

MINUTES
FAIRPORT HARBOR PUBLIC LIBRARY BOARD MEETING
JANUARY 14, 2025

Meeting to be called to order at 5:30PM

ROLL CALL: Coll, Gutowski, Lausin, Negrelli, Schrott all present. Coffman and Nichols absent.

1. APPROVAL OF MINUTES:

a. Meeting of December 10, 2024

Lee motioned to approve, Pam seconded. Edits were noted: correct spelling of Nancy's last name Schrott, not Schotts, last name for Paul from Eagle Scouts is Paul Bernardo, and spelling corrected for Jim Gutowski. Minutes were approved.

2. TREASURER'S REPORT:

a. Approval Financial Reports for December 2024

Joanne reviewed the summary online and noted that the budget started in January so there is nothing unusual. Pam motioned, Jim seconded. Report approved.

3. DIRECTOR'S REPORT

Karen noted there is more money from the PLF than last year. Bill 257 is pending in the House. This would allow for virtual or remote meetings to occur for Board members and/or full meetings. This is likely to pass.

There is some confusion regarding the holiday tax, so stay tuned for how that will play out this year.

Circulation is up, as well as the transactions for items owned by us. Website visits are also up. Viewing the school yearbooks is very popular. Karen has been working to get more announcements on the front page and working to get more information up. She has been going through the website to clean it up, add pages, and create a flipbook of events and adding dates. Mostly Fairport residents are using the library.

Harbor Holidays event was a success. They sold \$40 in books and a little less than \$100 with the bake sale for the Friends of the Library. The Grinch was very good and photos will be uploaded.

She and staff are still clearing out the back room. She also helped Linette with a display of porcelain libraries. Karen has been taking withdrawn books to Half Price Books. She is working with Joanne to manage invoices and keep this process more organized. They are revising the closing procedure. She requested a Word document of the policy manual or to upload it to Google docs. Joanne agreed to do this. This will allow edits more easily as it is currently in PDF form. Karen provided the annual report statistics and defined the terms on the ledger. She noted that we've had a number of patrons come for passive activities as well, such as stopping by to visit or to work on puzzles, etc.

4. OPEN TO AUDIENCE

a. Laura Frase

There was an inquiry regarding the library's STAR rating. There was such a low response during covid. We were a 4 star library in 2021.

5. FRIENDS OF THE LIBRARY

Karen read the report from Rebecca and outlined the new slate of officers for the FOL. Rebecca Stienback for President, Jim Balog for Treasurer, Lou Balog for Secretary. They met last Friday regarding their events, membership drive. They are encouraging all Board members to become members of FOL. They are planning or would like to plan an event to say goodbye to the old library and dedicate the portrait. They would like to collect testimonials for the event. Lee brought up a local video of FH made by Colleen Markowitz (?) and suggested perhaps we could have something similar made.

6. COMMITTEE REPORTS:

- a. Evaluations - Jim will provide feedback as discussed previously.
- b. Building and Grounds - This committee has taken on responsibilities of a transition team/committee. The latest news is that it is very likely we will not be displaced. Because the construction of the new building is well behind schedule, it is very likely that we will be in our building one more year and will transition the end of summer in 2026.
- c. Policies - We discussed the policy on transferring sick time for employees from a previous employer. Our policy states we will accept 240 hours. The ORC generally notes accepting 960 hours. The Board agreed to provide a current employee 240 hours now and will address how to manage the difference in the hours she has once the current policy is updated. Anna motioned that the Board provide 240 hours now per our current policy. The Policy committee will want to meet to consider a revision and review of the policy. The Board will review the remaining hours following a policy update. Lee seconded. The motion was approved.
- d. Finance - no update.
- e. Long Term Planning - no update.

7. OLD BUSINESS

The transition to the new building was addressed.

The first negotiation was held earlier. The next meeting is February 6 and will include at least one staff member. This meeting will begin the process of reviewing contract proposals. The Board will receive a copy of the proposal to review and provide feedback.

8. NEW BUSINESS

- a. Elect officers from the board (president, vice-president, and secretary) to serve a one-year term.
- b. Appoint standing committees
 - Evaluation = Jim Gutowski and Lee Negrelli
 - Building & Grounds = Anna Coll, Linda Coffman, and Pam Lausin
 - Transition = Anna Coll, Linda Coffman, Clara Nichols
 - Policy = Lee Negrelli, Clara Nichols, and Nancy Schrott

The Board was reminded that a member can miss up to 4 meetings that are not an emergency to remain in good standing.

9. ADJOURNMENT

Anna motioned to adjourn. Lee seconded. Meeting adjourned at 6:50pm