

**LORAIN PUBLIC LIBRARY SYSTEM
LORAIN, OHIO**

REGULAR MEETING MINUTES

Thursday, January 16, 2025

President McClelland called the meeting to order at 5:01 p.m. President 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. McClelland, yes; Ms. Ramirez, yes; Ms. Torres, yes; Mr. Ackerman, yes; Ms. Snipes-Martin, yes; Mr. Byrne, yes

#2025-007 Approval of December 19, 2024, Regular Meeting Minutes

Mr. Ackerman moved, Ms. Torres seconded to approve the December 19, 2024, Regular Meeting Minutes.

Roll Call for Resolution #2025-007: yeas, unanimous

#2025-008 Approval of December 2024 Fiscal Officer Report

Ms. Torres moved, Ms. Ramirez seconded to approve the December 2024 Fiscal Officer Report.

CFO Angney gave an update on the financials to include information on closing calendar year 2024 in the accounting system the week of January 13. Once 2024 is closed 1099s will be prepared and the unaudited financial statements will be filed with the Auditor of State. CFO Angney will reach out to the audit staff to get on their schedule for audit of the 2024 and 2023 financial statements. CFO Angney mentioned the action items to include authorizing a transfer from General Fund (101) to the Building Repair Fund (401) in the amount of \$500,000 and acceptance of donation - \$8,000 from The Foundation of the Lorain Public Library System for musical instruments purchased for the South Branch. CFO Angney mentioned scheduling training for staff, updating fiscal procedures and visiting branches to review the cash process at each branch. Ms. Torres asked about the allocation of Public Library Funds for the Grafton Correctional Facilities. CFO Angney said those amounts have been phased in over a four-year period and no changes to the allocation formula for Public Library Funds will be made until 2031. Ms. Ramirez asked about the Public Records Request for Director Diamond-Ortiz's emails for the period 06/20/24 through 07/1924. All emails have been compiled and reviewed to remove any matters not subject to release (all related to attorney-client privilege), however, due to the size of the file, it cannot be sent via email. A request has been sent inquiring how they would like to receive the file. No response received to date.

Roll Call for Resolution #2025-008: yeas, unanimous

Report of the Director

Director Diamond-Ortiz introduced Roger Riachi, RFC Contracting, to provide an update on the Master Plan 2025. Mr. Riachi mentioned that the facilities assessment design is complete, and they are currently working on bidding documents and finalizing the estimate. Mr. Riachi is anticipating a bid package will be presented to the Board in February or March. Bostwick Design Partnership, the same firm who conducted the master facilities assessment, is working on this bidding project. Mr. Byrne mentioned that the Finance, Audit & Properties Committee will need to meet to discuss it prior to presenting the plan at the February or March board meeting.

Mr. Riachi also updated the Board on the garage at the Main Branch. Three rounds of approvals from the City of Lorain have been completed, preliminary work has been done, and development drawings are ready to go to the City of Lorain for final approval. Mr. Riachi indicated that the completion of the garage is targeted for 2025.

Director Diamond-Ortiz introduced Kathleen Norman, Director of Community Engagement. Ms. Norman shared some of her experience in her career and how it will inform her work with LPLS and the Lorain Public Library System community. Ms. Norman also mentioned the upcoming “Big Read”, National Endowment of the Arts program. LPLS, Lorain Historical Society, Oberlin Public Library, Oberlin Heritage Center and Community Foundation of Lorain County have partnered together to offer several months of diverse programming for audiences of all ages inspired by Toni Morrison’s “Beloved”. The “Big Read” Kick-Off event is scheduled for February 15, 2025, at 11:00 a.m. at the Main Branch.

Director Diamond-Ortiz shared the 2024 Strategic Goals Report Out which included establishing a DEIA committee, reimagining the Library’s outreach strategy and analyzing public program offerings. The Library met all three strategic goals set in 2024.

Committee Reports

Finance, Audit, and Properties Committee – None

Library Services and Personnel Committee – None

Trustee Development and Nominating Committee – Ms. McClelland shared that the committee interviewed three trustee candidates and recommended to the Board to nominate Christopher White as a Trustee. Mr. White is a History Teacher at Lorain High School and wishes to be more involved in the community and make connections to help better serve the community.

Friends of the Library – Book sale at Main Library will wrap up by the end of the week. The Friends of Avon Branch will have their book sale on January 18, 2025, from 11:00 a.m. to 2:00 p.m.

Foundation of the Lorain Public Library System – Ms. Ramirez shared that the Foundation has developed the 2025 budget and that changes have been made to their website to offer various ways to donate (IRA, bequests, etc.).

Audience Participation

Ms. Kim Edsell, Avon Assistant Branch Manager, thanked the Board for judging the 2024 Cookie Bake Off in which the Avon Branch won 1st prize with “The Breakfast Club”. The renovated Avon Branch has now been open for two years and they have also added outdoor musical flowers as well as shading canopies for the reading garden area.

New Business

Consent Agenda

#2025-009 Approval of Personnel Appointments in January

APPOINTMENTS								
NAME	POSITION	DATE	PT/FT/TEMP HOURS	GRADE/STEP	SALARY	DEPT/BRANCH	NEW HIRE/CURRENT STAFF	REASON FOR CHANGE
Brian Bartlebaugh	Assistant Manager of Facilities	12/23/2024	FT 38	E	\$64,000	Main/Facilities	Current Staff	Promotion
Dennis Cuthbertson	PSP	01/20/2025	PT 29	UI	\$20.50	Columbia	Current Staff	Replaces Antwayne Smith

#2025-010 Resolution of Recommendation to the Lorain City School District, Board of Education for Appointment of Christopher White for a term as Trustee for the period February 20, 2025, to December 31, 2029.

#2025-011 Resolution to Approve authorizing a transfer from General Fund (101) to the Building Repair Fund (401) in the amount of \$500,000.

#2025-012 Resolution to Approve the Acceptance of Donation - \$8,000 from The Foundation of the Lorain Public Library System for musical instruments purchased for the South Branch.

Ms. Torres moved, Mr. Byrne seconded to approve all Consent Items #2025-009 to #2025-012.

Roll Call for Resolutions #2025-009 to #2025-012: yeas, unanimous

#2025-013 Approval to Enter into Executive Session to Discuss Personnel Matters Related to Compensation of Public Employees.

Mr. Byrne moved, Ms. Torres seconded to enter into Executive Session to Discuss Personnel Matters Related to Compensation of Public Employees.

Roll Call for Resolution #2025-013: yeas, unanimous

Enter Executive Session at 5:29 p.m.


Reconvened at 5:53 p.m.

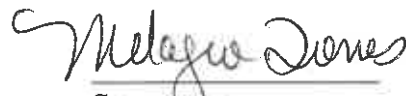
#2025-014 Approval of Administrative Salaries – Tabled

Other Agenda Items – None

With no further business to come before the Board, the meeting was adjourned at 5:53 p.m.

ATTEST:


President


Secretary