

President Cheryl Arnold called to order a meeting of the Avon Lake Public Library Board of Trustees via video conference (Zoom) on September 10, 2020, at 7:01 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Jenefer Machovina, Holly Moore Kowalski, Steve Parsons, Rebecca Schaltenbrand, and Deborah Yue. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo.

There were no adjustments to the agenda. There were no public comments.

2740-20  
Approve minutes  
of regular  
meeting

Deborah Yue moved and Betsey Bell seconded Resolution No. 2740-20, approving the minutes of the regular meeting of, 2020.

Call for Vote: All Ayes Motion Carried

**Fiscal Officer’s Report:**

Lorie reviewed the Revenue, Property Tax and Homestead Rollback were \$3,000 below certification. The PLF was up 18 percent for the month, from the original estimate. Lorie noted Refunds and Reimbursements were from Ohio Net and The Plain Dealer. Lorie detailed the Expense Report, noting that all accounts are in good shape. Lorie asked if there were any questions concerning the Check Report, and there were not. Lorie noted that the 2018-2019 audit has concluded.

2741-20  
Approve Fiscal  
Officer’s Report

Holly Moore Kowalski moved and Jenefer Machovina seconded Resolution No. 2739-20, approving the Fiscal Officer’s August 2020 reports and monthly financial statements.

Call for Vote: All Ayes Motion Carried

**Gifts:**

None

**Director’s Report:**

William noted that our numbers are steadily moving up since reopening, from 200 per day to almost 300 per day. Mondays and Tuesdays are typically busy, and we are seeing daily attendance increasing. We have not had any big issues with patrons refusing to abide by the rules. Greeter staff makes it clear that the Library is open for browsing and limited computer access. There have been a few people who required further explanation of the CDC documents. William advised we have started to phase in staff services, allowing use of the microwave and refrigerator. The staff room is still domiciled in the Gallery because of its size.

William touched on the Civil Immunity Legislation, which is on the Governor’s desk for his signature. This is additional protection in terms of liability against COVID-19 for all employers.

William stated that we are now quarantining our materials for seven days based on a new recommendation from the REALM project at Battelle. Stacking items has some effect on longevity of the virus, and we want to stay on top of this.

William reviewed the virtual Trustee dinner, which is next Thursday, September 17, from 6:00 p.m. to 7:00 p.m. William signed up Becky, and offered to sign up any other interested Trustees. The meeting will be via Zoom. William noted an additional offering in October.

William noted the draft of the Annual Report, which now includes our Vision and Values. We were very active with items circulated. We will be including this with other information for the levy.

**Statistics:**

We are slowly growing circulation and moving in the right direction. Curbside is popular, as well as patrons coming in. Our traffic moved up from July to August. Programs are continuing and we are starting to look at next year; January – April.

Discussion took place regarding the upcoming levy. William advised we will talk about the forecast and will be on the ballot in the spring. The current timetable is May, 2021, however, we want to include information to appear in our January newsletter. We will need to know by November. We need to decide are we going for a renewal or a replacement, and how much. Our levy committee will be doing a mailer, but if we want to do something for the booklet, we need to know soon. William noted that the next newsletter will be light on activity. We will be taking a page out of the Metroparks guide, and providing information on all the different services the Library provides. Next year is our 90<sup>th</sup> anniversary and we can remind patrons of all we have accomplished. Betsey noted we have to go to the county with requests for estimates on varying levy amounts, so we should start discussing in October.

**Unfinished Business:**

None

**New Business:**

None

With no further business to discuss, the meeting adjourned at 7:21 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is October 8, 2020.

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Cheryl Arnold, President

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Jenefer Machovina, Secretary