

**MINUTES**  
**FAIRPORT HARBOR PUBLIC LIBRARY**  
**BOARD MEETING**  
**May 9, 2023**

A Budget Hearing was held beginning at 5:30. A motion was made by Ms. Steinback and seconded by Ms. Coll to approve Resolution 2023-01. The six members of the Board present voted yes Ms. Coffman was absent. Motion passed.

The regular meeting of the Fairport Harbor Public Library Board of Trustees was called to order at 5:34 p.m. with President, Pam Lausin presiding.

**ROLL CALL OF BOARD:**

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

**STAFF PRESENT**

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

**ALSO PRESENT:**

- Ms. Lori Strickland, Friends of the Library

**APPROVAL OF MINUTES:**

- A motion was made by Ms. Negrelli and seconded by Mr. Gutowski to approve the minutes of the March 14, 2023, Board meeting with the correction of adding Ms. Jan Baldree to those Board members present at that meeting. All members present voted yes. Motion passed.

**FISCAL OFFICER'S REPORT:**

- A motion was made by Ms. Negrelli and seconded by Ms. Baldree to approve the Financial Report for April 2023. All members present voted yes. Motion passed.
- Ms. Clapp reported that the travel/conference budget is over budget. The Finance committee will meet to approve the moving of unappropriated funds to cover these expenses.

**DIRECTOR'S REPORT:**

- Updates from ALA, OLC, State Library, CLEVNET, NEO-RLS, and Lake County Libraries were given.
- Statistics on library usage were provided.
- Funds from the Walmart grant have arrived and will be used to purchase the cart for computers for an adult computer class.

- The joint staff day with Kirtland and Wickliffe libraries was a great success. Photos are posted on their and the FHPL social media accounts. The event was also featured in an email by the Ohio Library Council.
- Pop-up libraries are planned to occur at various places in Fairport (Creamery, Rich Lanes, Hildegarden)
- Ms. Cervelli gave an overview of how the libraries and the state are funded and how the daily and monthly statistics kept are used in calculating the funding the library receives. The only element in the funding algorithms the library has any real influence in is the circulation of library materials.
- Ms. Cervelli continues to attend design meetings for the new school and library buildings. She also has also arranged a meeting with the building project IT manager and the IT staff of CLEVNET and the State Library/OPLIN.
- The library will be closed during the ground-breaking ceremony on May 26, 2023, and will be closed June 29, for the Mardi Gras parade.
- The June Board Meeting will be held beginning at 4:30, instead of 5:30.
- Staff members provided a description of their activities in April.

## **OPEN TO AUDIENCE**

None

## **FRIENDS OF THE LIBRARY**

- Ms. Strickland provided the latest information from Friends of the Library. A summary of the report is included with the minutes.
- Business members of the Friends of the Library will be noted on the website.

## **COMMITTEE REPORTS**

### **Building and Grounds**

- The results of the latest meeting were summarized by Ms. Coll.
- The installation of the protective shields brought up the issue that purchase details (cost, etc.) should be approved prior to any costly purchases. This will be discussed by the policy committee.
- The Amazon box will be removed as the construction on the new school will be beginning soon.

### **Policies**

- The Policy Committee will meet on June 13 at 3:30 p.m. prior to the Board Meeting at 4:30. The topics for discussion are collection development, holiday leave, equipment borrowing policies and by-laws. There will also be a review of grievance and email policies, purchase limits, and trustee training.
- There was a review of grievance and email policies.

#### **Evaluations**

- No Report

#### **Finance**

- The committee met on April 18, 2023, and discussed several items: budgeting for replacing computers, cleaning out the records storage room (volunteers needed), a self-checkout station in the new library, staff mileage reimbursement and the 2023 budget.
- The committee will schedule a meeting when Ms. Coffman returns to move funds to cover over-budget items.

#### **Long Term Planning**

- Minutes of the April 18 meeting were provided.
- A meeting for May 16, 2023 is scheduled to work on the Goals portion of the plan.

#### **OLD BUSINESS**

- None

#### **NEW BUSINESS**

- None

**ADJOURNMENT:** The regular meeting of the Board was adjourned at 6:45 p.m.

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Rebecca Steinback  
Secretary of Board

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Kara Cervelli  
Library Director