

**MINUTES**  
**FAIRPORT HARBOR PUBLIC LIBRARY**  
**BOARD MEETING**  
**August 9, 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, Ms. Anna Coll, Mr. Jim Gutowski , Ms. Pam Lausin, and Ms. Rebecca Steinback were present.

**STAFF PRESENT**

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

**APPROVAL OF MINUTES:**

- A motion was made by Ms. Coll and seconded by Ms. Coffman to approve the minutes of the June 21, 2022, Board meeting. All members present voted yes. Motion passed.

**TREASURER'S REPORT:**

- A motion was made by Ms. Coffman and seconded by Ms. Baldree to approve the Financial Reports for June 2022 and July 2022. All members present voted yes. Motion passed.
- The fiscal officer answered questions about the audit process.

**DIRECTOR'S REPORT:**

- The director's report included information from both June and July.
- Sarah LeMond has been offered the position of Youth Associate but has not accepted as of this date. A motion was made by Ms. Steinback and seconded by Mr. Gutowski to approve the offer of 20 hours at \$12.75. All members present voted yes. Motion passed.
- A CLEVNET Return on Investment Analysis was included in the Director's report. This analysis indicates why it is so important for FHPL to be a member of CLEVNET.
- The School-Library agreement draft was given to the School Superintendent. The School Board President, Tom Fazekas reported that the School Board has seen the agreement and will be working on adjustments to the draft as well as having further discussion with library members in the near future.
- All board members were encouraged to check their Board email account frequently, as information pertinent to Board issues is introduced via this method. Phone calls will only be used for urgent issues.
- Each staff member submitted a list of activities performed during the months of June/July.

**OPEN TO AUDIENCE**

- No one asked to speak.

**FRIENDS OF THE LIBRARY**

- Nan Norton gave the Friends of the Library report which included the following items: Her written report is attached
- Nan Norton and Lori Strickland will serve as Co-Presidents for the remainder of 2022 as the former president is moving out of state
- A statement was included that described the three entities that have specific roles in the operation of the library: Board, staff, and FOL. She suggested that each group needs to observe the appropriate boundaries and treat the others respectfully.

- The FOL has already made some plans to aid in distributing information about the Library Levy to the community.
- The Friends have 35 individual members and 11 corporate members
- A written report was given to the Board and Director

## **COMMITTEE REPORTS:**

### **Building and Grounds**

- The Director was invited to attend the planning session given by the TDA firm on designs for the new school. Three ideas were presented and discussed by the participants. Additional meetings will occur in the future.

### **Policies**

- The Policy Committee will meet August 25, 2022, at 4:00 p.m. to discuss the following items:
  - Copying prices for cardstock
  - Contagious disease procedures/policies
  - Separating the Policy manual from the Employee manual

### **Evaluations**

- The Board discussed adding Staffing/Salaries/and Job Descriptions to the responsibilities of this committee but decided that Staffing/Salaries should be with the Finance Committee and the Job Descriptions should be the responsibility of the Policy Committee.

### **Finance**

- The Finance committee will meet August 30, 2022, at 5:00 pm to discuss the following items:
  - Levy Committee
  - Salary Survey Report and a new Salary scale
  - Ohio Grant Watch Subscription.

### **Long Term Planning**

- Focus groups will meet on September 21, 2022, and will be facilitated by Erin Kelsey from the State Library Organization. The groups and times are as follows:
  - Library staff 11:30 a.m.
  - School members 3:30 p.m.
  - Community members 6:00 p.m.

## **OLD BUSINESS**

- None

## **NEW BUSINESS:**

- A question was asked about what is done with the items that remain after the Friends book sale

**ADJOURNMENT:** The meeting was adjourned at 7:03 p.m.

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Rebecca Steinback  
Secretary of Board

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Kara Cervelli  
Library Director