

Board of Trustees
January 16, 2020

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Thursday, January 16, 2020, 5:00 p.m.
North Ridgeville Branch Library, 35700 Bainbridge Road, North Ridgeville, OH
Regular Business Meeting

Roll Call

Dr. Tomas called the meeting to order at 5:00 p.m., and welcomed all to the North Ridgeville Branch

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

Regular Business

None

#2020-003 Approval of Minutes

Ms. Snipes moved, Ms. Schiemann seconded that the minutes of the December 19, 2019 meeting be approved.

Roll Call: yeas, unanimous

#2020-004 Approval of Chief Fiscal Officer's Report

Ms. Rich reported the following financial highlights for December 2019:

- The books for 2019 have been closed, and the books for 2020 are open.
- Unexpended cash balance was \$13,958,456.68
- Encumbrances at year end were \$961,963
- Total PLF revenue for 2019 equaled \$4,199,043
- Total Revenue for 2019 equaled \$11,040,182, which was 105% over estimated budget
- Total Expenses for 2019 equaled \$9,387,468, which was 67.3% of estimated budget
- Interest earned in December was \$18,822.12. The total of the Board's investments as of 12/31/2019 was \$13,493,564.

There were no public records request.

Roll Call: yeas, unanimous

Board of Trustees
January 16, 2020

Report of the Director

Ms. Diamond-Ortiz said good afternoon and welcome to North Ridgeville!

Ms. Diamond-Ortiz said that the 2018 Annual Report is posted on the Library's website and will now start to work on the 2019 report. Ms. Diamond-Ortiz stated that the 2019 Program of Work is mostly complete and said a lot was accomplished. She handed out the 2020 Program of Work and the Strategic Goals tracking sheet. Ms. Diamond-Ortiz brought it to the trustees' attention there was a 17% gain in circulation in eMedia and the number of new library cards issued in 2019 increased. Patrons are definitely using eMedia so the money allocated towards the purchase of content is money well spent. The change in operating hours took effect on January 6, 2020 and patrons appreciate the extended hours. The January 4, 2020 staff gathering was well attended with 70 staff members and family present. Dr. Tomas mentioned that she saw a drop in visits and was concerned especially with levies coming up. Ms. Diamond-Ortiz said the climb in eBooks and other eMedia more than makes up for that. Ms. Paganelli, Director of Technical Services, showed the Board members the new Lego packs and also memory kits for adults that will be circulating for the public soon. Ms. Diamond-Ortiz concluded with sharing the news that the Community Foundation of Lorain County funded the purchase of two Charlie Carts and more Food and Fun programming for 2020.

Committee Reports

None

Communications

None

Audience Participation

Supervisors

Jennifer Winkler thanked and welcomed everyone. She mentioned that the use of new holds lockers increased. 165 people participated in Noon Year's Eve program. 110 people attended the Frozen program with Elsa and Anna characters.

Friends of the Library

North Ridgeville- 42 attended friends January meeting. Next week is their book sale
Lorain friends having their book sale this week and were wrapping up. There is a negotiation meeting next week.

Avon friends levy formed and started meetings.

Board of Trustees
January 16, 2020

Foundation of the LPLS

Dr. Tomas mentioned that there are non-profit seminars offered by the Community Foundation of Lorain County that are free and the members of the Foundation board will be attending some in the future.

Other

None

New Business

#2020-005 Approval to Renew Service Agreement with Wadsworth Service for Maintenance of HVAC Systems

Col. Belanger moved, Ms. Torres seconded to authorize the Library to enter into an agreement with Wadsworth Service for an amount not to exceed twenty eight thousand, nine hundred and nine dollars and twenty five cents (\$28,909.25) to service the HVAC systems in Columbia Branch, Domonkas Branch, North Ridgeville Branch, South Branch, and Main Library.

Roll Call: yeas, unanimous

#2020-006 Approval of Personnel Appointments

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

- Aaron Barnes, Student Aide, Avon Branch, 15 hours, effective December 16, 2019, at \$8.70/hour, Grade A.
- Delaney Diedrick, Student Aide, Domonkas Branch, 15 hours, effective January 6, 2020, at \$8.70/hour, Grade A
- Makayla Stevens, Student Aide, Domonkas Brach, 15 hours, effective January 6, 2020 at \$8.70/hour, Grade A
- Alyssa Mendiola, Student Library Aide, Domonkas, part-time, 15 hours, effective February 25, 2019, at \$8.55 per hour, Grade A
- Keralys Gonzales, Student Library Aide, Main, part-time, 15 hours, effective June 10, 2019, at 8.55 per hour, Grade A.
- Yalexis Acevedo, Student Library Aide, Main, part-time, 15 hours, effective June 10, 2019, at 8.55 per hour, Grade A.
- Kiara Montalvo, Student Library Aide, Main, part-time, 15 hours, effective June 10, 2019, at 8.55 per hour, Grade A
-

Roll Call: yeas, unanimous

Board of Trustees
January 16, 2020

#2020-007 Revision of Code of Conduct

Ms. Torres moved, Ms. Schiemann seconded to authorize the following changes to the Code of Conduct, section 3.02 of the Board Adopted Policies.

CODE OF CONDUCT () (2020-01-16 REV) 3.02

It is the intent of the Board of Trustees of the Lorain Public Library to make the library a place for learning and recreation for all citizens of the library service area. It is the responsibility of the trustees to provide a pleasant, orderly facility conducive to effective use of library services and materials.

The administration has the responsibility of assuring a pleasant experience for all library users. To meet this responsibility, the library staff will identify behavior that infringes on the rights of other patrons or staff and/or threatens the safety of library property. The library staff and/or security personnel will then deal with the behavior according to the guidelines in the routines for this policy.

These rules have been adopted to ensure the comfort and protection of all those using library materials and services.

The following types of disruptive behavior interfere with an atmosphere conducive to effective use of library materials and services. Continued violations may result in a temporary or permanent expulsion from the library and/or loss of library privileges. The Library CEO and other Library staff are authorized to determine what constitutes disruptive behavior.

They may include, but are not limited to:

- Noise (including radios and ringing/musical tones played by cell phones) or loud talking which interferes with the rights of others
- Using profane, obscene or abusive language
- Making racial, ethnic, religious, gender or sexual orientation epithets
- Harassing patrons or staff, including without limitation deliberate or repeated behavior that is intimidating, hostile, and/or offensive, or that adversely impacts staff work performance or patron use of the Library
- Physical abuse, assault, fighting or challenging someone to fight
- Running in the building
- Misuse of library furnishings, restroom facilities, materials or equipment
- Loitering, congregating on or around entrances/exits, stairways or any other library property in a manner that blocks easy access to the library's facilities for other patrons or the staff.
- Entering unauthorized workspaces or work areas or other non-public areas
- Taking photographs and/or recording videos of Library staff or patrons without their permission
- Possessing weapons of any kind, either concealed or in plain view, in the Library, unless the person in possession of the weapon is a law enforcement officer
- Failure to adhere to library Internet Access guidelines and procedures.
- Violating other Library policies and/or guidelines
- Violating federal, state, and/or local laws
- Engaging in other acts disruptive to patrons and staff

Board of Trustees

January 16, 2020

Library staff and/or security personnel may limit the number of people seated in a given area or at any one table.

Children ages 6 and under should be accompanied by a care giver who will maintain responsibility for children under their care while in the library. Library staff cannot be responsible for unattended children of any age.

Assistance animals, or assistance animals in training accompanied by a trainer, will be the only animals permitted in the library unless authorized in advance by a Branch Manager or Main Library Manager, after approval of the Library CEO or Library COO.

In order to keep books, materials and furnishings in good order, eating is only permitted in designated areas of the library during designated times and at meetings or during special library programs when so designated by the sponsor and approved by the Library.

Appropriate clothing including shoes is required.

*An expulsion can be appealed to the library CEO. A permanent expulsion may be appealed to the Lorain Public Library System Board of Trustees.

Roll Call: yeas, unanimous

#2020-008 Approval to Enter into Executive Session to Discuss Legal Matters Related to Real Estate Property Agreements

Ms. Torres moved, Dr. Badillo seconded the motion to enter into executive session to discuss legal matters related to real estate property agreements with the City of Sheffield Lake.

Roll Call: yeas, unanimous

5:42 p.m. Reconvened


VIII. Other Agenda Items

IX. Next Meeting: February 20, 2020 at 5 p.m. at Avon Branch

Adjournment Time: 5:45 p.m.

Attest:


_____, President


_____, Secretary