

**LORAIN PUBLIC LIBRARY SYSTEM  
LORAIN, OHIO**

**REGULAR MEETING MINUTES**

Thursday, December 19, 2024

Secretary Ms. McClelland called the meeting to order at 5:02 p.m. President Snipes-Martin informed the board that she will be arriving late. Secretary Ms. McClelland 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, absent; Ms. McClelland, yes; Ms. Torres, yes; Mr. Ackerman, yes; Ms. Ramirez, yes, Mr. Byrne, yes.

**#2024-078 Approval of November 21, 2024, Regular Meeting Minutes**

Mr. Ackerman moved, Ms. Ramirez seconded to approve the November 21, 2024, Regular Meeting Minutes.

**Roll Call for Resolution #2024-078: yeas, unanimous**

**#2024-079 Approval of November 2024 Fiscal Officer Report**

Mr. Bryne moved; Ms. Ramirez seconded to approve the November 2024 Fiscal Officer Report.

Mr. Agney provided an update on the November financials to include the adoption of the annual appropriation measure. The Finance, Audit, and Properties committee met on December 2, 2024, to review an early draft of the appropriation measure. The draft included estimates for Personnel, Capital Projects, and related Debt Service activity. Departmental budgets have since been received and will be incorporated into the final budget that will be submitted for approval. Mr. Agney also mentioned the statutory increases in compensation for employees whose rate of pay coincides with Ohio's minimum wage. These changes will take effect January 1, 2025. Mr. Agney and his team are also working on yearend tasks.

**Roll Call for Resolution #2024-079: yeas, unanimous**

## **Report of the Director**

Director Diamond-Ortiz provided a list of staff members who received recognition for years of service in 2024 and recognized two staff members that were present at the meeting:

Julie Marchand –Public Services Professional, North Ridgeville Branch  
20 Years of Service

Albie Castro – Technology Analyst, Main Branch  
25 Years of Service

Director Diamond-Ortiz shared that the Community Foundation of Lorain County provided a \$3,000 grant to purchase children’s books for the Big Read program. Director Diamond-Ortiz also asked the trustees to bring their board binders to the Organizational meeting in January to update some of the information in the binder. Director Diamond-Ortiz advised that two individuals have applied for the vacant board position. Mr. Byrne asked about follow-up information on the IT Audit and Director Diamond-Ortiz said she will provide information to the board members. Lastly, Director Diamond-Ortiz mentioned that the Ease@Work Culture Study report has been drafted and will be shared with the board.

## **Committee Reports**

Finance, Audit, and Properties Committee – Met December 2, 2024, at 4:00 p.m. at the Avon Branch – notes provided. Mr. Ackerman and Mr. Byrne asked that all budget documents be provided in advance of finance committee meetings.

Library Services and Personnel Committee – None

Trustee Development and Nominating Committee – None

Friends of the Library – The Main Friends hosted their annual Holiday Bazaar over Thanksgiving weekend, offering a delightful selection of new donated books, media, crafts, holiday decorations, and baked goods. The Friends sponsored a holiday photo session for staff and their families—complete with a charming holiday backdrop. The Columbia Friends generously donated \$1,300 to replace all the Columbia Branch toys, a much-appreciated contribution that will be warmly welcomed by visiting families.

Foundation of the Lorain Public Library System – Ms. Ramirez shared that the planned giving option is available on the website for bequests to wills, estate planning, etc. Social media accounts for the Foundation are now active and the committee is working on the 2025 budget.

**Communications – None**

President Ms. Snipes-Martin arrived at 5:15 p.m. and assumed the duties of running the meeting from Secretary McClelland.

**Audience Participation**

Ms. Anne Godec welcomed the board members and shared a few updates on the North Ridgeville branch to include the Garden Club, Holiday on the Ridge which was Polar Express themed with a model train display from the North Ridgeville Historical Society and that the Friends of North Ridgeville purchased the train table.

**New Business**

**Consent Agenda**

**#2024-080 to #2024-084**

#2024-080 Approval of Personnel Appointments in November

APPOINTMENTS								
NAME	POSITION	DATE	PT/FT/TEMP HOURS	GRADE/ STEP	SALARY	DEPT/ BRANCH	NEW HIRE/ CURRENT STAFF	REASON FOR CHANGE
Olivia Hoppe	PSP	12/02/2024	PT 29	UI	\$20.50	Avon	New Hire	Replaces Ethan Haas
Micheal McConnell	Branch Manager	12/02/2024	FT 38	F	\$68,000	Main	Current Staff	Replaces Erika Hogan
Antonia DiGiacomo	Public Relations Assistant	12/11/2024	PT 20	C	\$18.00	PR/Main	New Hire	Replaces LaQuanda Williams
Heza Davila	Student Library Aide	01/01/2025	PT 15	A	\$10.70	Main	Current Staff	Ohio Minimum Wage Increase
Piper Erman	Student Library Aide	01/01/2025	PT 15	A	\$10.70	Columbia	Current Staff	Ohio Minimum Wage Increase
Alexandra Faulk	Student Library Aide	01/01/2025	PT 15	A	\$10.70	Main	Current Staff	Ohio Minimum Wage Increase
Lillian Feliciano	Student Library Aide	01/01/2025	PT 15	A	\$10.70	South	Current Staff	Ohio Minimum Wage Increase
Abby Freedman	Student Library Aide	01/01/2025	PT 15	A	\$10.70	North Ridgeville	Current Staff	Ohio Minimum Wage Increase

Elaina Hollandsworth	Student Library Aide	01/01/2025	PT 15	A	\$10.70	Domonkas	Current Staff	Ohio Minimum Wage Increase
Noah Jenny	Student Library Aide	01/01/2025	PT 15	A	\$10.70	Avon	Current Staff	Ohio Minimum Wage Increase
Samantha Michalek	Student Library Aide	01/01/2025	PT 15	A	\$10.70	North Ridgeville	Current Staff	Ohio Minimum Wage Increase
Annette Najjar	Student Library Aide	01/01/2025	PT 20	A	\$10.70	Avon	Current Staff	Ohio Minimum Wage Increase

LaQuanda Williams was previously in the Public Relations Assistant role but moved to Fiscal.

### #2024-081 Resolution to Approve Library Closings in 2025

- Wednesday, January 1 - New Year's Day
- Sunday, April 20 - Easter
- Monday, May 26 – Memorial Day
- Friday, July 4 – Independence Day
- Monday, September 1 – Labor Day
- Monday, October 13 – Staff Development Day
- Wednesday, November 26 – Day before Thanksgiving close at 5:00 p.m.
- Thursday, November 27 – Thanksgiving Day
- Wednesday, December 24 – Day before Christmas
- Thursday, December 25 – Christmas Day
- Wednesday, December 31 – Day before New Year's close at 5:00 p.m.

### #2024-082 Resolution to Approve Paid Parental Leave Policy, Effective January 1, 2025, and Authorizing Library Administration to Develop Procedures for Implementation

### #2024-083 Resolution of Recommendation to the Lorain City School District, Board of Education for Reappointment of Melissa Perez Ramirez for a term as Trustee for the period January 1, 2025, to December 31, 2031

#2024-084 Resolution to Approve the 2025 Permanent Appropriations

<u>FUND / APPROPRIATIONS GROUPING</u>	<u>AMOUNT</u>
101 GENERAL FUND	
Personnel	\$ 3,002,017.00
Other	2,869,702.00
GENERAL FUND	<u>5,871,719.00</u>
110 NORTH RIDGEVILLE LEVY	
Personnel	986,069.00
Other	737,454.00
NORTH RIDGEVILLE LEVY	<u>1,723,523.00</u>
112 AVON LEVY	
Personnel	823,620.00
Other	1,376,456.00
AVON LEVY	<u>2,200,076.00</u>
120 COLUMBIA LEVY	
Personnel	406,175.00
Other	246,768.00
COLUMBIA LEVY	<u>652,943.00</u>
122 DOMONKAS LEVY	
Personnel	447,859.00
Other	177,155.00
DOMONKAS LEVY	<u>625,014.00</u>
130 LORAIN LEVY	
Personnel	1,714,484.00
Other	5,224,891.00
LORAIN LEVY FUND	<u>6,939,375.00</u>
215 BOOK MEMORIAL	
Other	3,502.00
BOOK MEMORIAL	<u>3,502.00</u>
330 DEBT SERVICE	
Other	692,926.00
DEBT SERVICE	<u>692,926.00</u>
401 BUILDING REPAIR	
Other	1,150,931.00
BUILDING/REPAIR	<u>1,150,931.00</u>
430 CONSTRUCTION FUND	
Other	40,346.50
CONSTRUCTION FUND	<u>40,346.50</u>
451 CAPITAL IMPROVEMENT FUND	
Other	3,683.49
CAPITAL IMPRVMT FUND	<u>3,683.49</u>
701 HAGEMAN TRUST	
Other	50,000.00
HAGEMAN TRUST	<u>50,000.00</u>
<b>TOTAL ALL FUNDS:</b>	<u>\$ 19,954,038.99</u>

Mr. Ackerman moved, Ms. Ramirez seconded to approve all Consent Items #2024-080 to #2024-084.

**Roll Call for Resolutions #2024-080 to #2024-084: yeas, unanimous**

#2024-085 Resolution of Appreciation for Dr. Gloria Badillo

Ms. Torres moved, Mr. Byrne seconded to approve the Resolution of Appreciation for Dr. Gloria Badillo to recognize her many years of service to the Lorain Public Library System as a Trustee.

**Roll Call for Resolution #2024-085: yeas, unanimous**

**Other Agenda Items - None**

With no further business to come before the Board, the meeting was adjourned at 5:24 p.m.

**ATTEST:**

  
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**President**

  
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**Secretary**