

Board of Trustees  
August 20, 2020

**LORAIN PUBLIC LIBRARY SYSTEM**  
**Lorain, Ohio**

Minutes

Thursday, August 20, 2020, 5:00 p.m.

Streaming on the Library's You Tube Channel

**Roll Call**

Dr. Tomas called the meeting to order at 5:10 p.m., and welcomed all.

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

**Regular Business** None

**#2020-069 Approval of Minutes**

Ms. Clelland moved, Ms. Torres seconded that the minutes of the July 16, 2020 meeting be approved.

**Roll Call:** yeas, unanimous

**#2020-070 Approval of Chief Fiscal Officer's Report**

The July Financials were included in your Board packets.

We had a cash balance at month end of \$14,560,470

The Cash balance in operating funds was \$10,573,585, and operating funds unencumbered was \$9,372,142.

The total unencumbered cash balances as of July 31, 2020 was \$12,647,253.

The revenues year-to-date were at \$5,834,246 which was 54.4% of the estimated annual revenues without advances or transfers.

The expenses year-to-date were \$5,232,233 which was 37% of the estimated expenses without advances or transfers.

Expenses with encumbrances total \$7,145,450 which was 50% of the annual estimated expenses.

The PLF revenue received for the month of August 2020 was 27.24% higher than what we received in August of 2019. Overall, for the year, PLF revenue is down from the beginning of the year by \$160,608 or -6.9%. As indicated last month, the reduction in PLF revenue is due to the economic activity and reduction in State tax receipts.

The Lorain County Auditor's Office sent out a revised Public Library Fund estimate. As of July 17, 2020, the new estimate for the Lorain Public Library is \$4,013,153 down from 4,344,758 as of January 13, 2020, which is reduction of \$331,605.

The Lorain County Auditor's Office has issued their first Entitlement Estimate for the 2021 Public Library Funds. The Overall PLF for Lorain County is estimated to be \$8,465,591. The difference between the 2020 estimate revised on 7/13/2020 of \$8,816,536 and 2021's estimate is down by \$350,945. Lorain Public Library's share for 2021 is \$3,853,408, which is down from the 7/13/2020 estimate by \$159,745.

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**New Business**

**#2020-071 Approve Bank Signatory**

Ms. Snipes moved, Ms. McClelland seconded to approve effective immediately Erika A. Ventura, Chief Fiscal Officer, and Kathy J. Niehm, Assistant Fiscal Officer, to be approved signatories for the Lorain Public Library System bank accounts.

**Roll Call:** yeas, unanimous

**#2020-072 Appropriations Modification**

Col. Belanger moved, Ms. McClelland seconded to approve the following appropriations modifications:

Fund 206 State Library of Ohio's CARES Act mini-Grant \$3,000

**Roll Call:** yeas, unanimous

**#2020-073 Authorization to Apply for CARES Act Coronavirus Relief Fund (CRF) Funds**

Dr. Badillo moved, Ms. Torres seconded to authorize the Library to apply for \$150,000 from the Federal Coronavirus Relief Fund under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The funds are to be used to help offset the unanticipated costs of safely operating library facilities during the pandemic. The CEO will be listed as the Authorized Representative and the CFO will be listed as the Grant Contact.

**Roll Call:** yeas, unanimous

**#2020-074 Approval of Creation of Coronavirus Relief Fund (CRF) Fund**

Col. Belanger moved, Ms. Torres seconded to authorize the Chief Financial Officer to create Fund XXX Coronavirus Relief Fund in order to track the receipt and expenditure activity of the Federal Coronavirus Relief Funds (CRF) funds.

Roll Call: yeas, unanimous

**#2020-075 Approve Subscription to Tutor.com**

Ms. Torres moved, Dr. Badillo seconded to authorize the Library to enter into an agreement with Tutor.com to provide online tutoring services for patrons for one year in an amount not to exceed fourteen thousand, five hundred dollars (\$14,500).

Roll Call: yeas, unanimous

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The Fiscal Office has been working through processing a request for the FEMA Public Assistance Grant in relation to our COVID expenses. We are wrapping up pulling together all the document support they require, and I am looking to have the request submitted to FEMA in the coming weeks.

There were no correspondences and there were no public records request.

**Roll Call:** yeas, unanimous

Correspondence - None

Public Record's Requests - None

### **Report of the Director**

Ms. Diamond-Ortiz started her report by reading two messages the Library received from the public regarding our services. The first was a letter from a books by mail patron who said that books by mail has allowed her to keep reading during the last several months when she could not leave her home due to Covid-19. The second was a message from a patron who used the Little Library on the Lake. The patron borrowed a bicycle and used it to ride at Lakeview Park. She was very impressed by the ability to borrow a bicycle with a library card and hopes the service stays at the beach for years to come.

During these challenging times when we cannot provide programming in the library, library staff are constantly coming up with new ways to reach the public. For example, the back to school/Census event earlier this month at Main Library and South Branch reached many families to give them much needed school supplies and increased awareness of the Census. At North Ridgeville, Heart & Sole partnered with the Library for a fresh produce pickup that highlights and supports North Ridgeville farmers. While the Discovery on the Go van is unable to visit schools and facilitate STEM programs, the Library has turned it into a mobile hotspot where we park for a few hours to provide Wi-Fi at locations around the area. These are just a few examples of creativity under extraordinary circumstances.

Masks and social distancing are constant reminders of our current situation. The Library continues to provide services in our buildings safely, following guidance from state and local public health professionals. It is well documented that COVID has changed operations for everyone, including public libraries. We have diverted several hundred thousand dollars into purchasing necessary equipment, services and PPE so we can continue to serve the public. Recently, we were informed of CARES Act funding specifically for public libraries that will help to recoup some of these unexpected but necessary costs. We have good news on that front as we were among the first group of libraries to apply for the funding so we will be among the first to receive the grant money, which is why you see multiple resolutions related to the CARES Act on this evening's agenda.

### **Committee Reports- None**

- A. Finance, Audit and Properties Committee
- B. Library Services and Personnel Committee
- C. Trustee Development and Nominating Committee
- D. Fraud Hotline

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### **#2020-076 Authorization to Repair Driveway at Main Library**

Col. Belanger moved, Ms. Torres seconded to authorize the Library to enter into an agreement with Hart Asphalt to repair the driveway at Main Library in an amount not to exceed twelve thousand nine hundred dollars (\$12,900).

Roll Call: yeas, unanimous

### **#2020-077 Disposal of Surplus Property**

Ms. Torres moved, Ms. McClelland seconded to approve the disposal of the following items pursuant to Board Policy 2.02 due to no longer being of use and in poor condition:

<b>Asset Tag Number</b>	<b>Serial Number</b>	<b>Description</b>
<b>N/A</b>		<b>Office chair</b>
<b>N/A</b>		<b>Office chair</b>
5864	D24010629300574	Custom built computer
6135	D24010417201727	Custom built computer
6167	D24010809200552	Custom built computer
6477	na	Custom built computer
6171	D24010547300771	Custom built computer
6134	D24010735500944	Custom built computer
6221	D24010827500191	Custom built computer
6138	D24010809200585	Custom built computer
6137	D24010627601280	Custom built computer
5863	D24010629301003	Custom built computer
6224	D24010827500017	Custom built computer
6165	D24010735500638	Custom built computer
6139	D24010735500535	Custom built computer
6148	D24010627601239	Custom built computer
7370	0014D1F36CE1	camera
5852	SUA1000	ups
5802	HA19H9NL916620J	Monitor
7222	13121226TA	Monitor
2867	NB17H9NW702796	Monitor
5827	HA19H9NP147602M	Monitor
5818	69115190NA	Monitor

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6736	23155912TA	Monitor
6737	38323967TA	Monitor
7239	1Y146617TA	Monitor
5709	GS19HVEYA06100W	Monitor
7415	33307350TA	Monitor
7238	1Y146614TA	Monitor
6738	13120490TA	Monitor
5910	HA17H9NP520398L	Monitor
7136	V89IH9NZC01807F	Monitor
5777	MJ19H9NL346438M	Monitor
5621	AALW20500005	projector
5999	na	Custom built computer
5900	D24010627601270	Custom built computer
7376	0014D1F36CA3	camera
7475	38324129TA	Monitor
7363	na	Custom built computer
7163	7B028156H	laptop
<b>6329</b>	ggkpmj1	laptop

Roll Call: yeas, unanimous

**#2020-078 Selecting Most-Qualified Firm to Provide Design Professional Services and Authorizing Agreement for Such Services for the Avon Branch Library Project**

Ms. Snipes moved, Col. Belanger seconded the following resolution regarding the selection of the most-qualified firm to provide design professional services for the Avon Branch Library Project.

WHEREAS, The Lorain Public Library System placed ads in the Lorain Morning Journal on July 9 and July 16, 2020 announcing its request for statements of qualifications from architectural/engineering firms to provide design services for the Avon Branch Library Project; and

WHEREAS, On July 24, 2020, the Library received statements of qualifications from nine architectural/engineering firms; and

WHEREAS, The selection committee was formed to evaluate the statements of qualifications and to create a short list of firms that it considered the most qualified for the Avon Branch Library Project. The short-listed firms, in no particular order, are:

1. Bialosky Cleveland;
2. Bostwick Design Partnership, Inc.;
3. GPD Group;
4. HBM Architects, Inc.; and

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WHEREAS, On August 5, 2020, the selection committee interviewed the short-listed firms and subsequently met to select no fewer than three firms that it considered most qualified for the Avon Branch Library Project; now therefore be it

RESOLVED, That the Board of Trustees hereby accepts the recommendation of the selection committee, and announces the selection of GPD Group as the most-qualified architectural/engineering firm for the Avon Branch Library Project; and be it further

RESOLVED, That the Board authorizes the CEO or her designees, to enter into negotiations for an agreement with the most qualified architectural firm in accordance with the requirements of Ohio Revised Code Section 153.69 which provides, among other things, that if the Library fails to negotiate an agreement with the highest ranked firm for a price that is fair and reasonable, it shall terminate negotiations with the highest ranked firm and enter into negotiations with the architectural firm ranked the second highest. This process shall be repeated again with the third ranked firm in the event negotiations fail with the second highest firm; be it further

RESOLVED, That upon completion of negotiations, the CEO shall submit the agreements to this Board for final approval.

Roll Call: yeas, unanimous

#### **#2020-079 Authorize Memorandum of Understanding with Hope for Futures Farm Program**

Col. Belanger moved, Ms. Schiemann seconded to approve the attached memorandum of understanding between the Library, Hope for Futures, Church of the Open Door, Lorain County Public Health and El Centro to support the development of urban farms at Main Library and South Branch.

Roll Call: yeas, all, but Ms. Snipes abstained

#### **#2020-80 Authorization to Resurface Parking Lot at Domonkas Branch**

Ms. Clelland moved, Col. Belanger seconded to authorize the Library to enter into an agreement with Hart Asphalt to resurface the parking lot at Domonkas Branch in an amount not to exceed nineteen thousand, nine hundred dollars (\$19,900)

Roll Call: yeas, unanimous

#### **2020-81 Approval to renew property, liability, fleet and crime insurance coverage for the period September 15, 2020 through September 15, 2021 to the Ohio Plan managed through Hylant Administrative services for a total premium of \$37,753**

Ms. Snipes moved, Col. Belanger seconded to authorize the library to enter into a contract to renew property, liability, fleet and crime insurance coverage for the period September 15, 2020 through September 15, 2021 to the Ohio plan managed through Hylant Administrative Services for a total of thirty seven thousand, seven hundred fifty three dollars (\$37,753)

Roll Call: yeas, unanimous

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**2020-82 Appropriation Modification**

Dr. Badillo moved, Ms. Snipes seconded to approve the following Appropriation Modifications.

Fund 207 Federal COVID Relief Act Grant up to \$150,000

Roll Call: yeas, unanimous

Adjourned: 5:58 p.m.


Next Meeting:


Regular Business Meeting of the Library Board

September 17 at 5 pm

Streaming on the Library's YouTube channel

**Attest:**

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

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