

I. Call to Order and Roll Call

President Steve Parsons called to order a meeting of the Avon Lake Public Library Board of Trustees via video conference (Zoom) on March 11, 2021, at 7:01 p.m. Trustees in attendance were: Steve Parsons, Michele Jakubs, Holly Moore Kowalski, Rebecca Schaltenbrand, Deborah Yue, Betsey Bell, and Jenefer Machovina. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, Assistant Director Gerry Vogel, Technology Services Manager Nick Kelley, MLIS Practicum Student Jennifer Sallay, and Administrative Assistant Carrie Muzychak.

II. Adjustments to the agenda – There were no adjustments to the agenda.

III. Public comments – There were no public comments.

IV. Minutes

Corrections were discussed to the February 11, 2021 minutes regarding the spelling of names: Betsey (Betsy) Bell; Michele (Michelle) Jakubs; Holly Moore Kowalski (Moore-Kowalski); and Lorie (Lori) in the document.

Holly Moore Kowalski moved, and Jenefer Machovina seconded **Resolution No. 2782-21** approving the minutes of the regular meeting on February 11, 2021.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

Lorie touched on the Revenue Report and noted that the PLF revenue received for February 2021 was \$70,643.14, which was more than expected. William mentioned that Ohio is one of the states that has fared better than expected, which is good news. Lorie also touched on the Expense Report noting that she will revise the permanent budget after the Permanent Budget approval. Lorie also presented the Check Report stating that all were made via electronic payments.

Betsey Bell moved, and Jennifer Machovina seconded **Resolution 2783-21**, approving the Fiscal Officers February 2021 report and monthly financial statements.

Call For Vote: All Ayes Motion Carried

IV. Directors Reports

William noted the publicity on the recent decision by Dr. Seuss Enterprises to cease publication of 6 titles due to racially insensitive imagery in the books. The Library currently holds 5 of the six titles. We have no plans on removing the books, and all five titles are available for circulation

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and are currently checked out to patrons. Additionally, the announcement was made during the celebration of Dr. Seuss's birthday which may have contributed to the surge in checkouts. There has been no directive to ban the titles. The Library sees this as an opportunity for parents and caregivers to have open discussions about these books' portrayals with children.

William also touched on the COVID -19 rapid testing kits that the Ohio Department of Health has purchased. The option has been given to libraries to put tests in the hands of those who need them. Some libraries in Lorain county are executing or working on plans for distribution. William stated that Avon Lake Public Library currently has no plans to participate in the program. He has made this decision based on the uncertainty regarding the "rapid" PCP testing and the knowledge that it is not widely being recommended. Also, there is a technology component to the testing, requiring patrons to have a smartphone or laptop with a camera. William commented that the Library would continue to assist patrons seeking a COVID-19 test to available testing sites.

William also touched on the PLF report reiterating that the Ohio Department of Taxation (ODT) has posted the March 2021 distribution of \$33,331,536 which was higher than previous estimates. Ohio is one of the states that fared better than expected and continues the trend of exceeding expectations. William is keeping an eye on the Governor's budget as it enters the House for approval.

Monthly Statistics

Over 40,000 items were circulated in February 2021, which was down slightly from last year. William noted the Library is seeing attendance of 300 or more on some days. We have seen a growth in activity within the Library as people become more comfortable and come in more frequently. Curbside service is still popular, as well as usage of online digital materials.

VI. Unfinished Business

William and Lorie discussed obtaining authorization of electronic signatures on checks. Steve mentioned that this topic was tabled a few months ago, and the option is now being revisited. Lorie contacted the County Prosecutor's Office to gain opinion on this option. Their view is that this is standard business practice since 2010. Trustees questioned the signature process and Lorie's detailed procedure. A 6 step process (attachment included) was proposed.

Lorie mentioned that the procedure would require the Fiscal Officer to scan the actual invoices upon receipt and send them via email to all the check signers for approval or questions. Only one approval via email would be required as a "reply to all" response. Any questions or concerns voiced would need Lorie to set the invoice aside for review. Check requests will be held for 24 hours for additional comments and then processed after that time.

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Lorie commented that the "paper trail" will still be intact, and that the Library Fiscal Officer will be designated to retain the records. All checks will be kept electronically for audit purposes, including those voided. William and Rebecca also noted policies relating to records retention and stated we must maintain files under public records law. Data security and documentation were discussed, and William confirmed that we have backups. Lorie also noted that if there is a conflict of interest regarding an invoice, the check would be signed manually.

Steve commented that the current process is time-consuming, and the new process would be more efficient. He also mentioned the proposed procedure would allow three people to review invoices instead of the current process where the first person to sign is the only one to review.

Discussion was held on whether bylaws would need to be edited to accommodate verbiage for an electronic signature. William and the Trustees will review the Trustee Bylaws, specifically Article III, Section 1, and Article VII, Section 3. William will send redlined copies of the proposed bylaws for Trustee review and approval. A public notice will be posted, including the proposed language.

VII. New Business

Lorie presented the 2021 Final Appropriations budget for approval. Lorie provided a report showing 2021 Estimated Resources which included 2020 actual data. She noted that figures for the 2021 Permanent Budget Anticipated Revenue were lowered as it is unrealistic to assume revenue will return to pre-pandemic levels. There were no changes relating to the Public Library Fund (PLF), which was certified in September, 2020.

For the Permanent Appropriations Budget, Lorie included notations on the line items modified from the 2021 Temporary budget. Specifically mentioned were election expenses and Legal fees relating to the wage re-opener. William advised the Legal fees reflect upcoming union renegotiations on wages (increases were tabled last year due to pandemic uncertainty).

Betsey commented about Wages estimated to be lower in 2021 than in 2020. Lorie noted that this was due to the lack of substitute wages in mid to late 2020 and wages paid during the time the Library was closed due to the pandemic. Steve also mentioned employee bonuses were given in 2020. Lorie noted the Contingency Fund could be drawn upon for wages if necessary.

Betsey Bell moved and Jenefer Machovina seconded **Resolution No. 2784-21** the approval of the 2021 Final Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for	\$2,013,068
2000/Supplies for	\$39,100
3000/Operations/Contracts for	\$470,227
4000/Materials for	\$315,000
5000/Capital Outlay for	\$60,000
7000/8000/Other for	\$393,739

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For a General Fund total of \$3,291,134 and a \$200,000 appropriation from the Building Fund for a combined total for the two funds of \$3,491,134

Roll Call Vote: Motion Carried

Betsey Bell	AYE
Michele Jakubs	AYE
Holly Moore Kowalski	AYE
Jenefer Machovina	AYE
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Deborah Yue	AYE

VIII. Adjourn

With no further business to discuss, the meeting was adjourned at 8:22 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is April 8, 2021.



Steve Parsons, President



Deborah Yue, Secretary