

President Cheryl Arnold called to order a meeting of the Avon Lake Public Library Board of Trustees via video conference (Zoom) on October 08, 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 was one adjustments to the agenda. The Ohio Pooled Collateral System.

There were no public comments.

Betsey Bell moved and Jenefer Machovina seconded Resolution No. 2741-20, approving the minutes of the regular meeting of September 10, 2020.

Call for Vote:            All Ayes                            Motion Carried

#### **Fiscal Officer's Report:**

Lorie began with Revenue, and updated PLF numbers. We were originally certified for \$535,304, and we have received \$532,733 year to date. OLC has informed us that the PLF will be higher next month. Lorie noted line items Online Fine Payments and Online Payments which have produced \$1057 in revenue. Lorie noted a new line item, Corona Virus Grant. The State advised we should put the \$25,000 Care Grant in its own fund. We have received the funds. Lorie touched on the bank balance of 3.9 million dollars. Lorie advised on the Expense report we have a couple negative accounts. Wages is one, however, we have \$59,000 that is unencumbered, and can be moved. The next two line items are for unemployment benefits. Accounts were separated because we are waiting on reimbursement. Our next billing should be zero. Betsey asked about our planned expenses for the year was \$3,314,000 in the General Fund. Lorie noted \$25,000 in contingency and \$350,000 that we will move to the Building Fund. Lorie advised theoretically we are spending more than we received, but not more than we have.

Lorie stated that most Libraries are utilizing electronic check signing. We have the capability with CMI software, and we have fewer checks that need to be signed. The safeguard will be William; he will review each purchase order before we spend. Anything over \$10,000 has to be reviewed by the Board. Lorie inquired if we are comfortable with doing electronic signatures. Discussion ensued regarding checks and balances, and reporting requirements, and it was decided to table this issue for now. All Trustees were not completely comfortable, and Rebecca noted we would have to change our By-Laws. Jenefer noted she would not want her signature being available to be put on a check. Cheryl noted that actual check signing was a great learning tool about Library workings, and we have new Trustees. Discussion of percentage of checks physically written took place, and it was decided the Trustees would like to think about it in greater detail. Rebecca noted another issue is whether we require Board signatures on the checks, as it is not a state law requirement. Need to revisit By-Laws. Question of where the signatures would reside, and Lorie advised she would find out. Board will revisit this issue.

2742-20  
Approve Fiscal  
Officer's Report

Cheryl Arnold moved and Jenefer Machovina seconded Resolution No. 2741-20, accepting the Fiscal Officer's September 2020 reports and monthly financial statements.

Call for Vote: All Ayes Motion Carried

**Gifts:**

There was one gift to the Library, as follows:

\$100.00 from Larry and Mary Joe Mumford in loving memory of Marci Muller Lonsway.

2743-20  
Accept Gifts

Betsey Bell moved and Holly Moore Kowalski seconded Resolution No. 2743-20, accepting the gifts to the Library.

Call for Vote: All Ayes Motion Carried

**Levy Proceeds:**

Lorie noted on the Schedule B handout showing the different scenarios of revenue and what the totals will be for the Levy. William explained that this is something that is done yearly, and is necessary to receive the funding.

2744-20  
Accept Levy  
Proceeds

Cheryl Arnold moved and Jenefer Machovina seconded Resolution No. 2744-20, to accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Roll Call Vote: Motion Carried

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

Lorie detailed the Ohio Pooled Collateral System from the State Treasurer's Office. OPCS allows local governments to have access to information regarding the collateral pledged by their participating financial institutions on a daily basis. How OPCS works:

- Financial institution enrolls in OPCS, then
- Local Government is notified, then,
- Local Government monitors collateral in OPCS.

We are required to review the balance of public deposits reported to OPCS to ensure accuracy, annually. This is done by all authorized check signers. Letters were received by our Fiscal Officer and the three check signers, Cheryl, Steve and Jenefer. Lorie advised she'd like to wait until next year to sign up online when we have new check signers. We haven't signed up because the system is not working on-line. In January, new Trustees will be in office, and we will take their information to our bank. The bank forwards the data to the State Treasurer, and their e-mail has to be included. Detailed discussion ensued regarding completing the form, which is four pages in total. Lorie noted the bank balance on page two is a little high at \$1,403,689 due to a pending deposit. Lorie advised she will check with the Treasurer and send an e-mail regarding how to proceed.

Lorie noted she created a purchase order for COVID-19 expenses, along with a payroll code for COVID-19.

Lorie also noted we had an employee whose husband tested positive and she had to quarantine for 14 days. The law states you cannot charge this against sick time, so I changed it to COVID-19.

#### **Director's Report:**

William touched on our reopening update; additional limited seating, some equipment sharing, and an increase in capacity. Sunday scheduling is on hold til the first of the year. William detailed the \$25,000 Cares grant was spent on barriers, cleaning supplies and curbside expenses. DiscoveryWorks has teamed up with the local schools to create curbside crafts, and 200 kits have already been completed. William advised that Election Day will take place here in the Gallery. For voting, masks are not required. We will have masks available if someone would like one. If a person would like to visit the collections, then the person will need a mask. We are working with the Board of Education regarding what support we might get for long lines.

William also noted our current Scavenger Hunt, Zoom programming, and Boo at the Woods is at Weiss Field this year. It sold out quickly, 1,200 ticket. We are providing a craft, 600 pumpkin bags, which are a "grab and go" craft after the trail.

William advised that Whitey is coming back to the Library just before the Levy. Whitey is a piebald deer that was much beloved in this community. When he passed, he was given to Love A Stray, who took him to a taxidermist. Because of his popularity, he will be here January – March, perfect timing for the Levy campaign. Betsey asked about foot traffic with COVID. William advised we will put him in an open space.

#### **Statistics:**

William noted our Circulation numbers are down a little. William noted a chart he passed out, showing we are only down 2 percent from the same time last year.

#### **Unfinished Business:**

None.

**New Business:**

William discussed the credit card review. This is a new regulation from the Treasurer's Office mandating that twice a year a review is completed. Ensures reconciliation and the Fiscal Officer cannot be the Compliance Officer. William is the Compliance Officer, he is reporting back to the Board that the credit cards are being utilized correctly. Lorie noted that in addition, this is verification that each transaction has a valid receipt and states what its purpose was.

**2021 Levy**

In the past we have done a 5 year projection to determine what and if we go with the same 2.8 millage. We have the option of renewal, replacement or additional. Projections from 2016-2020 look at the Consumer Price Index adjustment for categories and anticipate certain increases (4 percent) for OPERS. The recap where we are through 2020, and using actuals, we anticipate that we would fall short of needed revenue in 2018-2020, we would be in the negative \$228,000. In reality we are ahead by 2.33. We were able to take excess revenue and we built up our Building Fund. Discussion of replacement and renewal took place. Renewal would be 2.8 mil, which is applied to real estate values. If you do a replacement, you catch all changes to real estate values. We can ask for both so we can see make the comparison. William advised we have to approve requesting the information. We are not agreeing to anything, but we need a board resolution to request the documents. Lorie added when we get the numbers we can ask for additional estimates. Based on current events, we may not want to ask for an increase. We can go on the ballot any time and ask for an increase. Time frame was discussed, and decided to address at the November meeting. Holly asked board members to send a letter to the editor in support of the Library. Holly inquired how much money this would mean per \$100,000 per house. Holly suggested going with a renewal, and not asking for more this year. Lorie noted that we got \$700,000 more than we forecast. William stated traditionally we have gone for five years, but next year is our 90<sup>th</sup> anniversary and we might think about ten years (help us get to 100 years). Discussion of millage and terms took place. William advised we will need four resolutions to get the required information.

Cheryl Arnold moved and Rebecca Schaltenbrand seconded Resolution No. 2745-20, requesting that the County Auditor provide an estimate on the 2.8 percent tax renewal levy for a period of five years.

**2745-20**  
Request Levy  
Renewal 5 years

See attached Resolution #2745-20.

Roll Call Vote:

Motion Carried

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

**2746-20**  
Request Levy  
Renewal 10  
years

Cheryl Arnold moved and Steve Parsons seconded Resolution No. 2746-20, requesting that the County Auditor provide an estimate on the 2.8 percent tax renewal for a period of ten years.

See attached Resolution #2746-20

Roll Call Vote:

Motion Carried

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

**2747-20**  
Request Levy  
Replacement  
5 years

Cheryl Arnold moved and Holly Moore Kowalski seconded Resolution #2747-20, requesting that the County Auditor provide an estimate on the 2.8 percent tax replacement for a period of five years

See Attached Resolution #2747-20.

Roll Call Vote:

Motion Carried

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

**2748-20**  
Request Levy  
Replacement  
10 years

Cheryl Arnold moved and Jenefer Machovina seconded Resolution #2748-20, requesting that the County Auditor provide an estimate on the 2.8 percent tax replacement for a period of ten years.

See Attached Resolution #2748-20.

Roll Call Vote:

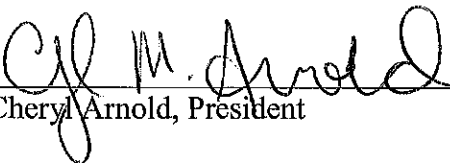
Motion Carried

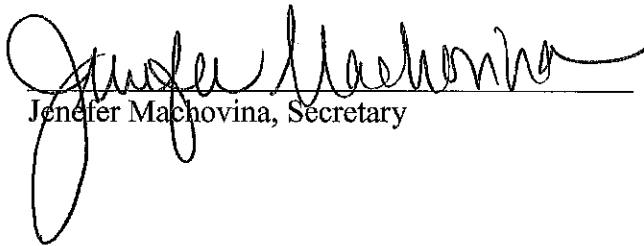
Arnold	AYE
Bell	AYE
Machovina	AYE
Moore-Kowalski	AYE
Parsons	AYE
Schaltenbrand	AYE
Yue	AYE

Cheryl Arnold announced that she will be leaving the board at the end of the year, at the end of her term. Trustees discussed whether to fill the vacancy from the last round of interviews or post for new interviews and include those individuals from the last round that did express an interest in serving if a vacancy opened. Trustees decided to post for application and conduct the interviews via Zoom.

Cheryl Arnold noted in the interest of time that we table the executive session until the next meeting.

With no further business to discuss, the meeting adjourned at 8:51 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is November 12, 2020.

  
Cheryl Arnold, President

  
Jennifer Machovina, Secretary