

# LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

## REGULAR MEETING MINUTES

Thursday, January 20, 2022

President Badillo called the meeting to order at 5:03 p.m.

**Roll Call:** President Badillo, Ms. McClelland, Ms. Schiemann, Ms. Torres, Ms. Snipes, Mr. Dake, Mr. Ackerman.

### **#2022-001 Resolution for Approval of the December 16, 2021 Regular Minutes, December 16, 2021 Organizational Minutes, and the December 27, 2021 Special Meeting Minutes**

Ms. Torres moved, Ms. Schiemann seconded the approval of the December 16, 2021 Regular Minutes, December 16, 2021 Organizational Minutes, and the December 27, 2021 Special Meeting Minutes.

**Roll Call:** yeas, unanimous

### **#2022-002 Resolution for Approval of the Fiscal Officer's Report for December, 2021**

Ms. Torres moved, Ms. Schiemann seconded the approval of the December, 2021 Fiscal Officer's Report.

**Roll Call:** yeas, unanimous

## **REPORT OF THE DIRECTOR**

**Avon Building Project Update:** Ms. Diamond-Ortiz introduced Mr. Roger Ricahi. Mr. Riachi stated there was very good progress on the construction of the Avon Branch. Most of the footers have been poured. There was an inspection of the soil on the property. Mr. Riachi stated building permits have been issued and there have been some issues with the supply chain on receiving materials for the project. Mr. Riachi stated the South edition of the building should be done in June and the overall edition should be completed in October. Mr. Riachi stated the purchase orders for the furniture have been submitted and Dan Shell has been working on the IT matters. Mr. Riachi further stated every couple of months he will give an update to the Board and a tour may be available.

**2022 Program of Work:** Ms. Diamond-Ortiz gave a summary of the 2022 Program of Work. Ms. Diamond-Ortiz stated that the cabling at the South Branch has started as well as the revamp of performance reviews for employees. Ms. Diamond-Ortiz reviewed the December 2021 statistics for the Library and the 2022 Strategic Goals.

**Discussion about the mask requirement for the public:** Ms. Diamond-Ortiz asked the Board to discuss the mask requirement for the public to enter the building and assess where it should go now that COVID cases have lessened. COO Cheryl Grizzell shared that there have been some issues with patrons not wanting to wear masks while in the Library. Ms. Grizzell stated she witnessed an episode with a patron while she was at the North Ridgeville Branch where a member of the public yelled at a staff member who simply asked him to wear a mask in the building. Ms. Grizzell further stated that other Branch managers have had issues with the patrons not wanting to wear masks and are reacting violently toward the staff. She is concerned about the safety and well-being of the staff. Ms. Grizzell stated that Main Branch Manager, Susan Spivey, informed her that there have been numerous times where multiple staff needed to inform one patron to wear a mask which prolonged the interaction and overall staff felt uncomfortable with the situation.

Ms. Black stated that there was an incident where a patron came in to the Library and was filming the Library staff who calmly asked him to wear a mask. Ms. Snipes stated that patrons should wear masks if they attend a Library program. Ms. McClelland stated that one can go to the gym and a restaurant without wearing a mask and asked if the Library should be in the position to make such decisions at all. Those decisions ought to be left to the health department and others in public health. Ms. Diamond-Ortiz thanked the Board for discussing the issue and stated that she will prepare a summary with recommendations and send to the Board next week.

**Avon Pavers:** There was a discussion on the paver project for the Avon Branch. The end date to order (for the engraving) is February 18, 2022. Mr. Dake stated he had a trouble locating the paver website. Ms. Black stated her staff will do more social media to promote the paver project.

**Report from North Ridgeville Branch:** North Ridgeville Branch Manager Jennifer Winkler stated branch staff are rearranging their books in the library and Mr. Gerena and his staff have taken down some shelving to help in the rearrangement.

## **COMMITTEE REPORTS**

### **Foundation of the Lorain Public Library System**

Members of the Foundation Committee held a Zoom meeting on January 10, 2022. Mr. Ackerman reported as the liaison that he will communicate any issues regarding the pavers to the Foundation.

**#2002-003 Resolution of Approval of Connie Wilson, AFO and Dr. Gloria Badillo, Trustee, to be Approved Signatory for the Lorain Public Library System Bank Accounts at Northwest Bank, First Federal Bank of Lakewood, and STAROhio; and to Remove Dr. Garalynn Tomas as Signatory.**

Mr. Dake moved, Ms. Schiemann seconded to approve Connie Wilson, AFO and Dr. Gloria Badillo, Trustee, to be approved signatory for the Lorain Public Library System Bank accounts at Northwest Bank, First Federal bank of Lakewood, and STAROhio; and to remove Dr. Garalynn Tomas as signatory.

**Roll Call: yeas, unanimous**

**#2002-004 Approval to Begin the \$1.5 Million Bond Repayment, Ms. McClelland moved, Ms. Torres seconded the Authorization to Begin the \$13.5 Million Bond Repayment that is due starting June 1, 2022 and Concluding December 1, 2036 per the Debt Service Schedule**

**Roll Call: yeas, unanimous**

**#2022-005 Approval of Personnel Appointments**

| APPOINTMENTS    |                      |          |            |            |          |       |                     |                                                          |
|-----------------|----------------------|----------|------------|------------|----------|-------|---------------------|----------------------------------------------------------|
| NAME            | POSITION             | DATE     | PT/FT/TEMP | GRADE/STEP | SALARY   | HOURS | DEPT/BRANCH         | REASON FOR CHANGE: PROMOTION/HO SALARY/TRANS RESIGNATION |
| Taylor Jacobs   | PSP                  | 11/29/21 | FT         | UI/1       | \$18.686 | 38    | Main/Public Service |                                                          |
| Danielle Coward | South Branch Manager | 12/13/21 | FT         | F          | \$29.399 | 38    | South               | Replacing Alyson Morgan                                  |
| Connie Wilson   | AFO                  | 12/6/21  | FT         | E          | \$23.00  | 38    | Main/Fiscal         | Replacing Cathie McPhie                                  |
| Dione Taylor    | PSP                  | 12/20/21 | PT         | UI/1       | \$18.686 | 29    | Columbia            | Replacing Allison Monai                                  |

Ms. Snipes moved, and Ms. Schiemann seconded the approval of personnel Appointments.

**Roll Call: yeas, unanimous**

**#2022-006 Approval to Enter into Executive Session to Discuss Personnel Matters Related to Compensation of Public Employees**

Mr. Dake moved, Ms. Schiemann seconded to enter into Executive Session to discuss personnel matters related to compensation of public employees.

**Roll Call: yeas, unanimous**

The board entered into Executive Session at 6:05 p.m.

**Reconvened: 7:35 p.m.**

**#2022-007 Approval of Administrative Salaries**

The Board recommends an increase to Ms. Diamond-Ortiz for all of her valuable work to the Library.

Anastasia Diamond-Ortiz, CEO      Four Percent (4%)      \$57.93/hour

Mr. Dake moved, Ms. Torres seconded to increase the salary for the Chief Executive Officer.

**Roll Call: yeas, unanimous**

**Dr. Badillo asked for a motion to adjourn. All members agreed and the meeting was adjourned at 7:39 p.m.**

**ATTEST:**

**President**

Handwritten signature in blue ink, appearing to read "Yvonne B. ... ND".

**Secretary**

Handwritten signature in blue ink, appearing to read "Tiffany McCallister".