

President Cheryl Arnold called to order a meeting of the Avon Lake Public Library Board of Trustees via video conference (Zoom) on November 12, 2020, at 7:00 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, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, Technical Services Manager Nick Kelley, and Fiscal Assistant Maureen Minadeo.

There were several adjustment to the agenda including adding the Nominating Committee under New Business and tabling the electronic check signing for the next meeting. Lorie noted that Becky had some concerns about the October minutes. On Page 2175-20, above the Director's Report, the last sentence; "The law states you cannot charge this against sick time, so I changed it to Covid-19." Lorie consulted with our employment attorney who advised that the law expires December 1, 2020. He stated we should just replace that sentence with "If an employee is ordered to quarantine by a local or state health department, then the employee will qualify for up to two weeks of paid emergency paid sick leave (EPSL) under the FFCRA, which currently expires on December 31, 2020."

Lorie inquired if that was acceptable and the Trustees agreed.

William noted he had one minor change. DiscoveryWorks requested that the curbside crafts be renamed to "hands on learning science kits" because of the time it takes to develop and align the kits to the educational standards.

Cheryl Arnold motioned and Jenefer Machovina seconded Resolution #2749-20, approving the minutes of the October 8, 2020 meeting, with the proposed changes just discussed with the Avon Lake Board of Trustees.

Call for Vote: All Ayes Motion Carried

There were no public comments.

Fiscal Officer's Report:

Lorie advised that ten months through the year, the percentage of revenue collected is approximately 95 percent, and we will come close to our PLF projection. The bank report shows 3.8 million dollars in the General Fund and Building Fund. The expense report has been encumbered for the remainder of the year. We are in good financial shape through the end of the year. There were no questions on the checks issued.

Betsey Bell moved and Steve Parsons seconded Resolution No. 2750-20, approving the Fiscal Officer's November 2020 reports, and monthly financial statements.

Call for Vote: All Ayes Motion Carried

Gifts:

There were no gifts to the Library in October, 2020.

2749-20
Approve minutes
of regular
meeting

2750-20
Approve Fiscal
Officer's Report

Director's Report:

William advised that curbside has slowed down a little, but we anticipate that may pick up with winter approaching, and the rise in COVID-19 cases. The Labor Management Committee had its first meeting, with a lot of optimism on both sides. William noted this is only a test for the first year, and if we both agree we will continue. William touched on the November election, we had small lines before we opened, and 640 votes were cast here. There were 16 levies for public libraries that passed. Portage County did not. Lorain Public Library System will represent the county libraries on the Lorain County Health Task Force.

Statistics:

William stated that circulation is up 3 percent from last year, and this includes the automatic renewal process. Traffic is steady with 250 patrons per day, and the crowd size has been manageable.

Unfinished Business:

William noted the provision that allows our meetings to take place via Zoom expires December 31, 2020. The General Assembly needs to extend it. If they don't, we will need to meet in person for the December meeting. The limit of ten people is still in place. When we are all present, we equal 10 people. Seven board members and three Library personnel. We would be meeting in the McMahon room and use Zoom to stream in the Gallery, and set up chairs for any public to attend the meeting. We will have a staff member in the room to communicate. We hope for an extension, as this will have an impact if the Board needs to meet for Trustee interviews, you will have to do those in person also.

William advised that a Levy replacement will affect the homestead taxes and would be a tax increase that we would have to make public. William does not feel that this is the time to be asking people for additional funds. We are in a financially stable position, and William recommends a straight renewal for 5 years. We can look at a replacement in the future. We are working within our budget; we need 5 more years and we will make it work. Lorie went over her Levy projections for the upcoming 5 years. Lorie used a 4 percent increase across the board, which allows for changes in each section. Lorie used the Consumer Price Index of 2.3 percent for supplies.

Betsey Bell moved and Rebecca Schaltenbrand seconded Resolution No. 2751-20, requesting that the Avon Lake City School District place a 2.80 mil, renewal operating levy with a 5 year term for the Avon Lake Public Library on the ballot for May 4, 2021 election.

2751-20
Approve 2.8 mil
renewal
operating levy

Roll Call Vote:

Motion Carried

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

New Business:

William advised that he would like to purchase a new self-check machine with money received from the CARES grant. This self-check machine is a higher end unit that comes with a feature that will allow users to check out items out with their phone. The machine is a little over \$13,000 so we will need your approval. Lorie advised we have the funds to cover this purchase. Rebecca inquired about a subscription fee. Nick Kelley advised there is an annual maintenance agreement, which is standard, and covers hardware and software support. Deborah Yue inquired about other libraries using the product, and William advised that Columbus Metro Library has a machine they will be rolling out soon. The vendor is solid and has a good reputation, and we have purchased their self-check machines in the past. Nick noted that he got a video demonstration of the machine and is confident that this vendor will be a good working partner. Deborah inquired on the warranty, and William advised it is a 12 month warranty, including set up and configuration. Betsey noted that if we approve an exact amount, we may run into a problem. Discussion ensued and it was decided to use a \$14,000 figure to cover any unforeseen costs.

Cheryl Arnold moved and Holly Moore Kowalski seconded Resolution No. 2752-20, approving the purchase of a self-check 500 device for the amount not to exceed \$14,000.00 to Bibliotheca.

2752-20
Approve Self
Check Machine
Purchase

Roll Call Vote:

Motion Carried

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

William advised that the new wall panel project on the agenda is to address our need for additional storage. The wall panels are sturdy and give us the flexibility to take down in the future if necessary. William was thinking about using the Gallery in the back corner where the column creates a dead-zone of unused space. If we enclose that area, it would give us additional staff storage with two walls and one door. The McMahon room toward the back of the room also has a column and it has open space that could be enclosed to archive some historical documents and records, and free up other areas. This would also free up some room for large decorations we have on hand. William noted it would be a good time to do this before we reopen to the public. Holly Moore Kowalski stated she was okay with the basement, but the Gallery does fill up sometimes, and the Garden Club uses it for their lunches.

William stated he thought they were no longer using the Gallery, but Holly advised she thinks they will be back. Betsey asked if they were floor to ceiling panels, and William advised yes in the McMahon room, but no in the Gallery (they won't go all the way up). Discussion of HVAC took place. Betsey inquired about shelving in the McMahon room, and William advised much of the storage is in file cabinets. We also have some existing

shelving that can be utilized. Cheryl inquired about capacity being affected, and William advised it would not affect capacity. William advised he will check with the fire department to ensure we would be within building standards. William noted the goal was to provide a low cost solution without big construction issues, i.e. electric, plumbing. We will confirm the HVAC issue and capacity. William noted we can dismantle the panel walls, and we can revisit this next month.

The Temporary 2021 budget was the next item, and Lorie advised the only change she made was to the PLF, an \$82,000 decline, and we will come in under budget. We have a good deal unencumbered. There is no reason to make changes. We can either decrease it or leave it as is. If we decrease, we would have to come back before the Board.

2753-20
Approve
Temporary
Appropriation
Budget

Cheryl Arnold moved and Jenefer Machovina seconded Resolution No. 2753-20, approving the 2021 Temporary Appropriation Budget at the millennium levels of:

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 for the two funds of \$3,521,134.

Roll Call Vote:

Motion Carried

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

Cheryl Arnold stated that at the November meeting we are to appoint members to a Nominating Committee for 2021 Officers. Rebecca Schaltenbrand, Deborah Yue and Jenefer Machovina volunteered to be on the committee. Rebecca advised we need to post notice of the meeting, and we can do it virtually before December 1, 2020. Cheryl Arnold appointed Deborah Yue as Chair of the committee, and Deborah accepted. William requested the Nominating Committee select a meeting time and he will post it.

2754-20
Approve
Executive
Session

Cheryl Arnold moved and Holly Moore Kowalski seconded Resolution #2754-20, to move into executive session to discuss performance reviews of the director and fiscal officer and to review trustee application for the upcoming vacancy at 8:09 p.m.

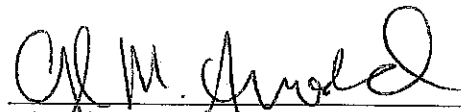
Roll Call Vote:

Motion Carried

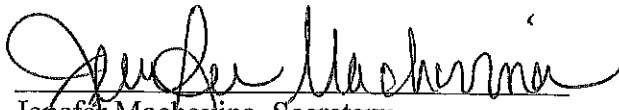
Arnold	AYE
Bell	AYE
Machovina	AYE
Moore-Kowalski	AYE
Parsons	AYE
Schaltenbrand	AYE
Yue	AYE

The Trustees came out of executive session at 9:11 p.m. Applicant interviews for the trustee vacancy will be held on Sunday, November 15, 2020. If necessary Sunday, November 22, 2020.

With no further business to discuss, the meeting adjourned at 9:13 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is December 10, 2020.



Cheryl Arnold, President



Jenefer Machovina, Secretary