

MINUTES
FAIRPORT HARBOR PUBLIC LIBRARY
BOARD MEETING
August 8, 2023

The regular meeting of the Fairport Harbor Public Library Board of Trustees was called to order at 5:31 p.m. with Ms. Pam Lausin presiding.

ROLL CALL OF BOARD:

- Ms. Jan Baldree, Ms. Linda Coffman, Ms. Anna Coll (late), 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. Coffman and seconded by Ms. Negrelli to approve the minutes of the June 13, 2023, Board meeting. All members present voted yes. Motion passed.

FISCAL OFFICER'S REPORT:

- A motion was made by Ms. Baldree and seconded by Mr. Gutowski to approve the Financial Reports for June and July 2023. All members present voted yes. Motion passed.
- Ms. Clapp announced that she has taken a job in Milan, Ohio but will continue to work as Fairport Public Library's Fiscal Officer. Her work will be done more remotely, but she will attend Board meetings. Ms. Lausin added that this arrangement is on a trial basis.

DIRECTOR'S REPORT:

- ☐ Updates from ALA, OLC, CLEVNET, NEO-RLS, and Lake County Libraries were given.
- ☐ Statistics on library usage were provided.
- ☐ The library is advertising for a Part-Time Reference Associate due to the departure of the current one to attend graduate school in Canada.
- ☐ The summer reading program was a success as was the ice cream social celebrating the conclusion of the program for the summer.
- ☐ The Director would like to attend the training program that is being offered by OLC for Fiscal Officers and Directors.
- ☐ Only one Board member has viewed the Trustee Workshop video at this point. The period of time to view it has been extended for 2 weeks.
- ☐ NEO is offering a free four-hour consulting for Boards of Trustees. The Director reminded the Board that it had considered a retreat in the past, and that it might want to utilize this free service to facilitate the retreat.
- ☐ The Director and all staff members provided a description of their activities in June and July.
- ☐ In honor of former trustee, Rev. Medgyesi, the director sent a donation to the Arbor Day foundation to have national forest trees planted in his memory. She also sent the board's resolution tribute for Rev Medgyesi to his family in care of the church. A memorial announcement was sent to OLC and NEO-RLS and both added them to their newsletters.
- ☐ The director reported that the pop up libraries have been well received and were held at Rich Lanes, the UCC church, St. Anthony's, Hildegard Haus, the Senior Center, and the Creamery. Visitors were given free books, free DVDs, library souvenirs (notepads, pencils, etc.), candy, and literature.
- ☐ A "statement of concern" packet has been created for patrons and an information binder for staff to use if we receive any challenges or complaints. The policy manual has been updated and staff has been sent information on all recently approved additions or changes.
- ☐ A small wood book drop that we no longer use was donated to the Veterans Group of East Liverpool to use as a drop for donated flags to be ceremonially disposed of. Melissa Percic, director, of Carnegie

Public Library in East Liverpool was the intermediary. It was shared on social media.

- We welcomed the new school superintendent, William Billington, at the start of July. The director had an excellent meeting with him on July 17 to discuss the library-school services agreement, the lease, and the new building. He has been in several times to meet the staff, look around, and ask questions.

OPEN TO AUDIENCE

- No report

FRIENDS OF THE LIBRARY

- Ms. Norton, Vice-President read the report from Ms. Lori Strickland, President. She reported that the ice cream social was a big success with 38 participants. The Fairport Creamery had donated the ice cream and the site. Friends members volunteered to serve the ice cream. The Friends group is planning a raffle to take place during Community Days in September.

COMMITTEE REPORTS

Building and Grounds

- Ms. Coll reported that the Committee met on August 2, 2023 and discussed some issues with the plans for the new library. She suggested that the Board should have the opportunity to be more involved in the planning process and that the committee should be copied in all emails regarding the new building.

Policies

- The Policy Committee met on August 2, 2023 at 3:00 p.m. Ms. Negrelli reported that the committee recommends that the Board approve the change to the check signing policy (15.7) which adds that the Director may sign checks if the Fiscal officer is not available.
- A motion was made by Ms. Coffman and seconded by Ms. Negrelli to accept that policy change. All members present voted yes. Motion passed.

- Ms. Negrelli reported that the retention policy in place will be submitted to the Ohio History Connection for approval. Ms. Clapp indicated that some additions (digital files) need to be made before we submit it. She will get that information to Ms. Negrelli and the Policy Committee will meet again on September 7, 2023 at 1:30.

Evaluations

- Mr. Gutowski asked for the committee to meet and scheduled the time for September 12 at 5:00 before the Board meeting.

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. Five areas were adjusted with the following increases:

1. Property Maintenance	\$5000
2. Periodicals	\$780
3. Video (add Kanopy)	\$750
4. Travel/Training	\$1500
5. Water Filter	\$319

- A motion was made by Ms. Coffman and seconded by Mr. Gutowski to approve these adjustments. All members present voted yes. Motion Passed.
- The committee will meet on October 10, 2023 at 4:00 to begin the 2024 budget preparation

Long Term Planning

- Ms. Steinback reported that a 4th draft of the Strategic Plan had been distributed to Board members and others who had worked on the document via email. She asked that anyone who would like to add comments/suggestions please do so before the next committee meeting.
- The committee will meet on August 29, 2023 at 4:00 to make final revisions, and the document will be presented to the Board at the September 12, 2023 Board meeting.

OLD BUSINESS

- Ms. Lausin, Board President reminded the Board that in Executive Session only the issue for which the session was called may be discussed.
- She also noted that the Board should not be “micro-managing” the library. Our job is mainly policymaking.

NEW BUSINESS

- Ms. Negrelli suggested that we recognize each Board member’s strengths and use those strengths to operate productively as a Board of Trustees of the Library. She recommended that this could be a goal of a Board Retreat.
- Ms. Negrelli also recommended that establishing a “hierarchy” in the library might allow employees with concerns to express them in a “safe” and productive manner.
- Ms. Cervelli announced that the library will close for 2 hours on August 24 for an all-staff meeting.

ADJOURNMENT:

- The regular meeting of the Board was adjourned at 7 p.m.

Rebecca Steinback
Secretary of Board

Kara Cervelli
Library Director