

President Cheryl Arnold called to order a meeting of the Avon Lake Public Library Board of Trustees via video conference (Zoom) on December 10, 2020, at 7:03 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Jenefer Machovina, Holly Moore Kowalski, and Deborah Yue. Rebecca Schaltenbrand and Steve Parsons were absent. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo. Also in attendance were Michele Jakubs, who will be joining the board in January, 2021, and union representative Kerri Novakovic.

Lorie noted one adjustment, under Section V – C. We have no adjustment to the 2020 Appropriations. William noted there will be no action on that item.

William introduced and welcomed Michele Jakubs, who was approved Tuesday at the School Board Meeting. Michele will be sworn in at the January meeting.

There was one public comment. Kerri Novakovic stated she wanted to emphasize to the Board that we have staff members that are very concerned about moving from curbside to limited service. Employees are nervous and we have several high risk employees. Kerri noted that our recommendations initially stated that if we were red, we would go to curbside. Kerri stated the spike in COVID cases that haven't been counted is also a concern. William advised that Kerri is the Library union representative.

2758-20

Approve minutes
of regular
meeting

Betsey Bell motioned and Holly Moore Kowalski seconded Resolution No. 2758-20, approving the minutes of the regular meeting of November 12, 2020.

Call for Vote: All Ayes Motion Carried

2759-20

Approve minutes
of special
meeting

Holly Moore Kowalski motioned and Deborah Yue seconded Resolution No. 2759-20, approving the minutes of the special meeting of November 15, 2020.

Call for Vote: All Ayes Motion Carried

2760-20

Approve minutes
of nominating
committee
meeting

Deborah Yue motioned and Jenefer Machovina seconded Resolution No. 2760-20, approving the minutes of the nomination committee meeting of November 17, 2020.

Call for Vote: All Ayes Motion Carried

2761-20

Approve minutes
of regular
meeting

Betsey Bell motioned and Holly Moore Kowalski seconded Resolution No. 2761-20, approving the minutes of the special meeting of November 22, 2020.

Call for Vote: All Ayes Motion Carried

Fiscal Officer's Report:

Lorie touched on the Revenue report, advising that the PLF of \$73,700 was based on the original certification, and we will receive somewhere in the \$60,000 range. Lorie noted under Refunds and Reimbursements we have received a refund from the Bureau of Workers Compensation and funding from the CARES act. Lorie advised on the bank report that we have \$2.8 million in the General Fund and \$1.2 million in the Building Fund,

for a combined total of \$3,743,555, which will be important when we do our transfer at the end of the year. On the Expense report, we only have one cross millennial transfer, we will move funds from Healthcare to Supplies. This is where we buy all of our PPP equipment. We were reimbursed \$25,000. Also, we did not use the Contingency of \$25,000. With our planned transfer of \$350,000, her recommendation will be to take the whole \$375,000 from the General Fund to the Building Fund. Lorie noted the General Fund transfer can only be done at the end of the year. Last year we moved more funds, but the reason she doesn't want to is that we do not know other liabilities next year. Lorie inquired if there were any questions on the check report, and there were not.

Cheryl Arnold motioned and Jenefer Machovina seconded Resolution No. 2762-20, approving a transfer of \$350,000 plus \$25,000 in unused contingency from the General Fund to the Building Fund as requested by the Fiscal Officer.

2762-20
Approve General
Fund Transfer to
Building Fund

Roll Call Vote:

Motion Carried

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

Cheryl Arnold motioned and Betsey Bell seconded Resolution No. 2763-20, approving the Fiscal Officer's November 2020 report, and monthly financial statements.

2763-20
Approve Fiscal
Officer's Report

Call for Vote:

All Ayes

Motion Carried

The 2020 Appropriations with amendments had no adjustment.

Lorie noted on the Cross Millennial Transfer that she would like to move \$3,500 from Health Insurance to Building Supplies. The contingency has already been moved to the Building Fund. If any other adjustment are made, it will be outside this roll call vote.

Cheryl Arnold motioned and Jenefer Machovina seconded Resolution No. 2764-20, approving the use of contingency funds for any cross-millennial transfers at year-end.

2764-20
Approve Fiscal
Officer's Report

Roll Call Vote:

Motion Carried

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

Gifts:

There were two gifts to the Library in November, as follows:

\$600.00 from North Coast Rotary Club for archival support and supplies. The club has added their archives to the Library's local history collection.

\$100.00 to the Endowment Fund from the Technical Services staff in memory of Patricia Halvorsen.

2765-20
Approve Fiscal

Holly Moore Kowalski motioned and Deborah Yue seconded Resolution No. 2765-20, accepting \$600 to the Library, and \$100 to the Endowment Fund.

Director's Report:

Discussion of Lorain county going from purple back down to red took place. William noted that book bundles and tailored titles have been very successful. The Adult Department had 35 applications and Children's had 40 applications. Children's has put together 64 book bundles since November 30 and story time kits and 100 craft kits this past week.

William gave a brief update on COVID-19. We've had two confirmed cases. One employee has returned and the other will return shortly.

William touched on the Levy. The Board of Education approved Michele's appointment. The resolution to get us on the ballot will be delivered to the Lorain County Board of Elections prior to the 2/03/21 deadline.

William advised we are working with Mike Sweeney trying to accommodate the IRS tax assistant. Last year AARP cancelled it. We are exploring a number of options and will update in the near future.

William noted our Zoom meetings will be allowed to continue until July 1, 2021. William advised that Judy Riggle (former Director) passed away. Judy was very instrumental in the Library we currently have, DiscoveryWorks was her idea and inspiration.

Cheryl inquired about the first part of the report, was there any additional cleaning done while the Library was closed. William advised we have an electrostatic cleaning system, and we identified key areas and gave them additional attention. Cheryl asked about issues getting PPE, hand sanitizer and soap. William advised we have ample supplies.

Unfinished Business:

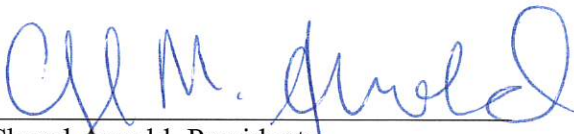
Lorie advised that when she originally presented the idea of electronic check signing, several concerns were mentioned. Lorie noted the concerns and implemented them for Grafton, who has recently approved electronic check signing. They have three check signers, and you must get approval from one. They indicate ok to pay, but if there is a question, they can take that check out. It is efficient and easy and everyone sees everything

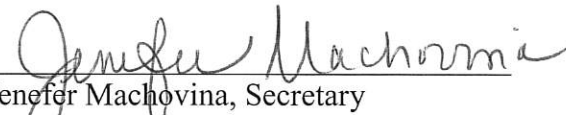
they need to see, except the check. If the auditors would check, they would see you approved it. Lorie advised she'd like to implement it here. Cheryl noted that Rebecca is not here, and would we need to change the By-Laws. Cheryl thought the By-Laws would have to be changed. Discussion took place and Deborah Yue advised she would like to have a thorough review of the By-Laws as a whole. Lorie agreed and suggested we defer this to January. Cheryl noted this will give Michele an opportunity to voice her thoughts.

New Business:

Cheryl stated that before she adjourned, she wanted to say thanks and it was a pleasure to know the inner workings of the Library and staff. She needs more family time, but will be at the Library supporting our efforts.

With no further business to discuss, the meeting adjourned at 7:41 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is January 14, 2021.


Cheryl Arnold, President


Jenefer Machovina, Secretary