Public Library System to complete the aforesaid real estate transaction.

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

President Tomas called for adjournment at 5:40 p.m.

Next Meeting:

Regular Business Meeting of the Library Board

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

Main Library, 351 W 6th Street, Lorain

ATTEST


_____, President


_____, Secretary