

**LORAIN PUBLIC LIBRARY SYSTEM**

**Lorain, Ohio**

**Minutes**

**Wednesday, April 22, 2020, 5:00 p.m.**

**Streaming on the Library's YouTube Channel**

**Regular Business Meeting**

Dr. Tomas called the meeting to order at 5:01 p.m., and welcomed everyone

**Roll call**

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

**#2020-028 Approval of Minutes of the February 20 and April 17 Meetings**

Roll Call: Yeas, unanimous

**#2020-029 Approval of Fiscal Officer's Report**

The February Financials were included in your packets. The following are the highlights for February: \$13,416,748 cash balance at month end. \$9,097,302 cash balance in our Operating Funds, \$7,439,097 unencumbered. Unencumbered cash balances as of February 29, 2020 were \$11,307,836. Revenues were \$863,602 which was 8.1% estimated annual revenues without advances or transfers. Expenses were \$1,405,311 which was 9.8% of estimated expenses without advances or transfers. Expenses with encumbrances were \$3,514,223, which was 24.5% of annual estimated expenses.

The March Financials were included in your packets. The following are the highlights for March: \$14,369,494 cash balance at month end. \$10,107,843 cash balance in our Operating Funds, \$9,097,302 unencumbered. Unencumbered cash balances as of March 31, 2020 was \$12,346,549. Revenues were \$2,728,825 which was 25.5% estimated annual revenues without advances or transfers. Expenses were \$2,317,787 which was 16.1% of estimated expenses without advances or transfers. Expenses with encumbrances were \$4,520,733

which was 31.5% of annual estimated expenses. The Library normally receives property tax revenue in March and September. This March we received property tax payments from Lorain, but we did not receive tax payments from Avon, North Ridgeville, Columbia, or Sheffield Lake until April. The amounts received were equal to what was budgeted. PLF revenue for March was approximately \$306,0000, while April's PLF revenue was \$248,238. March's payment was recorded in April since it was received the last week of March while the Library was closed.

Correspondence – None

Public Record's Requests - None

Roll Call: Yeas, unanimous

### **Report of the Director**

Ms. Diamond-Ortiz welcomed everyone. She mentioned that National Library Week was in April and, unfortunately, the library buildings are still closed. March digital usage increased by leaps and bounds and over 200 new ecards were issued. Ms. Diamond-Ortiz, along with other library directors, met via telephone conference with Senator Manning and Representatives Manning, Miller and Stein for OLC Legislative Day since they could not meet in Columbus this year. The legislators inquired about library service since the libraries had to close the doors to the public. Representative Dick Stein asked if local libraries were leaving WiFi on because it is very important to students to have this running since they are all working remotely.

Ms. Diamond-Ortiz asked Mr. Rick Gerena to update on what is been going on with the buildings while the library has been closed. The Main Library hosted a blood drive, the west wall was dug up because of drainage into the basement of the library. It was discovered that the pipes were not connected and that was causing serious issues. It has been fixed. Painting and ceiling tiles are installed at Main in the staff room. Lakeland Glass will be putting in new energy saving glass there as well. The hold lockers have been delivered. Mr. Gerena and Joel Reidy are working on the electrical and cabling so the lockers at Main, South, and North Ridgeville can be operational in May. New LED pendant lighting was installed at South. Our cleaning company, Gergley's, has been helping sanitize the buildings. The Columbia HVAC project is complete.

### **Committee Reports**

A. Finance, Audit and Properties Committee

None

B. Library Services and Personnel Committee

None

C. Trustee Development and Nominating Committee  
None

D. Fraud Hotline  
None

**Audience Participation**

A. Supervisor Ms. Grizzell listed the many new services that have been rolled out during the closure. The management team jumped into action to respond and be creative in offering online patron services for everyone, from toddlers to seniors. The 400 mobile hot spots for students were distributed. There are new virtual services such as Ask a Librarian, live telephone calls, virtual story times on the Library's YouTube channel. There were 200 ecards issued. The Library partnered with Neighborhood Alliance and the Lorain County Office on Aging to apply for a grant from the COVID-19 Response Fund at the Lorain County Community Foundation. Ms. Torres asked how the hot spots have been received by the community and Ms. Grizzell states that the feedback from the school districts has been overwhelmingly positive.

B. Friends of the Library  
None

C. Foundation of the LPLS  
None

D. Other  
None

**New Business**

**#2020-030 Approval of Fund Transfers**

Ms. Torres moved, Col. Belanger seconded to approve following transfers from the General Fund.

**FROM**

**TO**

101-01-59999	General Fund	\$966,408	112-00-49999	Avon	\$150,000
			120-00-49999	Columbia	\$60,000
			122-00-49999	Domonkas	\$70,000
			110-00-49999	N. Ridgeville	\$175,000
			130-00-49999	Lorain	\$511,408

Roll Call: Yeas, unanimous

**#2020-031 Approval of Access Control Doors at Main Library**

Col. Belanger moved, Dr. Badillo seconded to authorize the Library to enter into an agreement with Technology Install Partners in an amount not to exceed twelve thousand, five hundred forty two dollars and twenty seven cents (\$12,542.27) to install access control on the interior doors at the Main Library to secure staff areas.

Roll Call: Yeas, unanimous

**#2020-032 Approval of Seasonal Lawn Care with Reliable Lawn Service for Avon and North Ridgeville Branches**

Ms. Schiemann moved, Ms. Snipes seconded to authorize the Library to enter into an agreement with Reliable Lawn Service in an amount not to exceed thirteen thousand, fifty-two dollars (\$13,052) to provide seasonal lawn care at Avon and North Ridgeville branches.

Roll Call: Yeas, unanimous

**#2020-033 Approval of Purchase and Retrofit of Shipping Container for the Library on the Lake**

Ms. Schiemann moved, Ms. Torres seconded to authorize the Library to enter into an agreement with Rust Belt Welding in an amount not to exceed forty-seven thousand five hundred Dollars (\$47,500) to purchase and retrofit a 20' shipping container for installation at Lakeview Park for the Library on the Lake partnership with Lorain County Metro Parks.

Roll Call: Yeas, unanimous

**#2020-034 Approval for Library to Apply for a LSTA Grant**

Dr. Badillo moved, Col. Belanger seconded to authorize the Library to apply for a LSTA grant for four thousand nine hundred ninety-five dollars (\$4,995) to support programming and supplies for the Library on the Lake partnership.

Roll Call: Yeas, unanimous

**#2020-035 Approval for Purchase of Hotspots to Support School Children**

Ms. Schiemann moved, Ms. McClelland seconded to authorize the Library enter into an agreement with Sprint Solutions, Inc. in an amount not to exceed one hundred twenty-three thousand one hundred twenty dollars (\$123,120) to purchase 400 hotspots with internet service to support digital inclusion and online learning for students in Avon (50), Clearview (40), Lorain (130), North Ridgeville (100), Sheffield-Sheffield Lake (50).

Roll Call: Yeas, unanimous

**#2020-036 Approval of Compensation for Chief Fiscal Officer**

Col. Belanger moved, Ms. Schiemann seconded to authorize compensation for Lisa Crescimano to be set at to be set at \$60.00 per hour worked with accompanying vacation accruals and reimbursement for mileage, effective April 6, 2020.

Roll Call: Yeas, unanimous

**#2020-037 Approval to Enter into Executive Session**

Dr. Badillo moved, Ms. Schiemann seconded to approve adjourning to Executive Session to discuss the employment and compensation of public employees.

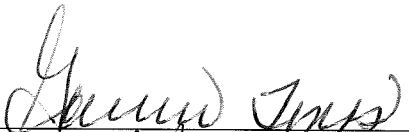
Roll Call: Yeas, unanimous

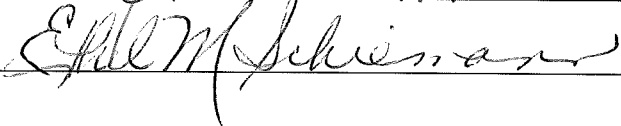
Reconvened 6:48

**Next Meeting:**

**Regular Business Meeting of the Library Board  
May 21 at 5 pm  
Streaming on the Library's YouTube channel**

Attest:

  
\_\_\_\_\_, President

  
\_\_\_\_\_, Secretary