

Vice-President Steve Parsons called to order a meeting of the Avon Lake Public Library Board of Trustees on July 9, 2020, at 7:02 p.m. The meeting was held online via video conference (using Zoom) as permitted under amended, Substitute House Bill 197. Trustees in attendance were: Betsey Bell, Jenefer Machovina, Holly Moore Kowalski, Rebecca Schaltenbrand, and Deborah Yue. Cheryl Arnold was absent. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo.

There was one adjustment to the agenda. William requested that the Board go into Executive Session after the meeting to discuss a personnel matter. There were no public comments.

2729-20
Approve minutes
of regular
meeting

Betsey Bell moved and Deborah Yue seconded Resolution No. 2729-20, approving the minutes of the regular meeting of June 11, 2020.

Call for Vote: All Ayes Motion Carried

2730-20
Approve minutes
of special
meeting

Rebecca Schaltenbrand moved and Holly Moore Kowalski seconded Resolution No. 2730-20, approving the minutes of the special meeting of June 24, 2020.

Call for Vote: All Ayes Motion Carried

Fiscal Officer’s Report:

Lorie noted she highlighted the PLF shortfall at approximately \$40,000. We’ve received notification from the state that numbers will be between 3-4 percent down. Lorie advised we have a new line item, online payments, and have received \$470.50 in payments in the month of June. Next we addressed the two budgeted line items for Electronic Databases and Other Library Materials, which includes any non-traditional purchase. Since usage for these line items have increased during the pandemic, we discussed addressing budget shortfalls. In addition, we need a transfer to the Building Fund, which we could reduce, if need be. Lorie went over the Check Report, highlighting Julian & Grube, external auditors. Neopost changed their name to Quadiant Finance USA, Inc., our postage supplier.

2731-20
Approve Fiscal
Officer’s Report

Rebecca Schaltenbrand moved and Betsey Bell seconded Resolution No. 2731-20, approving the Fiscal Officer’s June 2020 reports and monthly financial statements.

Call for Vote: All Ayes Motion Carried

Lorie stated we need a motion on the cross-millennial transfer of \$20,000 from line item 100.100.53795 to Electronic Database and Other Library Materials. Since it is a cross-millennial transfer, it needs to be approved by the Board.

2732-20
Approve Cross
Millennial
transfer

Rebecca Schaltenbrand moved and Betsey Bell seconded Resolution No. 2732-20, approving the cross-millennial transfers as presented by the Fiscal Officer.

Roll Call Vote:

Motion Carried

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

Gifts:

There was one gift to the Endowment Fund, as follows:

\$100.00 in memory of Sandy Vasiloff from Vicki George, Noreen Cicerrella, and Laurel Vasiloff.

2733-20
Approve Gifts

Holly Moore Kowalski moved and Deborah Yue seconded Resolution No. 2733-20, accepting \$100.00 to the Endowment Fund for a total of \$100.

Call for Vote:

All Ayes

Motion Carried

Director’s Report:

William touched on virtual on-line programming services we currently offer. ALPL at Home will offer a variety of programs and services. William encouraged everyone to subscribe to our YouTube channel. We need 100 subscribers to make it official. William noted that the “Take Home Crafts” program for children has been a big hit. William gave an update on Battelle Phase One study testing how long the virus lasts on library materials. They determined three days, and we are quarantining books for four days. Phase Two of the study will include additional reference materials.

Statistics:

June circulation of 21,000 items is impressive when you consider we are closed. William advised that Ready Reference has taken off looking at the numbers from May to June. Programs and Outreach also saw an uptick with 210 people taking advantage of these offerings, specifically the Summer Reading Program and curbside crafts.

Unfinished Business:

William discussed Reopening Protocols including liability waivers. The Prosecutor’s Office advised continuing to follow the guidelines from the Governor and Lorain County Health Department. William advised that Ajax Commercial Cleaning can provide disinfectant services if needed. Per the Governor’s guidelines, if we become aware of staff or a patron with Covid-19, we’re to contact the Lorain County Health Department and follow their guidance. This would include a temporary closing.

The Governor put out risk level guidance. Lorain County has moved from Level 2 to Level 3. How do we respond to the levels in terms of Library opening? After discussions by the

2167-20

1000/Salaries and Benefits for \$1,965,172
2000/Supplies for \$39,100
3000/Operations/Contracts for \$524,262
4000/Materials for \$315,000
5000/Capital Outlay for \$85,000
7000/8000/Other for \$392,600

For a General Fund total of \$3,321,134 and a \$200,000 appropriation from the Building Fund for a combined total of \$521,134.

Roll Call Vote:

Motion Carried

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

2737-20
Approve
Executive
Session

Rebecca Schaltenbrand moved and Betsey Bell seconded Resolution No. 2737 to convene to Executive Session at 8:03 p.m. to discuss a personnel matter

Call for Vote:

All Ayes

Motion Carried

Executive session ended at 8:50 p.m. With no further business to discuss, the meeting adjourned at 8:52 p.m. The next regular scheduled meeting of the Avon Lake Public Libraries Board of Trustees is August 13, 2020.

Steve Parsons, Vice-President

Jenefer Machovina, Secretary