



**Unfinished Business:**

Authorization for electronic payments was the next agenda item, and Lorie detailed that all Mastercard and utility payments are paid electronically. Also, all payroll, Public Employees Retirement System and Deferred Compensation are done electronically. "Lorie stated Amazon and Ingram can be paid electronically and you can sort by purchase order."

2708-20  
Approve  
Electronic  
Payments

Cheryl Arnold moved and Betsey Bell seconded Resolution No. 2708-20, approving electronic payments to authorized vendors as presented by the Fiscal Officer.

Roll Call Vote:

Motion Carried

Arnold	AYE
Bell	AYE
Machovina	Absent
Moore-Kowalski	Absent
Parsons	Absent
Schaltenbrand	AYE
Yue	AYE

Lorie noted that there are just a couple changes to the Permanent Appropriations Budget. Lorie advised that the unencumbered balances have to be reported to the Lorain County Auditor, for both the Building Fund and General Fund. Lorie stated that the PLF was down by \$2,000, but taxes went up. We have already received our first tax check, which combines taxes and homestead rollback. Lorie added that on the actual Appropriations Budget, there were a few changes; we increased the Substitute budget. We have to allow for health insurance changes effective July 1, 2020, noting she estimated a 5 percent increase. Lorie increased almost all of the supply accounts to better reflect actual spending. We wanted to add additional funds in case we need them. Outreach is coming out of the Training budget. Lorie noted we may or may not spend it all. Printing/Other Communication was bumped up a little to allow for changes to the Program Guide. Lorie reduced costs on energy because of electric efficiency. William noted that the Fire Alarm control panel is no longer working properly and is going to be replaced. Lorie stated that the Audit line item increased, as we will be having an audit this year. Audits are done every two years. Lorie added some money to the Furniture & Equipment line item, as there may be some changes to displays out front. Lorie increased the DiscoveryWorks Furniture line item because of the check from Lubrizol. Lorie advised that the Transfers line item shows \$350,000 that could be transferred to the Building Fund.

Deborah Yue moved and Betsey Bell seconded Resolution No. 2709-20, approving the 2020 Final Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for \$1,965,173  
 2000/Supplies for \$39,100  
 3000/Operations/Contracts for \$524,263  
 4000/Materials for \$315,000  
 5000/Capital Outlay for \$85,000  
 7000/8000/Other for \$392,600

For a General Fund total of \$3,321,135 and a \$200,000 appropriation from the Building Fund for a combined total for the two funds of \$3,521,135.

Roll Call Vote:

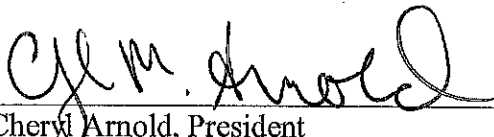
Motion Carried

Arnold	AYE
Bell	AYE
Machovina	Absent
Moore-Kowalski	Absent
Parsons	Absent
Schaltenbrand	AYE
Yue	AYE

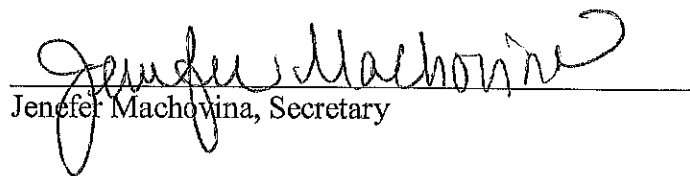
Cheryl Arnold inquired about the Governor's gathering order concerning the Coronavirus. William advised that some Libraries are closing. Shea is here for an update on that. Shea Allmont stated that Delaware Public Library and Toledo Public Library have closed. Discussion ensued about whether the Governor's order applies to Libraries. William stated that it doesn't go into specifics, but it amounts to preventing mass gatherings of 100 people or more. Discussion of various options took place, along with the knowledge that schools are closing early next week. William stated he would like to close DiscoveryWorks because it is such a "hands on" experience. William would also like to remove coloring stations, toys, change seating to separate clusters, and reconfigure our computers as best as possible. Discussion of criteria to close the Library took place. William advised we should follow the Governor with regard to health and safety. If a staff member tests positive, we would have to close. Betsey stated she would be comfortable letting William make the call. William noted that the election is Tuesday, and to close for that would be problematic. William stated we would work through Tuesday, giving us time to prepare and to notify our patrons. Discussion of an empty building took place, and William noted we will continue to monitor the building, and it will not be abandoned. Lorie noted someone will be coming in for mail deliveries. William stated the cable TV staff will still be here. Discussion of pay and remaining open shortened hours took place. William advised the days would be considered calamity days. Trustees inquired about being able to answer questions, and William advised we can set that up to be done via e-mail remotely. Discussion regarding Libraries and the fact that we don't pay into Unemployment took place. Lorie noted we will have to pay employees. Other options were discussed, including constant cleaning if we did stay open. William noted that books are a shared resource and touched by everyone. They are communal, even if we wipe it down.

Discussion ensued about the length of the closure. William advised with the school closed, we will have to take it day by day. We will notify patrons in advance so they can prepare. Cheryl stated that she has full confidence in William and the staff, and she would like to empower them to make the call. Cheryl advised she liked that we were cognizant of the election day, and the preventative measures we have in place. William advised that we will issue a press release, get the word out on social media, and update staff. We will remain open through Tuesday. A determination on closure will be made on Monday. Discussion of the length of closure took place, and it was agreed that it should be through the end of the month, and we will assess after that. Cheryl requested that the Trustees be kept updated. William advised he will make sure, and that things are moving very rapidly. Discussion of large groups that are scheduled took place. William noted the Girl Scouts have a meeting Sunday and that is the only program scheduled. AARP does not plan to cancel unless we close the building. I will take immediate steps to cancel all programming. Betsey requested the Board be copied in, and William agreed. Rebecca asked if staff have been reminded to stay home if they are sick. William advised he will remind staff, and stated we are pretty confident that staff will self-regulate and we shouldn't have to force anyone to go home. From an employment law perspective, we believe we are safe. Lorie advised the only people that will be impacted are people that work less than 22-1/2 hours per week. William advised that we will probably go fine free and extend due dates. We are going to cancel our Greeters and Outreach programs. We will also cancel study rooms. Betsey inquired if we would still have cleaning, and William advised this is something we can look at. Cheryl stated we should be consistent, and keep the Board informed. William agreed and noted that the City of Avon has already closed buildings, but Avon Lake has not.

With no further business to discuss, the meeting adjourned at 7:58 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is Thursday, April 9, 2020.



Cheryl Arnold, President



Jennifer Machovina, Secretary