

Secretary Deborah Yue called to order a meeting of the Avon Lake Public Library Board of Trustees via video conference (Zoom) on February 11, 2021, at 7:07 p.m. Trustees in attendance were: Michele Jakubs, Holly Moore Kowalski, Rebecca Schaltenbrand, and Deborah Yue. Betsey Bell and Jenefer Machovina were absent. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, Assistant Director Gerry Vogel, Page Zoe Cummings, Circulation Assistant Kerri Novakovic, Circulation Assistant Zana Ganim, Practicum Student Jenny Sallay, and Materials Processor Carrie Muzychak. President Steve Parsons joined the meeting at 7:09 p.m. and took over, presiding the meeting.

There was one adjustment to the agenda. William decided to remove the discussion on the Bipolar Ionization Ventilation System. Upon additional investigation, the efficacy is questionable for the financial commitment. The CDC calls it an emerging technology as there is not enough data yet to confidently determine if it is beneficial. William will be researching alternative solutions. William advised that the candidates who are applying for the Administrative Assistant position are present to complete the first step in the interview process, recording the Board meeting minutes. William also mentioned ALPL practicum student Jenny Sallay is in attendance at the meeting and is working toward her MLIS qualifications.

Holly Moore-Kowalski moved, and Michele Jakubs seconded **Resolution No. 2777-21**, approving the minutes of the regular meeting on January 14, 2021.

Call For Vote: All Ayes Motion Carried

Fiscal Officer's Report:

Lorie touched on the Revenue Report and noted we received \$61,232.79 in January 2021 from the Public Library Fund (PLF), up from where we were last year. She clarified that we are certified for an annual amount of \$643,000.

Lorie noted that Refunds and Reimbursements (line item 101.870.48700) is at \$32,000, including a \$3,170 refund to the Library from the City of Avon Lake. William advised that the refund represents an agreement with Avon Lake City Digital Services (located in the Library's lower level). The City reimburses the Library for 5% of the utilities from the previous year. There was also a small refund from the Bureau of Workers' Compensation.

Lori further explained the following line items in the Revenue Report:

Patron Fines and Fees Income (100.300.43110) represent fines and fees paid by patrons who "walk through the door." *Credit Card Payments* (100.300.43140) represent payments paid with a credit card in the Library using Square. *Online Fine Payments* (100.300.43120) represent payments made by means of the new online fine paying functionality which allows staff and patrons to avoid passing of physical currency.

On the Bank Report, there was a notification from the State Auditor that STARPlus is no longer linked to Star Ohio. The Auditor has determined that other companies offer the same service received from STARPlus, so it is not appropriate to recommend one over the other. Seeing there

is an opportunity to change, Lori will explore options and present a recommendation. She noted that the servicer is still required to be a secure, backed deposit.

On the Expense Report, Lorie mentioned next month's financials will include Salaries and Benefits encumbered for the year. She also presented the Check Report.

Rebecca Schaltenbrand motioned, and Holly Moore-Kowalski seconded **Resolution No 2778-21**, approving the Fiscal Officers January 2021 report and monthly financial statements.

Call For Vote: All Ayes Motion Carried

Gifts:

There were no direct gifts to the Library.

There were 17 gifts to the Endowment Fund, totaling \$570, as follows:

\$10.00 from Kathy Diamond in memory of Judith Riggle
\$25.00 from Carol Henderson in memory of Judith Riggle
\$20.00 from Nicole Balogh in memory of Judith Riggle
\$30.00 from Nadge Herceg in memory of Judith Riggle
\$25.00 from Karen Scott in memory of Judith Riggle
\$15.00 from Lana Lednick in memory of Judith Riggle
\$10.00 from Sue Cozzens in memory of Judith Riggle
\$10.00 from Jill Ralston in memory of Judith Riggle
\$10.00 from Gloria Camillo in memory of Judith Riggle
\$10.00 from Karen Leonard in memory of Judith Riggle
\$15.00 from Jo-Ann Wainscott in memory of Judith Riggle
\$10.00 from Nancy Albrecht in memory of Judith Riggle
\$10.00 from Marleen Rippeth in memory of Judith Riggle
\$10.00 from Sue Hurbanek in memory of Judith Riggle
\$10.00 from Cathy Fischbach in memory of Judith Riggle
\$100.00 from Mary Crehore in memory of Judith Riggle
\$250.00 from Jane and Stu Sheard in memory of Mickey G. Sheard

William noted that the majority of gifts were donated by past and current employees in the memory of Judith Riggle, a past library director.

Rebecca Schaltenbrand motioned and Holly Moore-Kowalski second **Resolution No. 2779-21**, accepting \$570 to the Endowment Fund.

Call For Vote: All Ayes Motion Carried

Director's Report:

William noted the levy committee had its first meeting (members include: William Rutger, Shea Alltmont, Jill Ralston, Holly Moore Kowalski, Steve Parsons, and Deborah Yue). The committee is working on an informational piece that will be shared internally and with the Board for release later this month. They are also planning on a "vote yes" piece to send out to the community in March, in advance of the early voting period starting on April 6. He noted that locally, the City of Avon Lake has a 5-year renewal of the ambulance and EMS levy on the ballot. The libraries with levies on their respective ballots include Lorain Public Library (Main) Oberlin Public Library. Per Rebecca Schaltenbrand's inquiry, William advised that we do not know the cost to be on the ballot for this year yet, but in 2016 the cost was \$1,232.50. Holly requested information about the taxpayer cost per \$100,000 home value, and William advised it will be \$7.02 /per 100,000/per month.

William provided an update on the Ohio Governor's bi-annual budget that was recently introduced. The Ohio Library Council (OLC) advocates maintaining the Public Library Fund (PLF) funding at current levels.

William reiterated that the Fiscal Assistant job description has been modified, and the position has been posted with the title Administrative Assistant. William is hopeful the position will be filled by the end of the month and have someone in place for the March Board meeting.

William reported that the Friends of the Library held their first book drive since the pandemic. The "drive though" event was held on a Sunday to eliminate patron and employee traffic in the Library. Volunteers were masked, and over 200 vehicles donated items. Participants were pleased, and there will be a second book drive in late February.

Statistics:

Circulation was down 9% from last year, which was to be expected due to pandemic-related limitations. William noted that even down, over 38,000 items were circulated last month, which was impressive seeing continuing restrictions. In addition, over 200 people took advantage of take-home crafts, Discovery Works science-kits-to-go, and online book clubs.

New Business:

William noted that annually the Board is required to take action on the interest accrued on the Library's Endowment Fund held by Lorain County Community Foundation. The current amount of interest is \$28,032.34, and the total fund balance is \$192,279.76. In previous years we have held on to the interest. Lorie advised that funds held will be earning at the same rate as investments.

Deborah Yue moved, and Holly Moore Kowalski seconded **Resolution No. 2780-21**, to hold the 2021 interest income from the Avon Lake Public Library Endowment Fund totaling \$28,032.34 for future disbursement.

Roll Call Vote: Motion Carried

Betsy Bell	Absent
Michelle Jakubs	AYE
Holly Moore Kowalski	AYE
Jenefer Machovina	Absent
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Deborah Yue	AYE

William proposed an Endowment Fund request for a tabletop scanning system for large format items to assist with the local history and genealogy materials. The Library was unable to secure a grant last year; however, the Trustees expressed interest in pursuing it. The proposed scanner would expand digitization services to include large format materials and regular size books. The equipment will have the capability to scan documents without flipping them over and capture images in a flat format. It will be far more convenient for scanning large items/ledgers and archived materials and will serve as a destination for archival support for community partners and internal usage. More discussions were held regarding the benefits and value of the proposed equipment.

Rebecca asked if patron usage would be free of charge, and William and Gerry advised that yes, items would be scanned to an email account or USB drive. It would be useful for the City of Avon Lake who has expressed interest in digitizing records. Gerry emphasized the high quality and fast speed of copies. Deborah Yue asked about the warranty, and Gerry advised it is 3-year warranty and year to year from there. Included in the price will be up to 2 days of on-site training (travel time included) and call and online support.

Rebecca inquired about whether an appointment would be needed to use the scanner. Gerry confirmed appointments would be required and added that public users would not be permitted until other computers are available for patron usage.

Steve inquired that per the documentation provided, the quotation for the scanner is \$32,775.00, and William clarified that the amount requested was rounded to \$34,000 to account for any additional expenses incurred. Steve added that the scanner would be a valuable and efficient resource for the Library and the community.

Deborah Yue inquired about the delivery date. Gerry and William advised it would be 2-4 weeks from receipt of payment and purchase order.

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William proposed the funding of the scanner to be divided as follows: (1) the warranty and installation costs to be paid out of the Endowment Fund and (2) the remaining balance be paid from the Building Fund, considering the equipment will have an average life of at least five years. Gerry commented that the efforts of Laura Ploenzke were integral to laying the groundwork for the proposed equipment.


Rebecca Schaltenbrand moved, and Holly Moore Kowalski seconded **Resolution No. 2781-21**, approving the funding of the OmniScan OS12002 Advanced Color Scanner from Crowley Digital Preservation Services not to exceed \$34,000 of which \$8,850 installation and warranty costs will come from Endowment Fund and remaining from Building Fund.

Roll Call Vote: Motion Carried

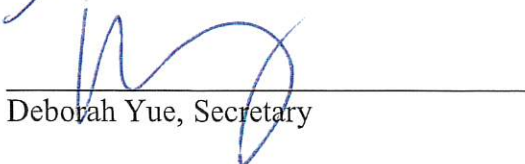
Betsy Bell	Absent
Michelle Jakubs	AYE
Holly Moore Kowalski	AYE
Jenefer Machovina	Absent
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Deborah Yue	AYE

Steve Parsons stated that he had reached out to Lorie to continue pursuing the electronic signing process. Lori is working with the Lorain County Prosecutor for more guidance and hopes to have additional information within the next week.

With no further business to discuss, the meeting was adjourned at 7:40 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is March 11, 2021.



Steve Parsons, President



Deborah Yue, Secretary