

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 May 13, 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 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

A. Minutes of the regular meeting of April 8, 2021

Betsey Bell moved, and Deborah Yue seconded **Resolution No. 2789-21**, approving the minutes of the regular meeting of April 8, 2021.

Call For Vote: All Ayes Motion Carried

B. Minutes of the personnel committee meeting of April 27, 2021

Holly Moore Kowalski moved, and Michele Jakubs seconded **Resolution No. 2790-21**, approving the minutes of the personnel committee meeting of April 27, 2021.

Call For Vote: All Ayes Motion Carried

C. Minutes of the finance committee meeting of May 6, 2021

Betsey Bell moved, and Deborah Yue seconded **Resolution No. 2091-21**, approving the minutes of the finance committee meeting of May 6, 2021.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Reports

A. Fiscal Officer's April 2021 report, and monthly financial statements - Lorie touched on the Bank Report restating the balances for the General Fund as \$2,230,629.16 and Building Fund as \$1,892,508.67. Per the Revenue report, Lorie clarified that the PLF revenue and Property Tax revenue are ahead of what we were certified for. As for the check report, Lorie clarified she reclassified some charges on the Midwest Tape, Amazon.com, and Baker and Taylor accounts. The purpose for reclassifications was to amend purchase orders posted to incorrect accounts by

reversing expenses to reflect the appropriate line item. Rebecca requested more detail on the check to Lake Erie Crushers and Lorie clarified that the Lake Erie Crushers are a local baseball team which we plan to sponsor and advertise with in their program book. Deborah asked for clarification on the FirstBankCard line items without PO detail and Lorie plans to research, stating that PO descriptions may have not been given when the PO was created. Debbie asked for details on payments made to Demco and Carrie answered that Demco supplies library materials such as book tape, classification stickers.

Betsey Bell moved, and Jenefer Machovina seconded **Resolution No. 2792-21**, approving the Fiscal Officer's March 2021 report and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Directors Reports

A. Gifts - There was one gift to the Library in April, as follows:

\$75.00 from the Avon-on-the-Lake Garden Club in memory of past members who have passed away, Jule McRae, Jan Ritland, and Donna Shiley. There were no gifts to the endowment fund.

Holly Moore Kowalski moved, and Rebecca Shaldenbrandt seconded **Resolution No. 2793-21**, accepting \$75.00 to the Library.

Call For Vote: All Ayes Motion Carried

B. Director's Monthly Report - William stated that the May, 2021 2.8 mill renewal levy passed and provided background on historical levy passage rates which continue to increase. There were fewer voters this year; however, the Levy passed by 84%. Holly inquired about completing a post-mortem levy update and William agreed and will coordinate.

William addressed the Library reopening update clarifying that we have made some changes for May including eliminating the greeter station, reducing the material quarantine, and circulating some items that have been previously unavailable such as bicycles. William is working on a document for staff indicating we will follow the Governor's orders and revise protocols beginning June 2 when orders are removed. Staff and patrons can continue to wear masks if they prefer and barriers will remain for now. We will continue to provide hand sanitizer. William advised that management and staff are looking ahead and having conversations next month to discuss in person programming in the Fall. In addition, meeting rooms and in-person programming will resume in September. William indicated that staff will use the next few months to plan for Fall programming, clear furniture from the meeting rooms and Discovery Works and begin making appointments for patrons interested in renting meeting rooms. Betsey inquired if protocols would change if virus numbers were to increase drastically and William advised the plans could be modified based on pandemic conditions. The Library will follow guidance from the CDC and state government.

William added that the best personal defense to the virus is the vaccine. The vaccine is readily available for all employees and paid time off is offered for those choosing to get the vaccine and to recover from any adverse side effects. Steve asked if we have any data on how many staff have received the vaccine and Lorie advised that although we cannot ask, indications point towards most employees receiving the vaccine.

William reported on the State Budget update and stated that the Ohio House passed its version of the state budget bill without language to maintain the PLF at 1.7%. As a result, funding for Ohio's public libraries will be cut to 1.66% on July 1. The bill is now in the Ohio Senate, where efforts are being made to maintain funding at 1.7%. There was some confusion regarding libraries eligibility for the American Rescue Plan (ARP) funding to which OLC clarified that ARP funding is not directly available to public libraries in Ohio.

William also spoke to HB 110 which provides temporary authorization for public bodies to meet via electronic technology. The Board plans to continue to hold Board Meetings online until July 1, 2021. We will have a discussion for future plans and will notify the Board as to a possible extension.

C. Monthly Statistics - William noted that April circulation figures versus 2020 look inflated seeing that the Library was not open in April 2020. Important to note, is that circulation data is holding steady. William also highlighted the circulation statistics for digital materials (e-books etc.) are decreasing as patrons are trending toward checking out physical items. Digital materials were commonly selected by patrons at the height of the pandemic. Betsey requested clarification on self check-out data and William agreed to research, clarifying that recent data is suggesting patrons are using self check-out and the app, which are positive indicators.

VII. Unfinished Business - There was no unfinished business.

VIII. New Business

A. 2022 Proposed Appropriations Budget - Lorie began the budget discussion by reviewing estimated revenue resources. Lorie has kept 2022 tax revenue flat and adjusted the PLF from 1.7% to 1.66% which has an insignificant impact. Lorie used a conservative approach when estimating Miscellaneous Revenue such as fines and fees and clarified we can modify these figures in late 2021 and again in March 2022. As stated to the Finance Committee, best efforts and assumptions were made when formulating the 2022 Proposed budget. 2019 actual figures were used as a baseline for a typical year seeing the pandemic has produced skewed figures for 2020 and 2021. Based on current staffing, the salary budget is on target. Lorie clarified that 2020 Salary actuals were higher than usual because the previous Fiscal Assistant position was full time and was replaced with a part time employee. Also, management agreed to pay employees during the pandemic shutdown and those with multiple pay rates (7-10 employees) were paid at the higher rate. As for health insurance, Lorie stated that we are conservatively budgeting slightly higher for 2022 based on any insurance premium holidays we may or may not incur. We will find out in July if premium holidays will be realized this year. Lorie clarified there was not much

change on the Supplies budget. Lorie spoke to the Operations/Contract budget and noted we realized lower cleaning costs in 2020 and 2021 due to the fact the Library was closed on Sundays for numerous months of those years. Also, the budget for cleaning costs was increased in 2022, considering we are currently in the process of taking bids for alternate cleaning companies. Lorie stated she is confident in estimating the total Materials budget at \$315,000, and added that Gerry may reclassify funds between categories as he assesses patron needs. Lorie added material purchases must remain in line with staffing to process materials on a timely basis. Lorie stated she spoke with Nick regarding technology expenses and was conservative with the budget numbers assuming that any large technology project funding would come out of the Building Fund. Lorie indicated that we can reevaluate transfers from the Building Fund as we assess non-encumbered funds in the months to come. A reminder that General Fund dollars can be used for a broader spectrum of projects as opposed to the Building Funds which must be spent on capital improvements.

Betsey Bell moved, and Deborah Yue seconded **Resolution No. 2794-21**, approving the 2022 Proposed Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for	\$2,113,068
2000/Supplies for	\$39,100
3000/Operations/Contracts for	\$478,600
4000/Materials for	\$315,000
5000/Capital Outlay for	\$52,500
7000/8000/Other for	\$115,350

For a General Fund total of \$3,113,618 and a \$200,000 appropriation from the Building Fund for a combined total for the two funds of \$3,313,618.

Roll Call Vote: Motion Carried

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

B. Obsolete equipment - William, with the help of Nick Kelley, presented the obsolete equipment list for Board approval and clarified that the Library occasionally identifies equipment that has outlived its usefulness. These items, many of which are computers, are no longer in use and are typically recycled because of resale issues such as securely wiping the hard drive, outdated licensing and low demand for obsolete equipment.

Betsey Bell moved, and Rebecca Schaldenbrandt seconded **Resolution No. 2795-21**, approving the obsolete equipment for sale, donation or responsible disposal.

Roll Call Vote: Motion Carried

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

C. Upcoming trustee vacancy- William stated that Holly Moore Kowalski's term is up at the end of December. She has served both terms and has served on the Board for 14 years. William provided some options for filling this vacancy and stated approval from the Avon Lake Board of Education will be required before the January Board meeting. Steve agreed to move the discussion to the next Board meeting as unfinished business.

D. Executive session to discuss upcoming union negotiations - William advised the Board move to executive session to discuss the upcoming union negotiations.

Betsey Bell moved, and Jenefer Machovina seconded **Resolution No. 2796-21**, approving the motion to convene to Executive session at 7:39 p.m. to discuss upcoming union negotiations.

Roll Call Vote: Motion Carried

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

The Board came out of executive session at 8:10 p.m. No action was taken.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 8:13 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is June 10, 2021

Steve Parsons, President

Deborah Yue, Secretary