

**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 January 13, 2022 at 7:00p.m. Trustees in attendance were: Rebecca Schaltenbrand, Betsey Bell, Michele Jakubs, Deborah Yue and Marilyn Valentino. Also present were Fiscal Officer Lorie Scheer, 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** -

Marilyn Valentino was sworn in as an Avon Lake Public Library Board Trustee, with the Oath of Office administered by Steve Parsons, for a term of 6 years.

**IV. Minutes**

*A. Minutes of the regular meeting of December 9, 2021*

Betsey Bell moved and Michele Jakubs seconded **Resolution No. 2832-22**, approving the minutes of the regular meeting of December 9, 2021.

Call For Vote: All Ayes      Motion Carried

*B. Minutes of the organizational meeting of December 9, 2021*

Deborah Yue moved and Michele Jakubs seconded **Resolution No. 2833-22**, approving the minutes of the organizational meeting of December 9, 2021.

Call For Vote: All Ayes      Motion Carried

**V. Fiscal Officer's Report**

*A. Fiscal Officer's December 2021 report, and monthly financial statements -*

Lorie began the Revenue Report by highlighting \$22,378.03 the Library has received in excess of what we were certified for. Lorie provided details on a few of the accounts such as Miscellaneous Revenue which included \$8,850.00 from The Community Foundation for the purchase of a new scanner. Also mentioned was the City of Avon Lake utility reimbursement for which we invoice the City 5% of utilities for electric, gas and water. Marilyn requested clarification on revenue designed as Homestead Rollback. Lorie clarified this revenue is paid to us by the county for those who get homestead exemption. Revenue associated with the Homestead Rollback is required to be posted separately for accounting purposes.

Lorie mentioned the 2021 year end transfer of \$500,000 from the General Fund to the Building Fund. As the building advances in age, we have an allotment of funds to be spent on expenses relating to building improvements and repairs.

Lorie referred to the Expense Report and noted encumbrances left over after invoices are paid through the first quarter can be applied to the current year budget. Lorie clarified, per the Lorain County Auditor, the Building Fund transfer is required to be posted as an outgoing expense.

Moving on to the newly named “Betsey Bell Check Report”, Lorie presented checks written in January and invited the Board to review the details provided, detailing the purpose of the payment. Library staff have made efforts to clarify the purpose of a purchase order when requested and communicate information beneficial for Trustees. With no questions, Lorie concluded the Fiscal Officer’s Report.

Rebecca Schaltenbrand moved and Michele Jakubs seconded **Resolution No. 2834-22**, approving the Fiscal Officer’s December 2021 reports and monthly financial statements.

Call For Vote: All Ayes          Motion Carried

As a side note, Lorie mentioned Section 3375.392 of the Ohio Revised code requires a compliance officer to perform a review of credit card purchases. This duty, previously assigned to William Rutger, has been reassigned to Carrie Muzychak. Lorie noted Carrie performs this task monthly by reviewing the credit card statement and matches receipts by transaction. Discussion ensued on the mechanics of the review completed and clarification was provided by Lorie and Carrie. Furthermore, credit card statements are reviewed and finalized by Lorie Scheer.

## **VI. Directors Reports**

*A. Gifts* - There was one gift to the Endowment Fund in December, as follows:

\$250.00 to the Endowment fund from Ryan & Dr. Karina Robbins

Betsey Bell moved and Marilyn Valentino seconded **Resolution No. 2835-22**, accepting \$250.00 to the Library Endowment Fund.

Call For Vote: All Ayes          Motion Carried

### *B. Directors Monthly Report*

Lorie provided an update on Library programming and commented that most “in-person” programs have been paused or delayed due to the current state of the pandemic. Guidelines set forth by the CDC have been updated and provided to all employees. Avon Lake Public Library will not mandate masks for employees and patrons unless there is a State mandate. The Library continues to provide masks and sanitizer at various locations which the majority of staff and patrons continue to use.

Lorie touched on the Open Meetings law and reminded the Board the virtual public meeting option expired in July of 2021. Board members can sit in on meetings via a phone or computer as non-voting members and will not be counted as part of a quorum. OLC is requesting Trustees share any concerns regarding open meetings with our representative, Rep. Gayle Manning.

Discussion was held regarding the OLC Trustee workshop which has been beneficial to many Board members including Betsey Bell, Michele Jakubs and Deborah Yue. William will make arrangements for Steve Parsons and Marilyn Valentino to attend the OLC Trustee Workshop in March.

### *C. Monthly Statistics*

Lorie presented the Statistics Overview and noted Library attendance was lower for December, however Circulation figures were shifting upward. William attributes much of this trend to patrons checking out large amounts of items with each visit. Also mentioned was the continued popularity of Adult Fiction and Nonfiction downloadable audiobooks.

### *D. 2022 Trustee Calendar*

Lorie presented the 2022 Trustee Calendar which serves as a timeline to assist the Board in anticipating items of discussion. The timeline includes Budget approvals and other important proceedings including performance reviews for the Director and Fiscal Officer. Discussion ensued and Trustees decided to modify the timeline to present performance reviews at the April Board meeting. The 2022 Meeting timeline will be revised and provided to the Trustees.

## **VII. Unfinished Business -**

### *A. Executive Session to discuss trustee candidates*

Michele Jakubs moved and Betsey Bell seconded **Resolution No. 2836-22**, moving to Executive Session to discuss trustee candidates.

Roll Call Vote:            All Ayes            Motion Carried

Betsey Bell	AYE
Michele Jakubs	AYE
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Marilyn Valentino	AYE
Deborah Yue	AYE

The Board went into Executive session at 7:30 p.m. The Board came out of Executive session at 8:02 p.m. Applicant interviews for the trustee vacancy will be held on January 29, 2022 with an alternate date of January 30, 2022. Interviews will be thirty minutes in length with a fifteen minute break between interviews.

**VIII. New Business -**

*A. Executive Session: to discuss performance reviews of the director and fiscal officer.*

Rebecca Schaltenbrand moved and Betsey Bell seconded **Resolution No. 2837-22**, to convene into Executive session to discuss performance reviews of the Director and Fiscal Officer.

Roll Call Vote:            All Ayes            Motion Carried

Betsey Bell	AYE
Michele Jakubs	AYE
Steve Parsons	AYE
Rebecca Schaltenbrand	AYE
Marilyn Valentino	AYE
Deborah Yue	AYE

The Board went into Executive session at 8:03 p.m. The Board came out of Executive session at 8:29 p.m. There was no action taken.

**IX. Adjourn**

With no further business to discuss, the meeting was adjourned at 8:30 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is February 10, 2022.

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**Steve Parsons, President**

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**Michele Jakubs, Secretary**