

Board of Trustees  
May 21, 2020

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

Minutes

Thursday, May 21, 2020, 5:00 p.m.

Streaming on the Library's You Tube Channel

**Roll Call**

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

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

**Regular Business** None

**#2020-038 Approval of Minutes**

Ms. Torres moved, Ms. McClelland seconded that the minutes of the April 22, 2020 meeting be approved.

**Roll Call:** yeas, unanimous

**#2020-039 Approval of Chief Fiscal Officer's Report**

Dr. Badillo moved, Ms. Schiemann seconded that the Chief Fiscal Officer's Report for the month ended April 30, 2020 be approved.

The April Financials were included in your packets. The following are the highlights for April:

We had a \$15,898,251 cash balance at month end. The cash balance in our Operating Funds was \$11,662,369, with our unencumbered balance being \$10,087,703. The unencumber cash balance of all funds was \$13,762,600 as of April 30, 2020.

Year-to-date revenues was at \$2,728,825, which was 25.5% estimated budgeted annual revenues without advances or transfers. Year-to-date expenses was at \$2,317,787, which was 16.1% of estimated budgeted expenses without advances or transfers. Expenses with encumbrances was at \$4,520,733 which was 31.5% of annual budgeted expenses.

The Library has received all its property tax payments. The amounts received were equal to what was budgeted.

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PLF revenue for April was \$248,238 which is 2.56% less than was received in April last year, and for May it was \$287,022 which is 54.43% less than was received in May last year. The reduction in economic activity since mid-March, combined with a postponement of the State's income tax filing date from April 15th to July 15th, reduced State General Revenue Fund tax revenues. Due to the extended filing deadline for State income tax, we are hoping to see some recovery of PLF in August. The OLC as well as the State Auditor has recommended that when budgeting for 2021, we decrease our projections for PLF by 20%.

### **Correspondence – None**

#### **Public Record's Requests**

Received a request from the Freedom Foundation for employee information on hire date and income. A majority of political subdivision in the State of Ohio received this request.

**Roll Call:** yeas, unanimous

### **Report of the Director**

Ms. Anastasia Diamond-Ortiz said that the CFO search has begun and interview packets were sent to the Board for approval. She said she felt real good about the candidates that were being selected. She is looking at a July 1 start date for the CFO.

Ms. Diamond-Ortiz said that the library received a \$10,000 grant for COVID relief from Lorain Community Center to help senior patrons with the help of Neighborhood Alliance. She also said that the library received a grant from the Stocker Center and the money was to go to the Passport for Kindergarten program. There is a proposal in conjunction with LMHA to use the money for young children (Southside Gardens) for help with internet access. Children were using the WIFI while sitting in the parking lots of the library while we were closed. She is also looking into putting together grants for digital inclusion.

Ms. Diamond-Ortiz mentioned that the Avon levy passed with 60%.

She also mentioned that there were eight retirements, which four of the eight positions will not be filled and there will be a delay on two of them. Doing this will help out with the loss of PLF money.

### **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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### **Audience Participation**

*Supervisors:* Ms. Cheryl Grizzell reported that the libraries had started curbside pickup on Monday, May 18 from 1:00-6:00 p.m. and everything was going well. There was a slow pick up on Monday, but as the word got out more patrons starting showing up. Families were thrilled and happy to be able to pick up their materials once again.

Ms. Torres asked Ms. Grizzell how the staff was taking the new normal, and she said there was mixed reaction and worry about face coverings. But they all seemed to move on with everything.

She also mentioned that the Union contract was signed and delivered to the Union.

*Friends of the Library:* None

*Foundation of the LPLS:* Ms. Tomas mentioned that there will possibly be a Foundation meeting on July 20.

*Other:* Mr. Michael Diamond reported that the library applied for Shared Work Ohio on April 30 and by May 7 it was in process and approved by May 17 to start May 18 when the library re-opened to curbside. He was busy this week helping staff get through the unemployment system and verified. By next week all employees should be verified and ready. Ms. Badillo asked how many applied and Mr. Diamond said 100.

### **New Business**

#### **#2020-040 Authorization to Apply for the FEMA Public Assistance Grant Program and Appointing an Authorized Agent**

Col. Belanger moved, Ms. McClelland seconded to authorize the Library to apply for FEMA Public Assistance Grant Program FEMA-DR-4507-OH and authorize the CEO, Anastasia Diamond-Ortiz, to sign all documents and in all ways act as the Authorized Agent for the purposes of this program.

**Roll Call:** yeas, unanimous

#### **#2020-041 Authorization to Participate in the Shared Work Ohio Program**

Ms. Snipes moved, Col. Belanger seconded to authorize the Library to participate in the Shared Work Ohio Program, a layoff aversion program, beginning May 18, 2020 or the Monday following notification of acceptance into the program, whichever comes first.

**Roll Call:** yeas, unanimous

#### **#2020-042 Approval of Seasonal Lawn Care with Reliable Lawn Service for Avon Branches**

Col. Belanger moved, Ms. Snipes seconded to authorize the Library to enter into an agreement with Reliable Lawn Service in an amount not to exceed nine thousand, five hundred nineteen dollars (\$9,519) to provide seasonal lawn care at Avon Branch.

**Roll Call:** yeas, unanimous

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**#2020-043 Approval of Disinfection and Additional Cleaning Services from Gergley's Maintenance King**

Ms. Badillo moved, Ms. Snipes seconded to authorize the Library to enter into an agreement with Gergley's Maintenance King in an amount not to exceed thirty thousand, eight hundred fifty five dollars (\$30,855) for disinfection and cleaning of all public facilities due to COVID-19.

**Roll Call:** yeas, unanimous

**#2020-044 Approval for Purchase of Self Check Machines**

Ms. Badillo moved, Col. Belanger seconded to authorize the Library enter into an agreement with Envisionware, Inc. in an amount not to exceed ten thousand, nine hundred twenty three dollars (\$10,923) to purchase two self-check machines for the Lorain Main and South branches.

**Roll Call:** yeas, unanimous

**#2020-045 Approval of Electrical Work to Support the Library on the Lake**

Ms. Snipes moved, Ms. Schiemann seconded to authorize the Library to enter into an agreement with Zenith Systems in an amount not to exceed twelve thousand, seven hundred eighty nine dollars (\$12,789) for electrical work needed to power the Library on the Lake.

**Roll Call:** yeas, unanimous

**#2020-046 Revision of the Library Patron Code of Conduct**

Ms. Torres moved, Col. Belanger seconded to authorize the following addition to the Code of Conduct, section 3.02 of the Board Adopted Policies, on pandemic safety regarding masks/face coverings for patrons in library buildings.

**Roll Call:** yeas, unanimous

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CODE OF CONDUCT (2020-05-21 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

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.

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Pandemic Safety

According to Ohio's Stay Safe Ohio Order issued on April 30, 2020, face coverings are strongly recommended for people who can safely wear them. For the safety of patrons and staff, the Library will require patrons to wear a mask/face covering when entering a library building when a public health emergency has been declared in Ohio. If a visitor objects to doing so due to health/disability or religious reasons, a reasonable accommodation to provide library services will be made.

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

Ms. Diamond-Ortiz said this revision was needed due to Covid and was necessary and is temporary until this pandemic is over.

Ms. Tomas thanked management for their great leadership during this pandemic helping getting grants and helping out patrons. She also asked if the drive up windows were opened and Ms. Diamond-Ortiz said no not yet. Col. Belanger asked about signage and Ms. Diamond-Ortiz said the library is working on getting that up before the library opens up to patrons. She also said the library is looking into buying masks for patrons that come and don't have one.

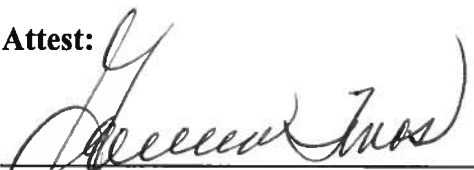
Next Meeting:

Regular Business Meeting of the Library Board

June 18, 2020 at 5:00 p.m. at Main Library

**Adjournment Time: 5:45 p.m.**

Attest:

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

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