

2193-21

President Steve Parsons called to order a meeting of the Avon Lake Public Library Board of Trustees via video conference (Zoom) on January 14, 2021, at 7:07 p.m. Trustees in attendance were: Betsey Bell, Michele Jakubs, Jenefer Machovina, Holly Moore Kowalski, Rebecca Schaltenbrand, and Deborah Yue. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, Assistant Director Gerry Vogel, Technical Services Manager Nick Kelley, and Fiscal Assistant Maureen Minadeo.

There was one adjustment to the agenda. Lorie advised she wanted to take the electronic check signing off from Old Business. Steve provided some background information regarding manual check signing and our procedures. There were no public comments.

Michele Jakubs was sworn in as an Avon Lake Public Library Board Trustee, with the oath administered by Rebecca Schaltenbrand, for a term of seven years. Those in attendance shared a short biography for the benefit of the new Trustee, Michele Jakubs.

William advised that the Library Levy Committee will be reaching out to Trustees to see if they would like to be on the committee. The committee consists of William Rutger, Shea Allmont, and Jill Ralston, along with Holly Moore Kowalski. William advised he received confirmation that the levy paperwork was filed, and we are on the May ballot. Information about the levy will be published in an article next week in the WestLife, and William will provide updates accordingly.

2772-21
Approve minutes
of regular
meeting

Holly Moore Kowalski moved and Betsey Bell seconded Resolution No. 2772-21, approving the minutes of the regular meeting of December 10, 2020.

Call For Vote: All Ayes Motion Carried

2773-21
Approve minutes
of organizational
meeting

Holly Moore Kowalski moved and Jenefer Machovina seconded Resolution No. 2773-21, approving the minutes of the organizational meeting of December 10, 2020.

Call For Vote: All Ayes Motion Carried

Fiscal Officer's Report:

Lorie touched on the Revenue Report and noted in July our forecast for the PLF was \$55,000, and we received \$46,919. Lorie pointed out the transfer from the General Fund to the Building Fund of \$375,000. Lorie noted that the \$25,000 CARES Act grant had to be set up as a separate fund. Lorie showed on the bank report that we transferred money from Star Ohio General Investment fund to the Star Ohio Plus account, leaving a balance of 1.2 million dollars. Lorie advised that the Star Plus account has a mixture of investments that result in higher interest. We try to put as much as we can in this account, and the only drawback is that it takes a week to get funds out.

Lorie touched on the Expense Report, making note of the \$375,000 that was transferred out of the General Fund on page 3. We finished the year with \$11,826 encumbered and we have \$176,000 that is unencumbered. Lorie noted that the money that we put in the General Fund is money we use for regular expenses. We can put that back in our savings account. When we do the budget, we watch revenue and expenses. Lorie inquired if there were any questions about the checks, and there were not.

2774-21
Approve Fiscal
Officer's Report

Betsey Bell moved and Jenefer Machovina seconded Resolution No. 2774-21, approving the Fiscal Officer's December 2020 reports, and monthly financial statements.

Call For Vote: All Ayes Motion Carried

Lorie advised she did one special cross millennial transfer in November. The amount transferred was taken from Staff Development and Patron Programs. Discussion of ratifying the transfer took place, as the funds have already been moved.

2775-21
Ratify cross-
millennial
transfer

Betsey Bell moved and Rebecca Schaltenbrand seconded Resolution No. 2775-21, ratifying the use of contingency funds for any cross-millennial transfers as presented by the Fiscal Officer.

Roll Call Vote: Motion Carried

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

Gifts:

William noted that Trustees will see a number of donations in memory of Judith Riggle, a past library director, that are part of an effort to raise money for a gold leaf in her name. There were five gifts to the Endowment Fund, as follows:

- \$10.00 from Mary Beth Findlater in memory of Judith Riggle.
- \$10.00 from Scott and Margaret Townsend in memory of Judith Riggle.
- \$10.00 from John and Roseanne Lavelle in memory of Judith Riggle.
- \$10.00 from Judy Means in memory of Judith Riggle.
- \$500.00 from Hannah Chernock in honor of Lucy Heinen and Noreen Cicerrella.

2776-21
Approve Gifts

Rebecca Schaltenbrand moved and Holly Moore Kowalski seconded Resolution #2776-21, approving gifts to the Endowment Fund, totaling \$540.00.

Call For Vote: All Ayes Motion Carried

Director's Report:

William advised that our daily average of patrons has returned to around 220 individuals following the temporary change to curbside-only service as a result of the elevated county health advisory level. We have had no new staff cases of COVID-19. The PLF was better than anticipated, and we are cautiously optimistic about 2021. William touched on House Bill 450 which requires Fiscal Officers to provide certificates of transition to their successors. William stated he will have something for the board to approve at a later date.

William discussed a previous grant proposal for a large format book scanner, for use with archiving. The grant had been denied and the project was put on hold. William plans to make a request at the February board meeting to use Endowment Funds for the project. He noted that this will expand our archiving services and several organizations can take advantage of this scanner, including the City of Avon Lake. The unit we are looking at should last ten years. Betsey thought it was an excellent service to provide to the community. Holly inquired about price range. Gerry noted it was about \$25,000 in 2020, and they have offered to honor that price. Steve stated archiving is a valuable service also.

William noted that 2021 is our 90th anniversary. We are planning fun activities within the confines of health and safety. We will have "golden tickets" hidden in 90 books, a trivia program and showcases. Whitey, the beloved Avon Lake Piebald Buck is now on display at the Library. We will have a reading challenge, read 30 days in a row and get a book light. We've received two really nice comments from patrons in the last few weeks. William noted he included the Trustee's Directory and a timeline for meetings and the upcoming election. William stated that Michele had received her Trustee training.

Statistics:

William said circulation remains steady with 31,000 items in December. William advised that curbside crafts and science kits are really popular.

Unfinished Business:

Removed.

New Business:

None.

With no further business to discuss, the meeting adjourned at 8:07 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is February 11, 2021.

Steve Parsons, President

Deborah Yue, Secretary