

**MINUTES**  
**FAIRPORT HARBOR PUBLIC LIBRARY**  
**BOARD MEETING (virtual)**  
**March 15, 2022**

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

**ROLL CALL OF BOARD:**

- Ms. Jan Baldree,, Ms Linda Coffman, Mr. Jim Gutowski, Ms.Pamela Lausin, Ms.Lee Negrelli, and Ms.Rebecca Steinback were present
- Ms.Anna Coll was absent (arrived later)

**PERSONNEL PRESENT**

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

**APPROVAL OF MINUTES:**

- A motion was made by Ms. Negrelli and seconded by Mr. Gutowski to approve the minutes of the February 15, 2022 Board meeting. All members present voted yes. Motion passed.

**TREASURER'S REPORT:**

- A motion was made by Ms. Steinback and seconded by Ms. Coffman to approve the Financial Reports for February 2022. All members present voted yes. Motion passed.
- It was agreed that a quarterly financial report is very helpful.

**DIRECTOR'S REPORT;**

- The Director emphasized a number of items from her report. The report was very comprehensive concerning statistics on library usage, activities and events in our library, and information from national, state, and local library organizations.
- The state delivery system is to be transferred from STAT Courier to Priority Dispatch on April 18.
- The library has received more resolutions in honor of the 100<sup>th</sup> anniversary and several newspaper articles have been written.
- The director and board members attended the school board meetings to watch presentations of prospective architects.
- The state annual report has been completed.
- The staff has started an inventory of the complete library collection.
- The library is no longer requiring the wearing of masks

**COMMITTEE REPORTS:**

**Building and Grounds**

- There is still no heat in the basement.
- Minor issued were reported and repaired.
- Snow/ice removal seems to be no longer a problem.
- The loud behavior of the afternoon art class is still a problem for those working in the downstairs offices.

**Policies**

- Four policy changes are still being reviewed and will be ready for Board approval as soon as they are completed.

### **Evaluations**

- No report

### **Finance**

- The Finance committee will meet May 10, 2022 at 5:30 to review the budget at mid-year.

### **Long Term Planning**

- The Long Term Planning Committee will meet April 12, 2022 at 5:30 to discuss the Strategic Plan questionnaire and the next steps in planning.

### **FRIENDS OF THE LIBRARY**

- Jim Balog, treasurer of the Friends group reported that membership renewal, new members and donations have all increased from this time last year. A mailing went out at the end of February 2022, and the responses have been encouraging.

### **OLD BUSINESS**

- The letter from the patron who was injured by a fall in the foyer was included in the Board packet. The letter stated that she was no longer asking for compensation for her injury. The repair to the floor was done.

### **NEW BUSINESS:**

- Ed Worso, the former director of the Geauga County Public Library spoke about conducting a levy campaign based on his involvement in the campaign in the Geauga system. He emphasized the important role that the Board plays in providing information to the community on the importance of the levy, and gave specific examples of what the Board could do.
- A motion was made by Ms. Coffman and seconded by Mr. Gutowski to ask the fiscal officer to have a prosecuting or private attorney prepare the necessary tax levy resolutions for adoption by the library board. All members present voted yes. Motion passed.

### **OPEN TO AUDIENCE**

- None

### **ADJOURNMENT**

- The meeting was adjourned at 6:46 p.m.

---

Rebecca Steinback  
Secretary of Board

---

Kara Cervelli  
Library Director