

Board of Trustees
July 16, 2020

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Thursday, July 16, 2020, 5:00 p.m.

Streaming on the Library's You Tube Channel

Roll Call

Dr. Tomas called the meeting to order at 5:03 p.m., and welcomed all.

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

Regular Business None

#2020-060 Approval of Minutes

Ms. Snipes moved, Ms. McClelland seconded that the minutes of the June 18, 2020 meeting be approved.

Roll Call: yeas, unanimous

#2020-061 Approval of Chief Fiscal Officer's Report

We had a cash balance at month end of \$14,817,738

The Cash balance in operating funds was \$10,745,358, and operating funds unencumbered was \$9,385,991.

The total unencumbered cash balances as of June 30, 2020 was \$12,971,269.

The revenues year-to-date were at \$5,421,253 which was 50.6% of the estimated annual revenues without advances or transfers.

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. We are slowly closing the gap, as last month it was down -8.7%

The expenses year-to-date were \$4,561,972, which was 32% of the estimated expenses without advances or transfers.

Expenses with encumbrances total \$5,528,380 which was 36.1% of the annual estimated expenses.

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

Ms. Snipes moved, Ms. McClelland seconded that the minutes of the June 18, 2020 meeting be approved.

Roll Call: yeas, unanimous

Correspondence - None

Public Record's Requests - None

Board of Trustees
July 16, 2020

Report of the Director

Ms. Diamond –Ortiz stated that the Avon building project was well under way. There has been a lot of interest from design professionals and construction managers and the Library's owner's representative, RFC Contracting, is handling the response. The deadline to submit a response to the request for qualifications for design professionals is July 24. The deadline for the construction manager at risk request for qualifications is August 7. Trustees Belanger and McClelland will participate in the review of qualifications along with the Ms. Grizzell and Mr. Gerena. Ms. Diamond-Ortiz met with Avon's Mayor and the Finance Director to share progress and stated that she would communicate regularly with officials from the City. The Library opened its doors to the public on June 22 and patrons are commenting to staff how happy and grateful they are to have their Library back open. The Library is following the Governors Responsible Restart Ohio orders for reopening business. Ms. Diamond-Ortiz stated that the Library keeps up with the latest information from Lorain County Public Health. The Little Library on the Lake at Lakeview Park in Lorain is on track to be opened this August. Ms. Diamond-Ortiz shared that the Library is in contact with the US Census Partnership Specialist and is working with the Lorain County Complete Count Committee to coordinate a back to school drive through event at Main and South branches on August 8. There will be a giveaway of school supplies and US Census employees will be on hand to help people complete the census forms. The Library is working with Elyria Public Library on this effort. Due to the continued need for internet service, the Library will continue to check out WiFi hotspots for students for the upcoming school year as needed. The Library is contacting the schools now to determine their needs.

Rick gave us a tour of the new culinary literacy center/kitchen up in Meeting Room A. It is almost complete.

As expected, monthly usage stats were down. The bright spots are the rise in usage of the digital collections and WiFi. While the number of patrons coming in the doors is below normal levels, there is a steady stream of people visiting the library throughout the day. Ms. Diamond-Ortiz mentioned that the lockers are very popular and patrons like being able to pick up materials outside operating hours. CLEVNET has reinstated requests from other member libraries and patrons are happy to once again have access to all the materials CLEVNET offers.

Committee Reports- None

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

Audience Participation

Supervisors: Ms. Susan Spivey said patrons are happy to be able to get back into the library. She said staff

Board of Trustees

July 16, 2020

are doing an amazing job, showing very good teamwork and are happy to see everyone again. She also brought up the Spellebrate Battle of Champions and said the library won and has the trophy. They would like to build a shelf to put

The trophy on in honor of Scott Machol who is retiring the end of July.

Friends of the Library: None

Foundation of the LPLS: Dr, Tomas mentioned that they met via Zoom in July. And the next Foundation meeting will be in September where they will discuss the bylaws.

Other: None

New Business

#2020-062 Resolution Authorizing the Execution of an Agreement Relating to the Avon Branch of the Lorain Public Library System

Ms. Schiemann moved, Ms. McClelland seconded the following resolution authorizing an agreement between the City of Avon and the Lorain Public Library System:

WHEREAS, voters of the City of Avon (the "City") approved a new 2.00-mill tax levy (the "Tax Levy") for current expenses of the Avon Branch of the Lorain Public Library system, including the construction and operation thereof at the March 17, 2020 election; and

WHEREAS, this Board wishes to enter into an agreement relating to the operation of the Avon Branch of the Library and to use the proceeds of the Levy.

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

Section 1. Pursuant to Ohio Revised Code Section 3375.42, this Board hereby finds and determines it to be necessary to enter into an agreement (the "Agreement") with the City relating to the operation of the Avon Branch of the Library and to the use of the proceeds of the additional tax levy approved March 17, 2020 and of other funds available for the operation of the Avon Branch of the Library.

Section 2. The Agreement is hereby approved in substantially the form attached hereto as Exhibit A, with such changes therein as are not inconsistent with this resolution and not substantially adverse

Board of Trustees
July 16, 2020

to the Board as shall be approved by the officers executing the Agreement; provided, that the approval of those changes by those officers, and their character as not being substantially adverse to the Board, shall be evidenced conclusively by their execution of that Agreement.

Section 3. The President and Chief Financial Officer of the Board of Library Trustees are hereby authorized and directed, for and in the name and on behalf of this Board, to execute and deliver the Agreement in substantially the form attached hereto as Exhibit A.

Section 4. 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 Section 121.22 of the Ohio Revised Code.

Roll Call: yeas, unanimous

#2020-063 Authorization to Apply for CARES Act Grant

Ms. McClelland moved, Ms. Snipes seconded to authorize the Library to apply for a \$3,000 grant from the State Library of Ohio to provide funds to purchase personal protective equipment (PPE) related to COVID-19.

Roll Call: yeas, unanimous

#2020-064 Purchase of Carpet for Domonkas Branch

Ms. Snipes moved, Ms. McClelland seconded to authorize the Library to enter into an agreement with Cleveland Rock and Tile, Inc. to purchase and install new carpeting throughout the Domonkas Branch in an amount not to exceed sixty nine thousand dollars (\$69,000).

Roll Call: yeas, unanimous

#2020-065 Authorization for Electrical Work at Main Library

Ms. McClelland moved, Ms. Schiemann seconded to authorize the Library to enter into an agreement with Zenith Systems to install a switch at Main Library that would allow for complete power shutoff in case of an emergency in an amount not to exceed fourteen thousand forty nine dollars and thirty seven cents (\$14,049.37).

Roll Call: yeas, unanimous

#2020-066 Appointment of New Staff

Ms. McClelland moved, Ms. Snipes seconded to authorize the following appointments of new staff.

Board of Trustees

July 16, 2020

APPOINTMENT

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NAME	POSITION	DATE	PT/FT/TEMP	GRADE/ STEP	SALARY HOURS	DEPT/BRANCH	
Daniel Gurchik	Maintenance Worker	6/29/20	FT	UH Step 3	38	Maintenance	New hire

Roll Call: yeas, unanimous

#2020-067 Approval of Core Behaviors for All LPLS Employees

Ms. Snipes moved, Ms. Schiemann seconded the motion to adopt the new core behaviors for all LPLS employees to replace the existing Code of Patron Service (Section 4.13 of the Board Adopted Policies).

LPLS has determined the following ten core behaviors to be essential for all LPLS employees:

- I build relationships.
- I seek and share knowledge.
- I approach every situation with an open mind.
- I treat everyone as if they are someone.
- I engage in active communication.
- I prioritize the customer experience.
- I lead from where I am.
- I focus on solutions.
- I foster positivity.
- I show up ready to serve.

Roll Call: yeas, unanimous

#2020-068 Approval of Enter into Executive Session to Discuss the Compensation of Public Employees

Ms. McClelland moved, Ms. Snipes seconded the motion to enter into executive session to discuss the compensation of public employees.

Board of Trustees
July 16, 2020
Roll Call: yeas, unanimous

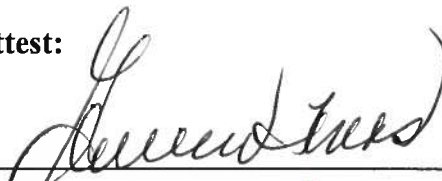
Adjourned: 5:31 p.m.

Reconvened: 6:09 p.m.

Next Meeting:

Regular Business Meeting of the Library Board
August 20 at 5 pm
Streaming on the Library's YouTube channel

Attest:


_____, President


_____, Secretary