

**MINUTES**  
**FAIRPORT HARBOR PUBLIC LIBRARY**  
**BOARD MEETING**  
**October 11, 2022**

The regular meeting of the Fairport Harbor Public Library Board of Trustees was called to order at 5:36 p.m. with Pam Lausin presiding.

**ROLL CALL OF BOARD:**

- Ms. Jan Baldree, Ms. Linda Coffman, Ms., Ann Coll, Ms. Pam Lausin, Ms. Lee Negrelli, and Ms. Rebecca Steinback were present. Mr. Jim Gutowski was absent

**STAFF PRESENT**

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

**APPROVAL OF MINUTES:**

- A motion was made by Ms. Coffman and seconded by Ms. Baldree to approve the minutes of the September 13, 2022, Board meeting. All members present voted yes. Motion passed.

**TREASURER'S REPORT:**

- A motion was made by Ms. Steinback and seconded by Ms. Negrelli to approve the Financial Report for September 2022. All members present voted yes. Motion passed.

**DIRECTOR'S REPORT:**

- The Library celebrated its 100th anniversary on September 13th with a patron appreciation day and on September 17th with a formal reception. Both were very well attended.
- Community Days was cancelled because of bad weather.
- The Director and staff member Cathy Norman attended two more TDA meetings, September 29 and Oct 6.
- Ms. Cervelli attended a meeting on September 27 with the TDA team and school administrators concerning the needs of the library. Afterward Ms. Cervelli toured the library with the TDA team. Minutes of that meeting are in the Director's Report.
- Staffing report:  
Danielle Jones has joined the staff as the Youth Programming and Outreach Associate  
Mishannda Hissam has resigned that post but will remain as a substitute associate.  
Christian Sullivan has given his two weeks' notice. Notice of the job opening has been posted.

**OPEN TO AUDIENCE**

- No one present.

**FRIENDS OF THE LIBRARY**

- Ms. Cervelli read the report from the Friends of the Library. Report is attached.

## **COMMITTEE REPORTS:**

### **Building and Grounds**

- The committee scheduled a meeting for October 20, 2022, at 2:00 pm at the library.

### **Policies**

- The Policy committee met on October 11, 2022, at 5:00 and an update was provided.
- A motion was made by Ms. Steinback and seconded by Ms. Negrelli to approve the following changes in and additions of three policies: 1) regarding Holiday/Event closing to close earlier if Halloween occurs on a day the library is open late. 2) Add a bankrupt policy. 3) Add a withholding authorization policy and the necessary form. All members present voted yes. Motion passed

### **Evaluations**

- No report

### **Finance**

- The Finance Committee met on October 10, 2022, at 5:30 and an update was provided.
- Ms. Clapp will provide additional budget proposals to the board after the election on November 8, 2022

### **Long Term Planning**

- The data from the focus groups is being processed and as soon as the Board receives the results, we can begin to write the Strategic Plan.

## **OLD BUSINESS**

- A meeting is scheduled with the School district for October 12, 2022, to further discuss the proposed agreement.

## **NEW BUSINESS:**

- None

## **EXECUTIVE SESSION:**

- The Board went into **Executive Session** at 6:22 and came out at 7:25.

**ADJOURNMENT:** The regular meeting of the Board was adjourned at 7:25 p.m.

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Rebecca Steinback  
Secretary of Board

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Kara Cervelli  
Library Director