

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 October 14, 2021 at 7:03 p.m. Trustees in attendance were: Holly Moore Kowalski, Rebecca Schaltenbrand, Betsey Bell, and Jenefer Machovina. Michele Jakubs and Deborah Yue were absent. Also present were Fiscal Officer Lorie Scheer, Assistant Director Gerry Vogel and Administrative Assistant Carrie Muzychak. Director William Rutger was absent.

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

III. Public comments

Steve welcomed Marilyn Valerino and Anthony Frank to the meeting as guests. Lorie introduced Anthony Frank as the newly appointed Site Manager for the Library who replaces Martin Flynn who has since retired. Anthony has received training and “jumped right in with feet first” into this position. The Board welcomed Anthony and expressed their appreciation for his continued efforts in maintaining the building and grounds at the Library.

IV. Minutes

A. Minutes of the regular meeting of September 9, 2021

Holly moved, and Betsey seconded **Resolution No. 2813-21**, approving the minutes of the regular meeting of September 9, 2021.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer’s Report

A. Fiscal Officer’s September 2021 report, and monthly financial statements - Lorie touched on the month to date Revenue Report, remarking we would anticipate numbers to reflect 75% of our revenue target as it is the end of the third quarter. The General Fund is tracking at 96% of target, primarily due to property tax revenue. Monies relating to the Public Library Fund (PLF) are also on target. Lorie explained the amount in 101,870.48700 / Refunds and Reimbursements is a refund from our previous payroll provider who erroneously paid first quarter taxes. In response to Steve’s inquiry, Lorie clarified our new payroll provider is Paycom.

Moving on to the Bank Report, Lorie commented Building Funds are in good shape. Improvements relating to the HVAC system were completed and we have other building upgrades to be made. In particular, Lorie notified the Board of the sidewalk grinding project that was recently completed to level the sidewalks around the building. The completion of this project addresses safety concerns for our patrons and staff and is much less costly than pouring new concrete.

Lorie reviewed the Expense Report indicating all accounts are in sound fiscal position. The Library has funds we can choose to spend this year or can carry over to 2022. Looking forward to the materials budget for next year, Gerry and his staff will evaluate the appropriate make-up of materials to purchase.

As for the Check Report, Lorie provided clarification on the check to Library Design Associates Inc. for payment of additional shelving in the Circulation department designated for items “on hold” available for patrons.

In addition, Lorie will arrange a Finance Committee meeting to discuss the 2022 Temporary Budget in preparation for the November 11th Board meeting. Typically, Betsey and Deborah are in attendance as well as Steve as Board President. William and Lorie will be present, and will announce meeting details as an invitation to the public.

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

Betsey moved, and Holly seconded **Resolution No. 2814-21**, approving the Fiscal Officer’s September 2021 reports 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 - In William’s absence, Lorie provided the review of the Director’s Monthly Report inquiring if there were any questions on the report. With none, Lorie moved on to the remainder of the document.

C. Monthly statistics - Lorie presented the monthly statistics noting that William documented notes to certain items on the report in his absence. Circulation figures were flat for September 2021 and continue to return to pre-Covid figures. Lorie made mention of the DiscoveryWorks attendance figures which have exceeded expectations, especially considering the area reopened on September 7th. DiscoveryWorks staff have reported many new patrons are enjoying the space since its temporary closure due to the pandemic. In addition, DiscoveryWorks has been rearranged and some exhibits have been changed to accommodate a more diverse range of ages. Positive feedback has been received about the new configuration. Although attendance has been high, there has been a manageable spread of people throughout the day to accommodate staffing and a proper amount of social distancing.

Gerry spoke to programming and communicated that Library programs have been available “in person” as of September. Many programs continue to be held as hybrids; both in person and virtual. Hybrid programming has been more of a challenge as technological issues arise. Some programs, for example the “Discover Your Past” Genealogy programs, continue to be well

attended as entirely virtual offerings. Book Clubs continue to garner interest and have been popularly held in-person. Gerry commented that it has been a learning experience for staff and patrons as adjustments are made to provide options based on needs and preferences.

With no comments or questions, Lorie concluded the Director's Report.

VII. Unfinished Business - There was no unfinished business.

VIII. New Business - *A. 2022 Levy proceeds* - Lorie provided documents relating to the acceptance of the amounts and rates relating to the levy renewal. Trustees are required to approve the acceptance of the proceeds from tax levies at a tax rate of 2.8 mills and an estimated total of \$2,480,439.

Jenefer moved and Rebecca seconded **Resolution No. 2815-21**, to accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Roll Call Vote: Motion Carried

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

As a side note, Betsey reminded the Board that Jenefer Machovina will be on the upcoming ballot as a candidate for election to the Avon Lake School Board. Discussion will be held at the next meeting if this position will need to be filled.

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 7:22 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is November 11, 2021.

Steve Parsons, President

Deborah Yue, Secretary