

I. Call to Order and Roll Call

President Steve Parsons called to order a meeting of the Avon Lake Public Library Board of Trustees on September 9, 2021 at 7:01 p.m. Trustees in attendance were: Michele Jakubs, Holly Moore Kowalski, Rebecca Schaltenbrand, Betsey Bell, and Jenefer Machovina. Deborah Yue was absent, however participated as a non-voting member via phone. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, Assistant Director Gerry Vogel 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 August 12, 2021

Betsey moved, and Rebecca seconded **Resolution No. 2811-21**, approving the minutes of the regular meeting of August 12, 2021.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's 2021 report, and monthly financial statements - Lorie touched on the Revenue report highlighting the \$1,498 donation from Friends allocated to DiscoveryWorks for future improvements. The Board expressed their thanks and a card will be sent to the Friends in appreciation of their generous contribution. Lorie also noted revenue incurred from the Property Taxes reflected at 3% above the certified amount.

Moving on to the Bank report, Lorie provided the combined Building Fund and General Fund numbers to summarize to the Board the current funds available in these accounts

Lorie reviewed the Expense report and clarified that after further research, she will adjust monies erroneously posted to Supplies-YA to be reclassified as costs relating to Public Relations/Marketing. Also mentioned was the \$14,423.50 expense representative of the portion of Tax Distribution Fees charged by the county.

As for the Check report, Lorie provided detail on the \$12,442.50 check to RGI Creative as an initial installment for work pertaining to the DiscoveryWorks improvement project. Lorie also noted the overage in the Variable Building and Site Maintenance line item is reflective of the parking lot maintenance completed earlier this year.

With no questions on the check report, Lorie concluded her financial report.

Holly moved, and Michele seconded **Resolution No. 2812-21**, approving the Fiscal Officer's August 2021 report and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Directors Reports

A. Gifts - There were no gifts to the Library.

B . Director's Monthly Report - William updated the Board on the ongoing COVID-19 protocol. One important change is that masks will be required when attending in-person library programs that are hosted by the Library. Masks are not required for rooms rented by community members as it would be difficult to enforce. This protocol has been well received and there have been very few issues. Overall the Library has had a nice flow of people entering and utilizing Library services. There have been a mix of masked and unmasked patrons and staff. DiscoveryWorks has reopened to the public with positive feedback. Traffic in the department has been manageable for staff. Before opening, staff completed a deep clean of the area, providing repair and reestablishing exhibits. William also reported DiscoveryWorks will be providing individualized program kits educators may utilize in lieu of in person class. Gerry mentioned there has been a large uptick in patrons seeking assistance from the Information desk, many of which are requests for assistance with technology. William also noted that requests for COVID-19 rapid testing kits are being directed to Lorain County Libraries. The Library is again renting meeting rooms out to the public and recently held a successful Garden Club meeting that drew in ten members of the public.

William mentioned that PLF distributions continue to come in above the budget estimates and the PLF Calendar Year 2021 year-to-date total is \$308,302,714.

William announced Site Manager, Marty Flynn is retiring after more than 18 years at the Library and has been training his replacement Tony Frank over the last few weeks. An extra set of hands has proved beneficial with the many modifications made in DiscoveryWorks and other areas. The Library will be establishing copper leaves on the Donor Tree to commemorate each retiree and note their years of service. William has sent letters to recent Library retirees Jill Ralston, Mary Beth Findlater, Victoria George, and Maureen Minadeo notifying them of this retroactive recognition. The Board congratulated retirees and thanked them for their many years of service to the Library.

William noted Marilyn Valentino has completed Trustee Orientation.

Lastly, William reminded the Board the Friends will be again conducting an outdoor Book Sale September 11th and 12th in the Library parking lot. The sale has also been combined with their annual "Fall Friendly" membership drive.

C. Monthly statistics - William discussed the Circulation statistics and reported good activity. The Library has experienced a steady stream of patron usage that has been manageable for staff. William will monitor participant usage and programming attendance and will allow for adjustments based on patron preferences. Generally speaking, statistics show positive trends, including steady growth as programming and offerings are being phased in.

On a side note, William notified the Board that “Boo by the Woods” will be held on October 16th in conjunction with the City of Avon Lake Parks and Recreation department. The event will be held outdoors with the exception of the “Haunted Basement” to be located in the lower level of the Library. This option will be a walk-through attraction that will feature themed rooms and utilize the Gallery as a queue. William noted that the inside and outside trails will be ticketed in order to manage the amount of participants. Masks will be required inside the Library and all performers will be wearing masks as well. Volunteers stationed indoors will be assisting with mask enforcement, checking tickets and communicating the increased level of scariness in the “Haunted Basement”. William highlighted a few of the outdoor attractions such as a full size dinosaur with a handler, an expanded corn maze and other activities that prioritize movement and avoid tight quarters amongst people. A few of the more traditional hands-on events will not be offered as they can not be safely executed in an outdoor setting.

With no other comments or questions, William concluded his Director’s report.

VII. Unfinished Business - There was no unfinished business.

VIII. New Business - There was no new business

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 7:25 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is October 14, 2021.

Steve Parsons, President

Deborah Yue, Secretary