

**LORAIN PUBLIC LIBRARY SYSTEM
LORAIN, OHIO**

REGULAR MEETING MINUTES

Thursday, August 15, 2024

President Ms. Snipes-Martin called the meeting to order at 5:03 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, yes; Ms. Torres, yes; Mr. Ackerman, yes; Ms. Ramirez, yes, Mr. Byrne, excused.

#2024-051 Approval of June 20, 2024, Regular Meeting Minutes

Ms. Torres moved, Ms. McClelland seconded to approve the June 20, 2024, Regular Meeting Minutes.

Roll Call for Resolution #2024-051: yeas, unanimous

#2024-052 Approval of June and July 2024 Fiscal Officer Reports

Ms. Torres moved, Mr. Ackerman seconded to approve the June and July 2024 Fiscal Officer Report.

CFO Angney was not present at the meeting and Director Diamond-Ortiz mentioned that the reports were provided to the Board Members to review and if they have any questions, they can contact CFO Angney. Mr. Ackerman stated that he likes the detailed reports CFO Angney provides.

Roll Call for Resolution #2024-052: yeas, unanimous

Report of the Director

Director Diamond-Ortiz read a congratulations card from North Ridgeville Heart & Sole for the North Ridgeville renovations as well as a letter from the Lorain Historical Society about the Morning Journal Digital Archive. Director Diamond-Ortiz shared that Assistant Director, Cheryl Grizzell has accepted another position as Director of Ritter Public Library and her last day will be Friday, August 30, 2024. LPLS will have a farewell party for Assistant Director, Cheryl Grizzell on August 30 from 2:00 p.m. to 4:00 p.m. and invited all the Board Members to attend. Director Diamond-Ortiz mentioned the Lorain County Votes Civic Engagement Coalition and the project that they are working on to increase civic engagement and voting in Lorain County. Director Diamond-Ortiz also invited the Board Members to

the Urban League's DEI Conference in September. The Avon Branch had a surprise passport inspection and they received a perfect score.

Committee Reports

Finance, Audit, and Properties Committee – Meeting scheduled for Tuesday, September 10, 2024 at 4:00 p.m. at the Avon Branch

Library Services and Personnel Committee – Meeting scheduled for Friday, September 6, 2024 at 4:00 p.m. at the Avon Branch

Trustee Development and Nominating Committee – None – No Discussion

Friends of the Library – None – No Discussion

Foundation of the Lorain Public Library System – Ms. Ramirez mentioned the new mini-grant program. Mini-grants will be awarded to the Library to support the projects that are funded. Awards up to \$2,000 will be granted to the Library to support a program/service at a branch. Up to \$5,000 will be awarded to support programs/services that can be offered at multiple locations and are a result of collaboration between branches. More information is provided in the application. The deadline for applications is September 1.

Communications

- Congratulations card from North Ridgeville Heart & Sole for the North Ridgeville Renovations
- Letter from Lorain Historical Society about the Morning Journal Digital Archive

Audience Participation

Mr. Dan Petticord, Chief, Civil Division Lorain County Prosecutor's Office introduced himself to the Trustees. He said he is available for questions on bylaws, open meetings, and procedures. He will provide training and answer questions on running public meetings in the coming months.

Ms. Danielle Coward, Branch Manager, South Lorain Branch provided an update on the branch to include the recent Health & Wellness Fair, Hanna Theater program, and STEM Camps. Ms. Coward also provided an update on the demo kitchen with a timeline of approximately 6-8 weeks (about 2 months) for completion.

New Business
Consent Agenda
#2024-053 to #2024-055

#2024-053 Approval of Personnel Appointments in July.

APPOINTMENTS								
NAME	POSITION	DATE	PT/FT/TEMP	GRADE STEP	SALARY	HOURS	DEPT/ BRANCH	REASON FOR CHANGE: PROMOTION/ HOURS SALARY/ TRANSFER RESIGNATION
Erika Hogan	Main Manager	7/1/24	FT	F	\$69,000/ year	38	Main	Replaces Jeannie Gielty (Promotion)
Catalina Baeza	PSP	7/1/24	FT	UI	\$20.50/ hour	38	Main	Replaces Kayla Mandak (Lateral)
Bethany Bonafield	Assistant Manager	7/22/24	FT	E	\$56,000/ year	38	Main	Replaces Erika Hogan (Promotion)
Sarah White	Librarian	7/29/24	FT	UJ	\$23.26/ hour	38	Outreach	Replaces Amy Breslin (Resignation)
Kaycie Yeager	PSP	7/29/24	PT	UI	\$20.50	29	North Ridgeville	New Hire

#2024-054 Resolution to Approve acceptance of a gift with gratitude from the Friends of the North Ridgeville Branch, in the amount of \$500.00 to support Connecting for Kids; and

Accepting donation in the amount of \$1,000 from the Community Foundation of Lorain County, Rotarian Gerald L. Prucha Memorial Fund with gratitude in support of the Freedge in South Branch and purchase of books in Main Branch.

Mr. Ackerman moved, Dr. Badillo seconded to approve Consent Items #2024-053 to #2024-054.

Roll Call for Consent Agenda #2024-053 to #2024-054: yeas, unanimous

#2024-055 Resolution to Approve Authorizing Execution of Architect Agreement for Capital Improvement Projects

M____ introduced the following resolution and moved its passage:

Resolution No. #2024-055

AUTHORIZING EXECUTION OF ARCHITECT AGREEMENT FOR CAPITAL IMPROVEMENT PROJECTS

WHEREAS, the Board of Trustees of the Lorain Public Library System (the "Board") is undertaking the Capital Improvement Projects (the "Project"); and

WHEREAS the services of a design professional are needed to develop the full design documents for construction and provide construction administration services for the Project; and

WHEREAS, pursuant to the statutory process required to procure a design professional under Ohio Revised Code Sections 153.65, et seq., the Board previously issued a Request for Qualifications ("RFQ") in January, 2022 for facilities assessment and programming, and Bostwick Design Partnership ("Bostwick") was selected as the most-qualified design professional firm; and

WHEREAS, the previously issued RFQ provided the Board the option to utilize the firm selected for the facilities assessment and programming to provide the design professional services for the implementation of the developed program following completion of the facilities assessment, and the Capital Improvement Projects are projects to implement the developed program; and

WHEREAS, the Chief Executive Office/Director solicited a price proposal from Bostwick for the Project with the proposed total compensation of \$299,700.00, including \$295,700.00 for Basic Services plus an amount not-to-exceed \$4,000.00 for Reimbursable Expenses; and

WHEREAS, the Chief Executive Office/Director, working with the Library's third-party Owner's Representative and construction legal counsel has negotiated an architect agreement with Bostwick pursuant to Ohio Revised Code Section 153.69(B).

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Lorain Public Library System as follows:

1. The Board approves the proposed total compensation of \$299,700.00, including \$295,700.00 for Basic Services plus an amount not-to-exceed \$4,000.00 for Reimbursable Expenses as fair and reasonable compensation, and approves the architect agreement with Bostwick negotiated pursuant to Ohio Revised Code Section 153.69(B).
2. The Board authorizes the Chief Executive Office/Director and the Chief Fiscal Officer to finalize and execute the agreement with Bostwick in substantially the form provided to the Board, as well as any related documents required to document the agreement between the Board and Bostwick.

M____ seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

Ayes: _____

Nays: _____

Ms. Torres moved, Dr. Badillo seconded to approve Consent Item #2024-055.

Mr. Roger Riachi, RFC Contracting explained the Standard Form of Agreement Between Owner and Architect as well as the Architect Agreement for Capital Improvement Projects. Ms. McClelland asked for clarification on the budgeted amount from 2023 to 2024. Mr. Riachi explained that the increase was due to additional items to the scope of work. The Agreement includes the design contingency amount in the 2024 budgeted number and this resolution is for the design portion of the agreement. Mr. Riachi indicated that the timeframe for this project will happen in phases with the hope of a Summer 2025 completion date.

Roll Call for Consent Agenda #2024-055: yeas, unanimous

President, Ms. Snipes-Martin requested an Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing by division (G)(1) of section 121.22 of the Revised Code.

#2024-056 Resolution to Approve Entering Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing by division (G)(1) of section 121.22 of the Revised Code.

Ms. Torres moved, Dr. Badillo seconded to approve Entering Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing by division (G)(1) of section 121.22 of the Revised Code.

Roll Call for Resolution #2024-056: 4 yeas and 2 nays

Entered Executive Session at 5:40 p.m.

Mr. Richard Ackerman left the executive session at 6:00 p.m.

Reconvened at 6:31 p.m.

With no further business to come before the Board, the meeting was adjourned at 6:32 p.m.

ATTEST:


President


Secretary