

MINUTES
FAIRPORT HARBOR PUBLIC LIBRARY
BOARD MEETING
June 21, 2022

The regular meeting of the Fairport Harbor Public Library Board of Trustees was called to order at 5:30 p.m. with Pam Lausin presiding.

ROLL CALL OF BOARD:

- Ms. Jan Baldree, Ms. Linda Coffman, Mr. Jim Gutowski, Ms. Pam Lausin, and Ms. Rebecca Steinback were present. Ms. Anna Coll arrived at 5:37. Ms. Lee Negrelli was absent.

STAFF PRESENT

- Ms. Kara Cervelli, Director; Ms. Joanne Clapp, Chief Fiscal Officer

APPROVAL OF MINUTES:

- A motion was made by Ms. Baldree and seconded by Ms. Coffman to approve the minutes of the May 17, 2022, Board meeting. The 5 members present voted yes. Motion passed.
- A motion was made by Ms. Lausin and seconded by Ms. Steinback to approve the minutes of the June 2, 2022, emergency Board meeting (held virtually). Two members voted yes, and 3 members abstained. Motion passed.

TREASURER'S REPORT:

- A motion was made by Ms. Steinback and seconded by Mr. Gutowski to approve the Financial Reports for May 2022. The 5 members present voted yes. Motion passed.
- Ms. Clapp noted that revenue is up 5%, expenditures are under by 5%, and the library has taken in \$730 in passport fees.

DIRECTOR'S REPORT:

- There will be a 40% increase in delivery fees due to fuel charges and inflation. We would have to reduce our deliveries to 2 days (from 3) to offset this, but that would greatly impact our service to patrons.
- The Director was elected to serve on the NEO-RLS Board of Trustees for a term of 3 years.
- The job opening for the youth library associate will be posted and it is suggested that the number of hours be increased for this position.
- The strategic plan survey is complete, with 192 responses, and the information will be summarized. It was suggested that we have in-person focus groups; school, community, staff/board.
- Some hotspots have been turned off because we are unsure about when reimbursement will arrive from the federal ECF grant program.
- The Director, Ms. Cervelli, and several library board members attended the TDA architect's visioning meeting on June 6 for the new school building project.
- At the May 24th School board meeting the library's second levy resolution was approved.
- A draft of an agreement with the school on library services was attached and it is recommended that the Library Board and School Board meet to discuss the agreement. The library director and superintendent will meet first to review it.
- The youth library staff and director met with the McKinley Elementary School principal to describe the services available to students and teachers and to set forth service plans for the 2022-23 school year.
- The summer quarterly newsletter was mailed May 18 and also sent via email and posted on the library website.

- The summer art and craft fair on June 11 was a great success with 32 vendors and 431 people attending.
- Each staff member submitted a list of activities performed during the month.

OPEN TO AUDIENCE

- No one asked to speak.

FRIENDS OF THE LIBRARY

- Nan Norton reported that the book sale was well attended, and the Friends group is once again taking book donations. It was suggested that the need for volunteers be posted on the library Facebook page and other social media.

COMMITTEE REPORTS:

Building and Grounds

- Ms. Coll gave a brief summary of the committee meeting held on May 31 to prepare for the building project visioning meeting held June 6.
- Stanley Steemer cleaned the carpets on Saturday, May 14, after closing. They look much better.
- The library will be getting new copiers from Applied Laser Technologies in August.
- The school custodian moved the outdoor book drop to back to the cement pad now that there is not any chance of snow.
- The air conditioning in the basement office area is not working

Policies

- No report

Evaluations

- No report

Finance

- The Levy Committee needs to be organized as soon as possible. Ms. Lausin will organize that.
- A summary of the state 2022 salary survey will be presented by the director at the August board meeting.

Long Term Planning

- See Director's report in regard to the Strategic Plan focus groups

OLD BUSINESS

- None

NEW BUSINESS:

- See Director's report in regard to the agreement with the school for library services.
- A reminder that the Library Board will now meet on the 2nd Tuesday of each month starting in August 2022 to avoid the conflict with the Village Council meetings.

ADJOURNMENT: The meeting was adjourned at 6:37 p.m.

Rebecca Steinback
Secretary of Board

Kara Cervelli
Library Director