

**LORAIN PUBLIC LIBRARY SYSTEM
LORAIN, OHIO**

REGULAR MEETING MINUTES

Thursday, September 19, 2024

President Ms. Snipes-Martin called the meeting to order at 5:07 p.m. President Ms. Snipes-Martin asked if any Board members had a conflict with the agenda. No Trustees indicated a conflict with the business for this evening.

Roll Call - Ms. Snipes-Martin, yes; Dr. Badillo, yes; Ms. McClelland, excused; Ms. Torres, yes; Mr. Ackerman, yes; Ms. Ramirez, yes, Mr. Byrne, yes.

#2024-057 Approval of August 15, 2024, Regular Meeting Minutes

Ms. Torres moved, Ms. Ramirez seconded to approve the August 15, 2024, Regular Meeting Minutes.

Roll Call for Resolution #2024-057: yeas, unanimous

#2024-058 Approval of August 2024 Fiscal Officer Report

Ms. Torres moved, Mr. Byrne seconded to approve the August 2024 Fiscal Officer Report.

CFO Angney called attention to a typo in the written copy of his report wherein revenues increased rather than decreased, provided an update on the 2022-2021 financial audit, and discussed an inquiry from Moody's regarding the status of the financial audit. CFO Angney will be attending the Lorain County Budget Commission meeting on September 30 during which estimates for 2025 property taxes will be received.

Roll Call for Resolution #2024-058: yeas, unanimous

Report of the Director

Director Diamond-Ortiz distributed a photo received from a patron that depicts the patron and the boat that he built using library resources and reference materials. The Library has contracted with ERC to offer training and professional workshops to staff members. HR Manager Ronga discussed the training program for new professionals that focused on communications and respect in the workplace. Fourteen staff members were in attendance with evaluations noting the program as an 'eye opening program', 'very informative', and 'expand their skills'. New supervisor training will take place in October focusing on the role of the supervisor, communications, conflict management, and workplace accountability. HR

Manager Ronga mentioned a new pumpkin decorating contest for staff to show off their creativity and invited Trustees to judge the contest on Best Carved Pumpkin, Best Decorated (Non-Carved) Pumpkin, and Best Literary-Themed Pumpkin. Director Diamond-Ortiz distributed a Lorain County Votes Initiative bag that was created in the library's Create Space that will be used by that organization to register people to vote. Director Diamond-Ortiz invited members of the board to attend Trustee Training program at Lorain County Community College on October 3. Staff Development Day is on October 14 at Emerald Event Center in Avon and Director Diamond-Ortiz welcomed members of the Board to attend and welcome staff if they are available. She noted that library visits are trending upward overall. North Ridgeville had shown some decline that was attributed to the renovation.

Committee Reports

Finance, Audit, and Properties Committee – Met Tuesday, September 10, 2024 at 4:00 p.m. at the Avon Branch. The committee discussed the appraisal of the vacant parcel across from the Main Branch and recommends authorizing administration to sell the property. Director Diamond-Ortiz asked to have the Columbia levy included on the next meeting agenda. Next meeting is scheduled for Monday, December 2, 2024.

Library Services and Personnel Committee – Met Friday, September 6, 2024 at 4:00 p.m. at the Avon Branch. Training & HR Handbook reviewed. Recommended adding steps to the CEO and CFO annual review process to allow for check-in opportunities during the year to obtain feedback starting in 2025.

Trustee Development and Nominating Committee – None – No Discussion

Friends of the Library – Booksale at Main Branch September 12-19
Columbia holding a bingo night 10/16, have obtained the applicable licensing and are in the process of buying supplies. Bingo will be held at the Fraternal Order of Eagles, donating use of room and will have a cash bar.

Foundation of the Lorain Public Library System – None – Next meeting Monday, October 28
Important for Board members to make sure they donated to Community Foundation of Lorain County during Connect to a Cause event being held today.

Columbia Community Foundation representative Dennis Ross thanked the Board for their support. Mr. Ross held an impromptu auction of a handmade hat. The winning \$10 bid was made by Rick Gerena.

Communications - None

Audience Participation

Mr. Joseph Taylor, Branch Manager, Columbia Branch reported that this was his first board meeting hosted since he started at Columbia in April 2024. A lot of weeding of the collection has taken place since Mr. Taylor started. Items removed from the collection leftover from the latest book sale were donated to St. Peter Parish School in Lorain. Mr. Taylor and Ms. Kari Mariner set up a table during a home football game and distributed materials to promote the library. Mr. Taylor has plans for the Columbia Branch to participate in Trunk or Treat for Columbia Band Boosters and is excited for what's to come.

New Business

#2024-059 Approval of Personnel Appointments in August.

| APPOINTMENTS | | | | | | | | |
|-------------------|-----------|---------|---------------------|----------------|---------|-----------------|----------------------------------|----------------------------------------|
| NAME | POSITION | DATE | PT/FT/TEMP HOURS | GRADE/ STEP | SALARY | DEPT/ BRANCH | NEW HIRE/ CURRENT STAFF | REASON FOR CHANGE |
| Danielle Salopek | Librarian | 9/16/24 | FT 38 | UJ | \$23.26 | Main | New Hire | Replacement – Bethany Bonafield* |
| Debbie Parchem | PSP/OR | 9/9/24 | FT 38 | UI | \$20.50 | Main/South | New Hire | Replacement – Catalina Baeza* |
| Samantha Michalek | Student | 9/9/24 | PT 15 | A | \$10.45 | NOR | New Hire | Previously Vacant |
| Abigail Freedman | Student | 9/9/24 | PT 15 | A | \$10.45 | NOR | New Hire | Previously Vacant |

*Bethany Bonafield received a promotion to Assistant Manager – Main.

*Catalina Baeza laterally transferred from Outreach to Main.

Mr. Byrne moved, Ms. Torres seconded to approve Personnel Appointments.

Roll Call for Resolution #2024-059: yeas, unanimous

#2024-060 Resolution to Approve the Proposed Revisions to the Library's Collection Development Policy as presented.

Requests for Reconsideration of Library Materials

Patrons **who live and/or work within our service districts** who wish to request the reconsideration of library materials shall complete and sign the **Citizens Request for Reconsideration of Library Materials form**, which are available from Library Staff. **An individual or entity can have only one request under review at a time. An individual title can be challenged only once every five years.** The CEO will appoint a Review Committee from the professional staff. The Review Committee will evaluate the material and make a written recommendation to the CEO who will then make a decision regarding the disposition of the material. The CEO will communicate this decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date, which in no case shall be more than thirty days from the receipt of the Request for Reconsideration form. The CEO will inform the Board of Library Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the CEO, s/he may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. If a hearing is granted, the individual will be notified when s/he may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of Lorain Public Library System. On the basis of this determination, the Board may vote to uphold or override the decision of the CEO.

Ms. Ramirez moved, Mr. Ackerman seconded to approve the Proposed Revisions to the Library's Collection Development Policy as presented.

Mr. Byrne asked how or if procedures were in place to verify accuracy of the home or work address provided. Director Diamond-Ortiz responded a verification step could be added to the form.

Roll Call for Consent Agenda #2024-060: yeas, unanimous

#2024-061 Resolution in Support of the Lorain Public Library System's Application for the NTIA Digital Equity Grant as the Lead Applicant.

The Board of Trustees supports the Library's role as lead applicant and fiscal agent for NTIA's digital equity grant opportunity in partnership with the Elyria Public Library and Grafton Public Library in Lorain County and Ashbury Senior Computer Community Center, Cleveland Public Library, Cuyahoga County Public Library and East Cleveland Public Library in Cuyahoga County.

Mr. Byrne moved, Mr. Ackerman seconded to approve the Resolution in Support of the Lorain Public Library System's Application for the NTIA Digital Equity Grant as the Lead Applicant.

Director Diamond-Ortiz described the project as a collaboration between the libraries and organizations listed in which Lorain Public Library System serves as the lead applicant and fiscal agent. This program would be a multi county effort with library employees and a dedicated vehicle providing services that are not limited solely to our service area. The application includes a thirty-two percent match with support from the Community Foundation of Lorain County and the Cleveland Foundation.

Dr. Badillo asked how long the grant would run, Director Diamond-Ortiz responded four years. Dr. Badillo asked what the role of 'digital navigator' entails. Director Diamond-Ortiz responded this position entails more than traditional classes and would evaluate whether a particular individual has a device or internet access and connect them with agencies that provide these services. Dr. Badillo asked how these individuals would be identified. Director Diamond-Ortiz responded the grant has covered populations such as limited English proficiency, elderly, and rural residents identified. Mr. Ackerman stated it was an honor to be considered the lead applicant and would we need to provide space. Director Diamond-Ortiz responded the library would need to provide space in addition to hiring additional staff. Dr. Badillo asked where the services would take place. Director Diamond-Ortiz responded services would take place in our libraries, other spots in which the vehicle could be set up, or residential settings. Dr. Badillo asked about the possibility of renewal after the expiration of the four-year term. Director Diamond-Ortiz responded that the current grant is for a four-year term only, however, there may be an opportunity for renewal upon completion of the initial term.

Roll Call for Consent Agenda #2024-061: yeas, unanimous

#2024-062 Resolution to Approve the Adoption of an Employee Handbook Detailing Personnel Policies for the Library's Employees and Authorizing Administration to Develop Procedures for Implementation and Distribution.

Ms. Torres moved, Ms. Ramirez seconded to approve the Adoption of an Employee Handbook Detailing Personnel Policies for the Library's Employees and Authorizing Administration to Develop Procedures for Implementation and Distribution.

Policies will be reviewed annually and provide a summary of changes upon which staff would sign off electronically. Also, we will have paper copies available in branches to provide ease of access for library staff.

Roll Call for Resolution #2024-062: 5 yeas and 1 abstain

Other Agenda Items

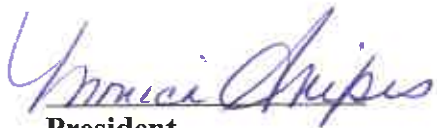
Larry Finnegan, Retired CLEVNET and Brian Lesczc reported on the results of the IT audit. They highlighted that LPLS has increased its utilization of CLVNET services and pursued grant funding that

has served to reduce costs and increase services provided to patrons. Recommended improved communications relative to public initiatives and in-house services be made.

Discussion of organization structure tabled and referred to the Library Services and Personnel Committee for discussion.

With no further business to come before the Board, the meeting was adjourned at 6:44 p.m.

ATTEST:


President


Secretary