

**LORAIN PUBLIC LIBRARY SYSTEM
LORAIN, OHIO**

AGENDA

Thursday, September 19, 2024 at 5:00 p.m.
Columbia Branch
13824 W. River Road North, Columbia Station, OH 44028

Mission: Connecting Our Communities to Experiences that Enrich, Empower, and Inspire Every Day

Regular Meeting

Call to Order and Determination of Quorum

(The Chair asks if any Members have a conflict with today's Agenda)

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

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

_____ moved, _____ seconded to approve the August 15, 2024, Regular Meeting Minutes.

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

#2024-058 Approval of August 2024 Fiscal Officer Report

_____ moved, _____ seconded to approve the August 2024 Fiscal Officer Report.

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

Report of the Director

2024 August Monthly Statistics Report

Committee Reports

- a. Finance, Audit, and Properties Committee
- b. Library Services and Personnel Committee
- c. Trustee Development and Nominating Committee
- d. Friends of the Library
- e. Foundation of the Lorain Public Library System

Communications

Audience Participation

- a. Branch Manager – Joe Taylor
- b. Other

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.

_____ moved, _____ seconded to approve Personnel Appointments.

Roll Call - Ms. Snipes-Martin ____, Dr. Badillo ____, Ms. McClelland ____, Ms. Torres ____, Mr. Ackerman ____, Ms. Ramirez ____, Mr. Byrne _____

#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.

_____ moved, _____ seconded to approve the Proposed Revisions to the Library's Collection Development Policy as presented.

Roll Call - Ms. Snipes-Martin ____, Dr. Badillo ____, Ms. McClelland ____, Ms. Torres ____, Mr. Ackerman ____, Ms. Ramirez ____, Mr. Byrne _____

#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.

_____ moved, _____ 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.

Roll Call - Ms. Snipes-Martin ____, Dr. Badillo ____, Ms. McClelland ____, Ms. Torres ____, Mr. Ackerman ____, Ms. Ramirez ____, Mr. Byrne _____

#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.

_____ moved, _____ 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.

Roll Call - Ms. Snipes-Martin ____, Dr. Badillo ____, Ms. McClelland ____, Ms. Torres ____, Mr. Ackerman ____, Ms. Ramirez ____, Mr. Byrne _____

Other Agenda Items

- Presentation on IT Audit
- Discussion on Columbia Branch
- Discussion of Organization Structure

Adjournment

Regular Meeting

Thursday, October 17, 2024, at 5:00 p.m.

Main Branch

351 W. 6th Street

Lorain, OH 44052