

LORAIN PUBLIC LIBRARY SYSTEM

Lorain, Ohio

Minutes

Thursday, November 19, 2020, 5:00 p.m.

Streaming on the Library's You Tube Channel

Roll Call

Dr. Tomas called the meeting to order at 5:02 p.m., and welcomed all.

Present: Dr. Tomas, Ms. McClelland, Ms. Torres, Ms. Schiemann, Dr. Badillo, Ms. Knight

Absent: Col. Belanger

#2020-104 Approval on Minutes of the October 15, 2020 Meeting

Ms. Torres moved, Ms. Snipes seconded that the minutes of the October 15, 2020 be approved.

Roll Call: yeas, unanimous

#2020-105 Approval of the Fiscal Officer's Report

The October Financials were included in your Board packets.

We had a cash balance at month end of \$26,008,107

The Cash balance in operating funds was \$12,412,091 and operating funds after encumbrances was \$11,570,336.

The total unencumbered cash balances as of October 31, 2020 was \$24,406,233.

The revenues year-to-date were at \$19,382,205 which was 98.5% of the estimated annual revenues without advances or transfers.

The expenses year-to-date were \$7,332,554 which was 51.1% of the estimated expenses without advances or transfers.

Expenses with encumbrances total \$8,934,429 which was 62.2% of the annual estimated expenses.

The PLF revenue received for the month of November 2020 was 1.7% higher than what we received in November of 2019. Overall, for the year, PLF revenue is down from the beginning of the year by \$11,282 or -0.3%. We are on track to exceed what the County estimated for 2020 PLF revenue from their revision back in July.

At the end of October, the Accounts Payable Clerk position became vacant. The position was posted immediately, and the Library received a large number of applicants. There is a resolution later in the

agenda for personnel appointments, and 2 of the positions are for the fiscal office. Going through this process allowed me the opportunity to set-up my own team. The Accounts payable position will be filled by Connie Wilson who brings over 20 years of AP/AR experience as well as knowledge auditing compliance. The Assistant Fiscal Officer role will be filled by Georgina Cogley. She was the former Fiscal Officer for the Northeast Ohio Regional Library System and has a strong background in payroll and governmental fund accounting. Both have a passion for public service as well as the library system and are excited for the opportunity. I am looking forward to them joining the fiscal team.

There were no correspondences.

There was one public records request for November. It was sent to Debbie Blair, who is the Fiscal Officer for the Northeast Ohio Regional Library System. The request came from FOIA Professional Services which is an organization that assists individuals with requesting Freedom of Information Act requests anonymously on their behalf. The information requested was for the participation in the E-rate program and the resulting internet service provider for the South Branch. Requested documents included the copy of the contract, all submitted proposals, and the scoring the sheet. Debbie forwarded me the request seeking approval to provide the requested information, which I provide approval for.

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

Roll Call: Yeas, unanimous

Report of the Director

Ms. Diamond-Ortiz provided updates on the Avon Branch project. The Library's owner's representative, Mr. Roger Riachi, was present for questions from the Board.

Ms. Jennifer Black, Public Relations Manager gave a presentation on the new library website that is in final development. Ms. Black provided an overview of the new library website and asked for feedback. She showed the Board members the two websites (old and new) side by side for comparison and commented that her team has been working on the website for eight months. Ms. Black also noted that the website is fully accessible for those with disabilities and can be viewed from mobile phones.

Committee Reports

Library Services Committee

There was a discussion on the Performance Management Plan that will be used in the future to evaluate library employees. There was also a discussion on a one-time bonus payment to a number of employees for their hard work keeping guests and employees safe during the Covid-19 Pandemic.

New Business

#2020-106 RESOLUTION REQUESTING THE LORAIN CITY SCHOOL DISTRICT, LORAIN COUNTY, OHIO TO SUBMIT TO THE ELECTORS OF THE SCHOOL DISTRICT THE QUESTION OF A RENEWAL TAX LEVY FOR CURRENT EXPENSES OF THE LORAIN PUBLIC LIBRARY SYSTEM

Ms. Torres moved, Dr. Badillo, seconded the following:

RESOLUTION REQUESTING THE LORAIN CITY SCHOOL DISTRICT, LORAIN COUNTY, OHIO TO SUBMIT TO THE ELECTORS OF THE SCHOOL DISTRICT THE QUESTION OF A RENEWAL TAX LEVY FOR CURRENT EXPENSES OF THE LORAIN PUBLIC LIBRARY SYSTEM

(R.C. Sections 5705.03, 5705.23, 5705.25)
Renewal Library Operating Levy

WHEREAS, the Lorain County Auditor has certified that the above-referenced tax will generate \$3,354,416 during the first year of collection, based on the current tax valuation of the Lorain City School District, Lorain County, Ohio (the "School District") of \$604,117,160.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Lorain Public Library System, Lorain County, Ohio, two-thirds of all of the members appointed thereto concurring, that:

Section 1. It is hereby found, determined, declared and recited, that (a) the Library was established prior to September 4, 1947, by resolution passed by the Board of Education of the School District as a free public library to serve the School District; and (b) this Board wishes to initiate proceedings for the submission to the electors in the entire territory of the School District the question of the renewal tax levy for current expenses of the Library.

Section 2. It is hereby found, determined and declared that the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax list and duplicate will be insufficient to provide an adequate amount for the necessary requirements of the Library, and it is necessary to levy a renewal tax in excess of such limitation for current expenses of the Library, such renewal tax levy to renew all of the five and ninety-five hundredths (5.95) mill levy approved by the voters of the School District on March 15, 2016.

Section 3. This Board hereby requests the Board of Education of the School District to pass a resolution under Ohio Revised Code Section 5705.23 and other applicable provisions of law to submit to the electors in the entire territory of the School District at an election to be held therein on May 4, 2021, the question of such renewal tax levy for current expenses of the Library. All of the territory of the School District is in Lorain County, Ohio. The Library shall reimburse the School District for costs of the election as certified by the

Board of Elections of Lorain County.

Section 4. Such renewal tax levy shall be at a rate not exceeding five and ninety-five hundredths (5.95) mills for each one dollar of valuation, which amounts to fifty-nine and one-half cents (\$0.595) for each one hundred dollars of valuation, for five years.

Section 5. Such renewal tax levy shall be placed upon the tax list and duplicate for the current tax year, commencing in 2021, first due in calendar year 2022, if a majority of the electors voting thereon vote in favor thereof.

Section 6. This Board finds, determines and declares that the levy of the tax, if approved by the electors, is necessary to the proper furnishing and rendering of free public library services in the School District and for the residents in the entire territory of the School District.

Section 7. The Chief Financial Officer of this Board is hereby authorized and directed to deliver a certified copy of this resolution to the Board of Education of the School District.

Section 8. It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Ohio Revised Code Section 121.22.

Roll Call: Yeas, Unanimous

#2020-107 Disposal of Surplus Property

Asset Tag Number 5585, Serial Number N/A, Description-Wooden Desk

Ms. Schiemann moved, and Ms. Torres seconded to dispose of the above surplus property.

Roll Call: Yeas, Unanimous

#2020-108 Approval of Annual CLEVNET Costs

Ms. Snipes moved, and Ms. Torres seconded to authorize the expenditure of two hundred eighty-four thousand, four hundred fifty-one dollars and eighty cents (\$284,451.83) for annual CLEVNET contract costs for library services.

Roll Call: Yeas, Unanimous

#2020-109 Furniture Purchases for Domonkas, Administration, Main Library and North Ridgeville

Dr. Badillo moved, Ms. Snipes seconded to approve the purchase of furniture from Ohio Desk in an amount not to exceed one hundred twenty-four thousand one hundred dollars (\$124,100) for the following locations:

| | | |
|------------------|--|---------------|
| Domonkas | Complete replacement of branch furniture | Cost \$65,000 |
| North Ridgeville | Meeting Room Tables | Cost \$15,000 |
| Main Library | Meeting room on lower level | Cost \$15,000 |
| Main Library | Staff Break Room | Cost \$23,000 |
| Administration | CFO Office | Coast \$6,100 |

Roll Call: Yeas, Unanimous

#2020-110 Purchase of Counters and Cabinets for Lorain Main Branch Staff Room

Ms. Torres moved, Ms. Snipes seconded to authorize the Library to enter into an agreement with Niehart Home Improvement to purchase and install new kitchen cabinets and counters for the kitchen area in the staff room at the Lorain Main Branch in an amount not to exceed eleven thousand four hundred and sixty dollars.

Roll Call: Yeas, Unanimous

#2020-111 Replacement of Service Desk and Shelving End Caps

Dr. Badillo moved, and Ms. Torres seconded to authorize the Library to enter into an agreement with Kush Custom Cabinetry for the fabrication and installation of new shelving end caps and a new service desk at Domonkas Branch in an amount not to exceed thirteen thousand dollars (\$13,000).

Roll Call: Yeas, Unanimous

2020-112 Approval of Personnel Appointments

| APPOINTMENTS | | | | | | | | |
|------------------------|-----------------------------|----------|------------|------------|----------|-------|-------------|--------------------|
| NAME | POSITION | DATE | PT/FT/TEMP | GRADE/STEP | SALARY | HOURS | DEPT/BRANCH | REASON FOR CHANGE: |
| Allison Monai | PSP | 11/30/20 | PT | UI/1 | \$18.319 | 29 | Columbia | New Hire |
| Kathryn (Kitty) Hinkle | PSP | 11/30/20 | PT | UI/1 | \$18.319 | 30 | South | New Hire |
| Connie Wilson | Admin Asst. Account Payable | 11/30/20 | FT | C | \$19.00 | 38 | Main/Fiscal | New Hire |
| Georgina Cogley | AFO | 12/7/20 | FT | E | \$24.50 | 38 | Main/Fiscal | New Hire |

Ms. Torres moved, Dr. Badillo seconded to approve personnel appointments.

Roll Call: Yeas, Unanimous

#2020-113 Approval of Performance Management Plan for Non-Union Staff

Ms. Diamond-Ortiz thanked Ms. Ventura for her work on the Performance Management Plan.

Ms. Torres moved, Dr. Badillo seconded to adopt the Performance Management Plan for non-union staff, as proposed by administrative staff, effective December 1, 2020

Roll Call: Yeas, Unanimous

#2020-114 Approval of Executive Assistant Job Description

Ms. Diamond-Ortiz stated this position was much needed for the Administration, Human Resources, and Facilities Departments.

Dr. Badillo moved, Ms. Torres seconded to approve the new position description for the newly created Executive Assistant position.

Roll Call: Yeas, Unanimous

#2020-115 Approval of Revised Collection Development Policy

Ms. Diamond-Ortiz stated this was to bring the policy up to date and there were no major policy changes.

Ms. Torres moved, Ms. Snipes seconded to approve the proposed revisions to the Library's Collection Development Policy as presented.

#2020-116 Approval of Administrative Salaries

Dr. Tomas stated 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%) \$55.70/hour

Ms. Torres moved, Ms. Snipes seconded to increase the salary for the Chief Executive Officer, retro-active to April 1, 2020 extending through December 31, 2021.

Roll Call: Yeas, Unanimous

#2020-117 Approval of One-Time Bonus

Dr. Badillo moved, Ms. Schiemann seconded to approve a one-time bonus for the following staff:

| EMPLOYEE NAME | BONUS |
|--------------------------|------------|
| Black, Jennifer | \$1,320.69 |
| Diamond, Michael | \$1,485.47 |
| Diamond-Ortiz, Anastasia | \$2,201.36 |
| Gerena, Richard A. | \$1,462.84 |
| Godec, Anne | \$535.60 |
| Grizzell, Cheryl | \$1,565.62 |
| Guscott, John P. | \$556.24 |
| Kelly Sprinkle, Donna | \$601.85 |
| Lewis, Samuel | \$513.60 |
| Morgan, Allyson | \$499.66 |
| Musser, Robert | \$482.16 |
| Nix, Katherine | \$424.52 |
| Paganelli, Cheryl | \$600.41 |
| Riedy, Joel | \$497.42 |
| Spivey, Susan | \$657.76 |
| Strippoli, Annalisse | \$432.60 |
| Winkler, Jennifer | \$618.01 |

Roll Call: Yeas, Unanimous

Dr. Tomas stated the Board wished to thank the Library staff for all of their work during the past year especially during the Covid-19 Pandemic.

Adjournment The Meeting was adjourned at 6:10 p.m.

Next Meeting:

Regular Business Meeting of the Library Board

December 17, 2020 at 5:00 p.m.

Main Library, 351 W. 6th Street, Lorain, Ohio

Dr. Tomas stated the Board wished to thank the Library staff for all of their work during the past year especially during the Covid-19 Pandemic.

Adjournment

The meeting was adjourned at 6:10 p.m.

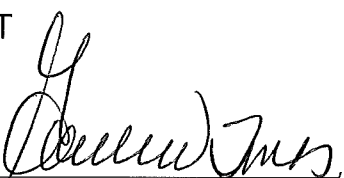
Next Meeting:

Regular Business Meeting of the Library Board

December 17, 2020 at 5:00 p.m.

Main Library, 351 W. 6th Street, Lorain, Ohio

ATTEST



President



Secretary