

## 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 December 9, 2021 at 7:03 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Jenefer Machovina, Michele Jakubs and Deborah Yue. Rebecca Schaltenbrand was absent. 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 Finance Committee Meeting of November 11, 2021.*

Betsey moved, and Deborah seconded **Resolution No. 2820-21**, approving the minutes of the Finance Committee meeting of November 11, 2021.

**Call For Vote: All Ayes Motion Carried**

*A. Minutes of the regular meeting of November 11, 2021.*

Holly moved, and Jenefer seconded **Resolution No. 2821-21**, approving the minutes of the regular meeting of November 11, 2021.

**Call For Vote: All Ayes Motion Carried**

## V. Fiscal Officer's Report

*A. Fiscal Officer's October 2021 report, and monthly financial statements* - Lorie spoke in regards to the Revenue Report and mentioned \$24,869 highlighted in the report are funds received in excess of what we were certified for by the County. Lorie estimates the Library will receive over \$60,000 in Public Library Fund (PLF) dollars for December as revenue dollars from the PLF continue to exceed expectations.

Moving on to the Bank Report, Lorie reviewed totals in the Library bank accounts including the General Fund \$2,222,608 and the Building Fund of \$1,890,407. Discussion will be held later in the meeting regarding a transfer to the Building Fund.

Lorie reviewed the Expense Report and highlighted the portion of funds that are unencumbered at this point in 2021. There are significant amounts in some accounts and unused funds will be reviewed at the end of the year. In particular, Lorie discussed Wages and reminded the group, although there are three pay dates in December, there may be extra funds. Lorie also mentioned there is \$9,000 of unencumbered funds in the Discovery Works Furniture and Equipment line item from the Friends donation that will be carried over to 2022. Discussion will be

held as to the amount the Library will transfer to the Building Fund and Lorie states \$350,000 may be conservative. As for the cross millennial transfer, Lorie notes monies allocated for contingency will be removed and reallocated. Lorie clarifies that expenses relating to the parking lot maintenance will be funded by moving unused dollars from contingency and other funds.

As for the Check report, Lorie presented a new and improved report to display detail in a clear, easy to read format. The report provides readers with descriptions on checks written. With no questions regarding the Financial Report, Lorie concluded her presentation.

Holly moved, and Betsey seconded **Resolution No. 2822-21**, approving the Fiscal Officer’s November 2021 reports and monthly financial statements.

**Call For Vote: All Ayes Motion Carried**

*B. General Fund Transfer*

Lorie began the discussion by clarifying that a transfer to the Building Fund can be completed once and can only be done in December. Lorie’s suggestion is for the Board to approve a transfer of a minimum of \$400,000 to the Building Fund. This will provide the Library flexibility to transfer excess funds available at year end from the General Fund checking account. Lorie will report the exact figure at the January meeting and detail will be included in the December financials.

Betsey moved, and Jenefer seconded **Resolution No. 2823-21**, to approve a transfer a minimum of \$400,000 from the General Fund to the Building Fund as requested by the Fiscal Officer.

**Roll Call Vote: Motion Carried**

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

*C. Cross- Millennial Transfers*

Lorie clarified an excess of \$15,042.55 from 101.100.51110 Wages and allocated \$4,075.97 of it to 101.100.57100 Dues and Membership Fees. The remaining \$10,966.58 and the entire amount of 101.100.58900 Contingency (\$28,139) were collectively allocated to 101.100.53325 Building and Site Maintenance -Variable. With this, Lorie proposed the approval of \$43,181.55 in cross millennial transfers.

Michele moved, and Holly seconded **Resolution No. 2824-21**, to approve the use of contingency funds for any cross-millennial transfers at year-end.

**Roll Call Vote: Motion Carried**

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

**VI. Directors Reports**

A. *Gifts to the Library* - There were no gifts to the Library in November.

B. *Director's Monthly Report* -

William began the discussion highlighting the Knitted Knockers project and displayed the marketing materials and kits created and reported the kick off, “Knocking Around the Christmas Tree”, will spearhead the project. Knitted Knockers is a signature event and will be included in the Winter Program Guide. This program was brought to the Library by Friends of the Avon Lake Public Library member Laurie Tierney as an opportunity to give back to the community by providing knitted prosthetics to those who have undergone mastectomies or other procedures of the breast. Recently, volunteers from Avon High School National Honors Society assisted in packaging kits. Knitters will be provided with specific yarn, needles and instructions to create the knocker and will be invited to join the Library’s long standing Stitch Niche program to improve on or learn a new skill. There will be a “filling party” for non-knitters to fill the prosthetics. Library staff will track outgoing kits and receive incoming completed items. This program has already received a lot of positive press and recognition for the Library and the Friends. Funding for this project has come primarily from The Friends of the Avon Lake Public Library and additional grant money was awarded from the Community Foundation of Lorain. A partnership with the Cleveland Clinic has also been established.

William briefly mentioned the Public Library Fund (PLF), which has exceeded expectations even though the pandemic.

A discussion of the partnership with the Avon Lake Historical Society was discussed. William clarified that this is similar to the arrangement with the Garden Club where the Library will provide space and they provide Library-sponsored programming.

William highlighted readers' advisory services offerings the Library provides. "Personalized Picks" are customized services tailored to patron preferences. Recommendations are based on feedback from patrons who provide data via a questionnaire. The Library offers *Tailored Titles* for adults, *Bibliobox* for Teen patrons and there is an option of securing customized items for juvenile patrons as well. All items can be picked up in-person or using curbside and will be lent out for the typical lending times. William invited the Board to utilize these services and provide feedback to Library staff. With no further questions, William concluded the Director's Report.

*C. Monthly Statistics* - William reported Circulation numbers took a bit of a dip which was expected as circulation typically slows down this time of year. Over 37,000 items circulated in November and over 11,000 patrons used Library services. As a side note, William mentioned the Library will be hosting groups of Christmas Carolers on Sundays in December.

## **VII. Unfinished Business -**

*A. Trustee vacancy* - William addressed the upcoming trustee vacancy due to Jenefer's election to the Avon Lake School Board. William incorporated feedback from the Board on the Trustee Application and made improvements on questions and arrangement of the form. With Board approval, William plans to post the application December 10th through December 31, 2021. William clarifies the candidate will fill a partial term of 3 years. Applicants chosen will be interviewed in January with the option of a Zoom interview for those interested. The decision will be made before the February School Board meeting. William clarified we can conduct a special session of the Board if further discussion is needed. The new Trustee will ideally be seated at the Board meeting on February 10th.

*B. Trustee Social gathering* - Discussions were held during the November meeting regarding a social gathering of the Board. William mentioned he contacted the Lorain County Prosecutor and reported the Board can meet as long as library business is not discussed. William advised that we can secure a date after the new Trustee is seated.

## **VIII. New Business -**

William extended thanks from himself and the Board to Holly Moore Kowalski who will be retiring from the Board after 14 years of service. A customized "leaf" recognizing Holly will be added to the donor tree for her many contributions including involvement with past levy campaigns. In addition, William expressed thanks to Jenefer Machovina, who will begin her new position as a member of the Avon Lake City School Board in January. Thank you Jenefer for your service and contributions to the Avon Lake Public Library Board.

## **IX. Adjourn**

With no further business to discuss, the meeting was adjourned at 7:35 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is January 13, 2022.

---

**Steve Parsons, President**

---

**Deborah Yue, Secretary**