

**MINUTES**  
**FAIRPORT HARBOR PUBLIC LIBRARY**  
**BOARD MEETING**  
**November 8, 2022**

The regular meeting of the Fairport Harbor Public Library Board of Trustees was called to order at 5:34 p.m. with President, Pam Lausin presiding.

**ROLL CALL OF BOARD:**

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

**STAFF PRESENT**

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

**APPROVAL OF MINUTES:**

- A motion was made by Ms. Steinback and seconded by Ms. Baldree to approve the minutes of the October 11, 2022, Board meeting. All members present voted yes. Motion passed.

**TREASURER'S REPORT:**

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

**DIRECTOR'S REPORT:**

- The position of Part Time Library Reference Associate is still open. Two interviews have occurred, and more are scheduled.
- Because both Christmas and New Year's Day occur on a Sunday the library will be closed on the Monday following and that will be the paid holiday for staff.
- TDA meeting updates for the new school building were included in the Director's Report.
- Each staff member submitted a list of their activities during October.

**OPEN TO AUDIENCE**

- There were no questions or comments

**FRIENDS OF THE LIBRARY**

- Ms. Nan Norton and Ms. Lori Strickland, representing the FOL gave a report. They thanked those who helped distribute door hangers and they listed the events they have planned for Harbor Holidays including a book sale, bake sale, sale of the Grinch books, and a blanket raffle.
- The library yard signs will be collected after the election and stored for future use.

## **COMMITTEE REPORTS:**

### **Building and Grounds**

- Ms. Coll gave a summary of the Building and Grounds meeting held on October 20, 2022, no minutes were submitted.

### **Policies**

- No Report

### **Evaluations**

- The committee scheduled a meeting for November 14, 2022

### **Finance**

- The Finance Committee scheduled a meeting for Nov 21 at 5:30 to finalize the 2023 budget.

### **Long Term Planning**

- Ms. Cervelli has received the data from the State Library concerning the results of the Focus groups and will meet with Erin Kelsey from the State Library via telephone to discuss the results and the next steps in writing the document.
- The Long Term Planning Committee scheduled a meeting for December 6, 2022 to begin writing the Strategic Plan.

## **OLD BUSINESS**

- The agreement with the School Board is still being worked on.

## **NEW BUSINESS:**

- Ms. Lausin's term is up December 31, 2022. A motion was made by Linda Coffman and seconded by Anna Coll to reappoint Ms. Lausin to the Board. All members present voted yes. Motion passed. The School Board will be informed so it can approve Ms. Lausin at its next meeting.
- The Executive Committee needs to meet in December and a Nominating Committee should be appointed to select officers for 2023
- Ms. Clapp announced that she is letting her notary license expire and will no longer be available for notarizing documents.
- Adam Parris from TDA gave a presentation on the status of the new school and library plans. After the presentation, he answered questions from the Board and the audience.
- A motion was made by Ms. Coll and seconded by Ms. Baldree to move into Executive Session to discuss the status of the audit. All members present voted yes. Motion passed.

**ADJOURNMENT:** The regular meeting of the Board was adjourned at 6:28 p.m.

## **EXECUTIVE SESSION**

- The Board went into Executive Session at 6:31 and came out at 6:35.

---

Rebecca Steinback  
Secretary of Board

---

Kara Cervelli  
Library Director