

**Minutes
Fairport Harbor Public Library
Board Meeting
October 15, 2024**

The regular meeting of the Fairport Harbor Public Library Board of Trustees was called to order at 5:35pm with Jim Gutowski presiding. The meeting had been postponed a week because a quorum was not available to meet on October 7.

Roll Call of Board: Pam Lausin, Anna Coll, Lee Negrelli, Clara Nichols and Jim Gutowski were present.

Staff Present: Karen Zoller, Director; Joanne Clapp, Fiscal Officer

Approval of Minutes: No one could open the file sent by the board secretary. Approval was postponed until the next meeting pending the receipt of a readable file.

Fiscal Officers Report: A motion was made by Anna Coll and seconded by Lee Negrelli to approve the financial report for September 2024. All members voted yes. Motion was passed.

Directors Report:

- The two recent hires are settling in.
- Dominic is taking an inventory of useful equipment.
- Laura and Karen looking through craft materials to see what to keep.
- Staff working on inventory.
 - Karen wants better idea of holdings
 - This will be helpful to decide what moves when the library relocates.
- Karen is working on website to freshen look and make it more efficient.
- Karen is networking regularly with other Lake librarians (via Zoom).
- The News-Herald has been good about publishing library-related news.
- The Rebecca Nurse performance had good attendance. Karen made slideshow of the event.
- The Casual Conversation with the League of Women Voters was attended by the FHS government class.

Open to Audience: No one was present.

Friends of the Library: No one was in attendance.

Committee Reports:

Evaluations:

- The board discussed whether to change the timing of evaluations but decided to keep the same cycle.
- Jim will send out evaluation forms to the appropriate parties.

Buildings & Grounds: no report

Policies: no report

Finance:

- The Finance Committee will meet at 4:30 on Tuesday, November 14.

Transition Committee:

- Karen is starting to label inventory for retention or disposal, Having the staff at full-strength will expedite the process.
- Anna will schedule walk-through of McKinley School to begin planning for temporary relocation until construction is complete.

Old Business:

- Nancy Schrott's name has been submitted to the school board for their approval of her appointment to the Board of Trustees. (Update: the board approved at their October 22 meeting. Her name has been submitted to Judge Bartolotta for his official appointment).
- There is nothing to report about the union.

New Business:

- The board discussed the possibility of providing a monthly stipend in lieu of medical coverage for a staff member.

Adjournment: The meeting was adjourned at 6:20pm.

James Gutowski
Board President/Acting Secretary

Karen Zoller
Library Director