

President Cheryl Arnold called to order a meeting of the Avon Lake Public Library Board of Trustees on August 13, 2020, at 7:03 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Jenefer Machovina, Holly Moore Kowalski, Rebecca Schaltenbrand, and Deborah Yue. Steve Parsons was absent. Also present were Director William Rutger, Assistant Director Gerry Vogel, Children's Services Manager Sybil Wendling, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo.

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

2738-20
Approve minutes
of regular
meeting

Jenefer Machovina moved and Betsey Bell seconded Resolution No. 2738-20, approving the revised minutes of the regular meeting of July 9, 2020.

Call for Vote: All Ayes Motion Carried

Fiscal Officer's Report:

Lorie advised the Lorain County Auditor lowered our certified PLF revenue by approximately \$55,000. The revenue budget has not been revised with this lower numbers. Lorie noted that online payments are being utilized, we received \$519.54 in July. Lorie touched on Refunds and Reimbursements. We are in excess by \$7,000 because our Workers Compensation premiums were refunded to everyone because of COVID, and a new NEO overpayment which was refunded. Lorie stated that we are tracking all of the COVID expenses, regardless of line item. This will enable us to have numbers readily available so that we can apply for grants to help cover costs. Lorie detailed on the check report that electronic payments are designated with an "M".

Cheryl Arnold moved and Holly Moore Kowalski seconded Resolution No. 2739-20, approving the Fiscal Officer's July 2020 reports and monthly financial statements.

2739-20
Approve Fiscal
Officer's Report

Call for Vote: All Ayes Motion Carried

An update on the 2018-2019 audit report was discussed. It has been reviewed by Cheryl Arnold, and all of the Trustees will be sent an e-mail with this document. The report was approved by the Auditor of State and will be posted on-line.

Gifts:

None.

Director's Report:

William stated that we continue to average between 190-200 patrons per day. William shared that we have not had any real issues or confrontations about masks. One woman came in with a child and advised that they have a medical exception. We explained that they will need to use curbside or wear a mask. Curbside is extremely popular, along with curbside crafts. William touched on a quarantine study by Battelle, showing some materials need 4 days of quarantine. DiscoveryWorks is being utilized for quarantining returned materials. The Friends room has been reconfigure to manage Holds.

We removed one pane of glass and have a walk up counter, which staff maintain along with curbside. William noted positive feedback, most people have accepted that things will be different. There has been a lot of appreciation for being back open.

Statistics:

Circulation in April, May and June is still nowhere near pre-COVID, but slowly growing month-to-month. Library attendance is a combination of curbside and patrons coming through. Betsey noted self-checks at 7 percent, and stated circulation remains high. William noted lots of activity at our Ready Reference desk, along with Readers Advisory. We have added virtual programming, and Jungle Terry has been booked. Sybil noted it is up on the website. Discussion of Facebook and marketing took place. William stated Shea is keeping track of a number of metrics. Discussion of the mobile application took place. The catalog is now mobile-friendly and does not require a mobile app. We have pressed the vendor to get up and running, and were advised there is a development issue. Discussion of various Library offerings took place. Sybil discussed topics and themes for the Fall. Storytime will include activities and crafts, which are very popular. William stated he reached out to Bob Scott at Avon Lake City Schools and offered our assistance in any way; we are here to help with additional items for the collection, home schooling, databases, etc.

Unfinished Business:

William presented the reopening timeline and bringing back public computers September 1. We have had some interest, and will gradually roll out several computers for public use. We will have 4-5 stations with a restriction of one hour per day, and will require a guest pass. We will clean work stations in between users. William noted he wasn't going to promote the computers immediately, but they will be available. Will promote further in a week or two. Printing, copying and faxing was discussed. Staff will have to handle documents. Gloves are available for staff use. William noted the CARES grant through the State Library, which he is planning to take advantage of. William noted that curbside hours are going to expand until 9:00 p.m.

William discussed Sunday hours, noting he was leaning toward delaying them until 2021. We have had a low trend in attendance and we don't know what to expect with the schools. As a cost saving measure, this would be a good plan. Discussion ensued, and it was decided to just say that we are not offering Sunday hours at this time. Rebecca noted that people will adjust, and we can revisit this each month. We should do this without specifying a date. When Sunday hours are approved, implementation will be the beginning of the next month following the Board meeting.

Virtual outreach will continue to stay virtual and focus on Avon Lake Public Library At Home offerings. Shea is working on a mailer in lieu of our program guide. On line StoryTime continues and book clubs are gathering virtually.

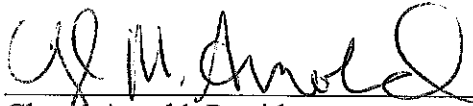
Discussion of the County risk levels took place. William advised we adjust our responses and remain open with current operations for Level 1-3. For Level 4, we would move to curbside only. Trustees agreed to the adjustment and instructed William to monitor contiguous counties and make any additional adjustments on a case-by-case basis. William noted we continue to follow the Governor's health guidelines and take all necessary precautions.

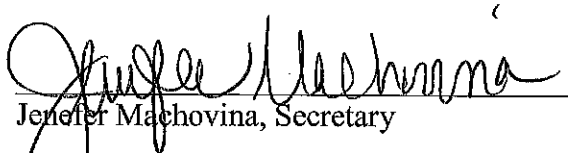
Continuing virtual meetings has been a welcome change, making participation by the public a lot easier. At this time, this meeting will stay virtual. We do not have a meeting room that is large enough to hold the entire Board, staff members, and the public while providing the necessary social distancing.

Cheryl Arnold requested that William pass onto the staff a thank you for their hard work and effort. It's been a phenomenal couple weeks and we appreciate everyone stepping up. Everyone is doing an awesome job.

William noted our next meeting will be Thursday, September 10, 2020.

With no further business to discuss, the meeting adjourned at 8:01 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is September 10, 2020.


Cheryl Arnold, President


Jennifer Machovina, Secretary

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.

Deborah Yue moved and Betsey Bell seconded Resolution No. 2738-20, approving the minutes of the regular meeting of August 13, 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.

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 make it clear that the Library is open for browsing and limited computer access. There have been a few people that require further explanation from 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 for all employers.

2738-20

Approve minutes
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2739-20

Approve Fiscal
Officer's Report

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 90th 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.

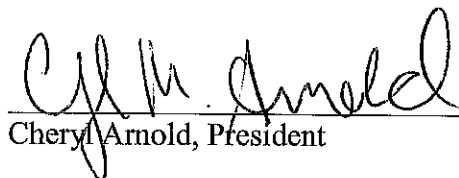
Unfinished Business:

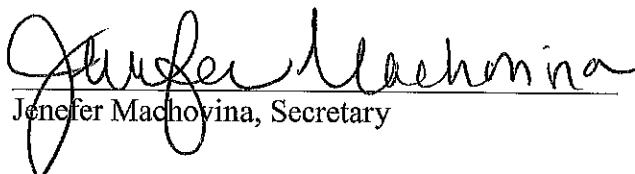
None

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.


 Cheryl Arnold, President


 Jennifer Machovina, Secretary