

I. Call to Order and Roll Call

Vice President Debroah Yue called to order a meeting of the Avon Lake Public Library Board of Trustees on February 10, 2022 at 7:02 p.m. Trustees in attendance were: Rebecca Schaltenbrand, Betsey Bell, Michele Jakubs, Marilyn Valentino and Christina Mars. President Steve Parsons was absent. Also present were Director William Rutger, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, and Administrative Assistant Carrie Muzychak.

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

III. Public comments -

Christina Mars was sworn in as an Avon Lake Public Library Board Trustee, with the Oath of Office administered by Deborah Yue.

IV. Minutes

A. Minutes of the regular meeting of January 13, 2022.

Betsey Bell moved and Michele Jakubs seconded **Resolution No. 2840-22**, approving the minutes of the regular meeting of January 13, 2022.

Call For Vote: All Ayes Motion Carried

B. Minutes of the special meeting of January 29, 2022.

Marilyn Valentino moved and Rebecca Schaltenbrand seconded **Resolution No. 2841-22**, approving the minutes of the special meeting of January 29, 2022.

Call For Vote: All Ayes Motion Carried

V. Fiscal Officer's Report

A. Fiscal Officer's January 2022 report, and monthly financial statements - Lorie began the Revenue Report referencing the Public Library Fund (PLF). The Library received \$69,986.94 in January which is higher than estimated. We are certified for an annual amount of \$786,876 which, if divided monthly would amount to \$57,236.67. Lorie then mentioned the Library received \$5,500 gifts and donations toward the Knitted Knockers project. \$5,000 was gifted from an anonymous donor and \$500 from The Community Foundation of Lorain County. With these donations, Knitted Knockers will continue to provide yarn and knitting materials to volunteers to create the handmade breast prosthesis and get them into the hands of those who need them. Lorie noted there is nothing significant to relay in regards to the Bank Report and with no further discussion, moved on to the Expense report.

Lorie highlighted a few line items on the Expense Report, noting these amounts reflect an over encumbered account These encumbrances will be modified as part of the Permanent Appropriations Budget.

Moving on to the Check Report, Lorie welcomed questions and remarked on the enhanced clarity of descriptions on the report. Lorie and the managers have made efforts to increase detail when requesting a Purchase Order which helps provide trustees with more information when checks are processed. With no questions from the Board, Lorie concluded the Fiscal Officers Report.

Michele Jakubs moved and Rebecca Schatenbrand seconded **Resolution No. 2842-22**, approving the Fiscal Officer's January 2022 reports and monthly financial statements.

Call For Vote: All Ayes Motion Carried

VI. Directors Reports

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

\$5,000.00 anonymous donation in support of the Knitted Knockers Project

Betsey Bell moved and Michele Jakubs seconded **Resolution No. 2843-22**, accepting \$5,000.00 to the Library Endowment Fund.

Call For Vote: All Ayes Motion Carried

The Board expressed appreciation for this generous gift from an anonymous donor and William advised he will send a thank you note. William remarked the Knitted Knockers has been a popular initiative and donations allow the Library to continue to give back to the community in a unique way.

B. *Directors Monthly Report* -

William spoke to the Public Library Fund (PLF) and clarified public libraries receive funding from the state as a percentage of total general revenue. The amount of funding changes each month, however, as discussed in the Financial Report, PLF funding continues to come in higher than estimated.

William began the discussion on Legislative Day which is an annual event coordinated by Ohio Library Council (OLC) . This year's event will be held on April 6, 2022 in Columbus to advocate on behalf of Ohio public libraries. Typically, library advocates dressed in blue have participated, to preserve the PLF and share with legislators the essential services libraries provide. Library directors, communications staff and trustees have participated in past years. William clarified that this is not a budget year, libraries will be sending a smaller group. William noted the positive support the Library has from Lorain County and the relationships with Representative Gayle Manning and Senator Nathan Manning. There may be opportunities in years to come for trustees to partake in Legislative Day.

As a side note, Betsey Bell spoke about past legislative efforts when library funding was drastically reduced unexpectedly. Betsey and other individuals representing Ohio libraries collaborated to provide an effective and quick response that inundated and overwhelmed the Statehouse with calls, emails and letters that successfully restored funding.

William provided an update on the amendment to House Bill 51 regarding Open Meetings Flexibility and reported the Bill passed the House and Senate and is awaiting the Governor's signature. Public bodies will be temporarily allowed to have virtual meetings however this clause would be short term and would expire on July 1, 2022. William is awaiting interpretation of the amendment as it relates to public libraries. Rebecca further clarified notification of a public meeting with a virtual component would need to be posted ahead of time. Under this amendment, Board members participating virtually would be counted as part of the quorum.

William announced the Friends of the Public Library will hold a Book Donation Day which will take place March 13-15. Items donated will be used for the upcoming Friends Spring Book Sale (May 22-23) and also the "donation based" ongoing sale which continues to be a nice source of funding for the Friends. William remarked that volunteers have established an efficient process which involves presorting, organizing and categorizing the items that are donated. Some of the items are added to the Library collection, while others are organized for the book sale or provided to other organizations such as Better World Books. Marilyn, on behalf of the Board, commended the Friends volunteers for their contributions and thanked them for the time and efforts they provide to the Library.

C. Monthly Statistics - The Statistics report provides one month of data and Circulation is up overall from this time last year. William noted we can now distinguish statistics associated with check outs via the mobile app which account for 2% of the total check outs. In addition, items checked out using the self check machine account for 28% of total check outs. William reported that Graphic Designer Samantha Pasa added a feature on the Library website to draw attention to the app which is gaining popularity. Overall, William pointed out that for the month of January the Library provided patrons with access to over 38,000 items. Discovery Works is now open on Sundays which continues to be one of the busiest days of the week. William clarified circulation figures include downloadable materials which continue to be a popular choice for patrons. William spoke to the increased circulation of digital resources during the pandemic closure, however circulation of digital items decreased once we opened our doors back to the public. In addition, statistics for audiobooks on CD continue to decrease with newer technology options such as Libby. Gerry mentioned that circulation statistics for music on physical CD format continues to remain steady.

D. 2022 Trustee Calendar Update - William presented the updated Trustee calendar reflecting the revision to conduct annual performance reviews of the Director and Fiscal Officer at the April meeting.

E. 2022 Trustee Directory - William presented the updated Trustee Directory which includes current members of the Board and Administration.

VII. Unfinished Business - none

VIII. New Business - none

IX. Adjourn

With no further business to discuss, the meeting was adjourned at 7:34 p.m. The next regular scheduled meeting of the Avon Lake Public Library Board of Trustees is March 10, 2022.

Steve Parsons, President

Michele Jakubs, Secretary