

MINUTES  
FAIRPORT HARBOR PUBLIC LIBRARY  
BOARD MEETING  
January 9, 2024

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:

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

STAFF PRESENT

- Ms. Joanne Clapp, Fiscal Officer

ELECTION OF OFFICERS 2024

Jim Gutowski will serve as President  
Anna Coll will serve as Vice President  
Linda Coffman will serve as Secretary

All positions were voted unanimous

Direction of balance of meeting fell to Mr. Gutowski

APPROVAL OF MINUTES:

- A motion was made by Linda Coffman and seconded by Pam Lausin to approve the minutes of the December 12, 2023, meeting. Four members present voted yes. One member, Lee Negrelli abstained, Jan Baldree was not present at the vote. Motion passed.

FISCAL OFFICER'S REPORT:

- A motion was made by Anna Coll and seconded by Pam Lausin to approve the financial report for December 2023. All members present voted yes. Motion passed.

## **DIRECTOR'S REPORT:**

- There was no Directors Report
- Staff reports were read and discussed

## **OPEN TO AUDIENCE**

- School Board Members were present with comments

**FRIENDS OF THE LIBRARY** No news at this time . Membership was discussed.

## **COMMITTEE REPORTS**

### **Building and Grounds**

- New Committee will be Anna Cole and Linda Coffman
- No report

### **Evaluation**

- Members remain Jim Gutowski and Lee Negrelli
- No report at this time

### **Finance**

- Members will be Linda Coffman, Anna Coll and Lee Negrelli
- Jim Gutowski and Anna Coll will need to arrange to be on the Bank account

### **Policy**

- Members will be Lee Negrelli and Pam Lausin
- A meeting will be planned to reset employment calendars and and contract schedules

### **Long Term Planning**

The board decided to leave this as a Dormant account until our status is in need of it.

### **• OLD BUSINESS**

\*\*Ms. Clapp noted that the Board needs to schedule a meeting of the Records Retention Committee to approve the records retention policy so it can be submitted to Ohio History Connection for approval. The Board agreed to meet shortly before (or after) the January 9, 2024 Board meeting.

- The above notation was tabled for other pressing issues from the last meeting, but will need to be addressed.

## **NEW BUSINESS**

New Business was addressed under Election of officers and appointment of committees at the beginning of the meeting.

## **EXECUTIVE SESSION**

Was entered into at 6:17 for Personnel issues and Collective bargaining discussion     Executive session ended at 7:33pm

The following votes were taken after the Executive Session:

- A motion was made by Linda Coffman and seconded by Anna Coll to approve the Holiday gift to Bette Kutie. All members present voted yes. Motion passed.
- A motion was made by Lee Negrelli and seconded by Jim Gutowski to appoint Joanne Clapp the HR Director for the Library. All members present voted yes. Motion passed.
- A motion was made by Anna Coll and seconded by Jim Gutowski to appoint Lee Negrelli as Staff Liaison from the Board. All members present voted yes. Motion passed.

## **ADJOURNMENT:**

- The meeting was adjourned at 7.58 p.m.

Linda Coffman  
Secretary of Board