

**MINUTES**  
**FAIRPORT HARBOR PUBLIC LIBRARY**  
**BOARD MEETING**  
**June 13, 2023**

The regular meeting of the Fairport Harbor Public Library Board of Trustees was called to order at 4:33 p.m. with Ms. 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.

**STAFF PRESENT**

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

**ALSO PRESENT:**

- Ms. Nan Norton, Vice-President of 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 May 9, 2023, Board meeting. Six members present voted yes, and one abstained. Motion passed.

**FISCAL OFFICER'S REPORT:**

- A motion was made by Ms. Steinback and seconded by Ms. Coffman to approve the Financial Report for May 2023. All members present voted yes. Motion passed.
- Ms. Clapp noted two relatively high expenditures, property insurance (\$2025) and Delivery (\$7000+). Ms. Coffman asked if we could re-evaluate the value of the property that is being insured. It was last done by Mr. Spinelli during his last year as treasurer.

**DIRECTOR'S REPORT:**

- Updates from ALA, OLC, State Library, Clevnet, NEO-RLS, and Lake County Libraries were given.
- Statistics on library usage were provided.
- The Library made a donation to the Arbor Day Foundation to honor the memory of Rev. Louis Medgyesi, FHPL trustee for 30 years.
- The library will be receiving the reimbursement funds for the laptops (\$4000). The money will be put back into the fund.
- The library also received a \$2000 grant from Dollar General for the summer Kindergarten readiness program.
- The summer newsletter was mailed out the week of May 22.
- The first Pop-up Library at the Creamery went well. Many others are planned for around Fairport this summer. Ms. Coll volunteered to help with sites for the Pop-up Libraries.

- The library is no longer using Twitter but is keeping its account.
- The elevator is not functioning, and one staff member is unable to get to her job in the basement – the board agreed that they should be paid their regular salary.
- Staff members provided a description of their activities in May.

## **OPEN TO AUDIENCE**

- Ms. Nan Norton asked if any consideration has been made to using an interior designer to help with the design of the new library. A discussion followed and the Board suggested we examine the possibility.

## **FRIENDS OF THE LIBRARY**

- Ms. Norton, Vice-President reported that the book sale during the first weekend of June went well. The Friends group will also have a table at the Reggae Concert.

## **COMMITTEE REPORTS**

### **Building and Grounds**

- No report

### **Policies**

- The Policy Committee met on June 13 at 3:30 p.m. prior to the Board Meeting. Ms. Negrelli reported that the committee is recommending that the Board approve the changes and additions to policies discussed at the meeting.
  1. Chapter 2 : collection development
  2. Chapter 3: reconsideration of resources
  3. Section 5.1.1 equipment borrowing policies
  4. Section 9.1 gift policy
  5. Section 21.9 holiday pay during leave of absence
  6. Chapters 15 & 20 fiscal policies
  7. Appendix E: by-laws
- A motion was made by Ms. Coffman and seconded by Ms. Coll to approve the changes/additions to the policies. All members present voted yes. Motion passed.

### **Evaluations**

- No Report

### **Finance**

- The committee decided to meet at 4:00 pm on August 8, 2023, to examine recent expenditures for 2023 and discuss a budget adjustment.

### **Long Term Planning**

- A draft of the Strategic Plan was distributed, and Ms. Steinback asked that the document be reviewed and any changes and/or additions be submitted to her by the August Board meeting.

## **OLD BUSINESS**

- None

## **NEW BUSINESS**

- A motion was made by Ms. Negrelli and seconded by Ms. Baldree to approve the purchase of the carpet cleaning in the library. All members present voted yes. Motion passed.
- A motion was made by Ms. Steinback and seconded by Ms. Coll to purchase the video from OLC of the latest Trustee Workshop. All members present voted yes. Motion passed.
- Ms. Cervelli distributed the draft of Resolution 2023-2 In Memory of Rt. Rev. Louis Medgyesi. It will be printed, displayed in the library, and given to his family.

**ADJOURNMENT:**

- The regular meeting of the Board was adjourned at 5:20 p.m.

Rebecca Steinback  
Secretary of Board

Kara Cervelli  
Library Director