

**MINUTES  
FAIRPORT HARBOR PUBLIC LIBRARY  
BOARD MEETING  
September 13, 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, Ms. Lee Negrelli, and Ms. Rebecca Steinback were present. (\*Ms. Coll arrived at 5:38pm after two votes had been taken)

**STAFF PRESENT**

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

**ALSO PRESENT**

- Friends of the Library: Co-Presidents, Ms. Nan Norton and Ms. Lori Strickland

**APPROVAL OF MINUTES:**

- A motion was made by Ms. Coffman and seconded by Mr. Gutowski to approve the minutes of the August 8, 2022 Board meeting after adding the Friends report to the minutes. All members present voted yes. Motion passed.

**TREASURER'S REPORT:**

- A motion was made by Ms. Steinback, and seconded by Ms. Negrelli to approve the Financial Report for August 2022. All members present voted yes. Motion passed.
- A motion was made by Ms. Coffman and seconded by Ms. Baldree to approve the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor. All members present voted yes. Motion passed.

**DIRECTOR'S REPORT:**

- The Director encouraged the Board members to visit the Thompson Library which opened in 2020 and has won awards for its design. She provided photographs.
- The Library will have a booth at Community Days on September 25, 2022.
- The Youth Associate position has been filled by Danielle Jones. She will begin September 26, 2022 at the rate of \$12.75. A motion was made by Mr.Gutowski and seconded by Ms. Negrelli to approve this hire.
- Mishannda Hissam has agreed to return as a permanent staff member this year to lead the evening children's programs.
- The TDA met again on September 6, and three more designs were discussed.
- Patron appreciation day is September 13 and the 100<sup>th</sup> anniversary reception is September 17.

- Each class from McKinley elementary school has scheduled a visit to the library in September. The visits will be monthly, weather permitting.
- 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 introduced Lori Strickland as the Co-President of the FOL, and she gave the report. A copy of the report was given to the Director and is attached to these minutes.
- The Friends are producing door hangers for every household in Fairport Harbor. These provide information about what the library does for the community as well information on the levy.
- Twenty four yard signs are being produced and will be distributed in town.
- The membership flyer for the FOL has been updated and will be distributed at school pick-up times, if the distribution is approved by the school. The FOL is looking for young families to join.
- The FOL will be involved in Harbor Holidays in December and is still deciding in what capacity.

## **COMMITTEE REPORTS:**

### **Building and Grounds**

- No report from the committee, but the Director and one staff member attended the TDA design meeting on September 6, 2022

### **Policies**

- A motion was made by Ms. Negrelli and seconded by Ms. Baldree to approve changes and additions to 7 policies that the Policy committee had approved on August 25 and September 13, 2022:
  - 5.1 and 5.1.1 General and Equipment Borrowing
  - 7.2 Fees
  - 18.1 and 18.2 Recruitment and Selection policies,
  - 19.1.1 Substitute and Temporary employees policy
  - 19.7 Workplace Safety and Health
  - 21.4 Sick Leave
  - 21.6 Military Service,

All members present voted yes. Motion passed.

- A motion was made by Ms. Coffman and seconded by Ms. Coll to approved two appendix changes approved by the Policy Committee on August 25, 2022: Substitute associate job description and Job Classifications chart update. All members present voted yes. Motion passed. A third appendix item, salary scale, will be voted on once it is updated.

### **Evaluations**

- No report from the committee

### **Finance**

- A motion was made by Ms. Coffman and seconded by Ms. Steinback to approve two items presented to the Finance Committee on August 30, 2022: moving the PayPal balance into the general fund to pay for Hotspot service and backdating M. Hissam's employee status to June 6, 2022 and granting her 2 months of probationary time served and accrual of sick leave during that time.
- A question was raised about healthcare coverage for Medicare eligible staff members. Ms. Cervelli will contact the school board treasurer for information.
- A fiscal committee meeting was scheduled for Monday, October 10, 2022 at 5:30pm

### **Long Term Planning**

- (This is repeated from the August 8, 2022 minutes) 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**

- The proposed agreement between the School and the Library is still being discussed by the School

### **NEW BUSINESS:**

- Jim Gutowski will speak at the Village Council meeting on September 20, 2022 regarding the Library levy. The Director provided him with "talking points"

**ADJOURNMENT:** The meeting was adjourned at 6:30 p.m.

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Rebecca Steinback  
Secretary of Board

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Kara Cervelli  
Library Director