

1876-15

President Howard Lane called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, June 11, 2015 at 7:00 p.m. Trustees in attendance were: Holly Moore Kowalski, Howard Lane, Steve Lavelle, Rebecca Schaltenbrand and Rita Stroempl. Betsey Bell and Linda Rakvic were absent. Also present were Director Mary Crehore, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Maureen Minadeo, and managers Dianne Russell, Gerry Vogel and Sybil Wendling.

There were no adjustments to the agenda and no comments from the public.

2316-15
Approve minutes
of special meeting

Rita Stroempl moved and Holly Moore Kowalski seconded to adopt Resolution #2316-15, approving the minutes of a special meeting held May 11, 2015.

Call for Vote: All AYES Motion Carried

2317-15
Approve minutes
of special meeting

Holly Moore Kowalski moved and Rebecca Schaltenbrand seconded Resolution #2317-15, approving the minutes of the regular meeting of May 14, 2015.

The following financial report for May 2015 was presented and placed on file:

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 82,250.36	\$ 101.41
Expenses MTD	\$ 204,931.91	\$ 52,500.00
Unexpended Balance	\$ 1,156,497.97	\$ 603,852.92
Total Unexpended Balance, All Funds	\$ 1,760,350.89	

Fiscal Officer's Report: Lorie reviewed the Bank Report, and touched on Outsourced Services and Hardware/Software Maintenance Agreements and the fine line between the two. (The Sirsi software agreement is considered an Outsourced Service.) Lorie advised she will increase the gifts and donations line item in Revenue, as we have already exceeded her budget estimate of \$5,000 because of the Arnold gift of \$10,000. Lorie then detailed the Expense Report, and stated that we have over \$82,000 encumbered in the Building Fund, and all bills associated with the building project to date have been paid.

Lorie noted that June is the first month of our new healthcare provider Aetna, and that the Library had to pay both the employer and employee portions of this invoice. Steve inquired if the renovation project was complete, and Lorie advised that one check will have to be re-issued to Ohio Desk for \$32,000. The check was cut and sent to the correct address, but Ohio Desk was unable to locate it on their end.

2318-15
Approve financial
reports

Steve Lavelle moved and Rita Stroempl seconded to adopt Resolution #2318-15, approving the Fiscal Officer's May, 2015 report and monthly financial statements.

Call for Vote: All AYES Motion Carried

Gifts: There was one gift to the Library in May of \$100.00 from Maria Guerrero.

2319-15
Accept gifts

Rita Stroempl moved and Holly Moore Kowalski seconded to adopt Resolution #2319-15, accepting a gift to the Library.

Call for Vote: All AYES

Motion Carried

Director's Report: Mary advised that summer reading is in full swing as of June 1; we have already signed up 850 patrons for the various summer reading programs. Mary outlined the proposed state biennium budget in the Senate, which still has the PLF at 1.7 percent. We remain hopeful to see a small gain in the PLF percentage.

Mary advised that the March 2016 primary election will be held one week later, moving from March 8 to March 15. This will allow us one additional week of campaigning.

Mary reviewed the Annual Report which was distributed to the trustees, and noted that the report will be put up on the website in the near future.

Statistics: Mary discussed a recent meeting with nine library directors from Lorain County who all advised that circulation is down but foot traffic is up. May is a quiet month, with school graduations, etc. June and July will be busier. We have had some summer programming already.

Unfinished Business

Mary noted that the building renovation project is complete and the final spreadsheet was included in the Board packet. The spreadsheet will be kept for auditing purposes.

Mary detailed the dedication of the Marybelle Arnold North Coast History room on May 27. Holly and Betsey were in attendance, and Holly spoke on behalf of the trustees. It was an informal affair. A reporter from *The Press* was here, and the local cable station taped it for us. There was a picture and a caption in *The Press* on Wednesday, June 10; *The Sun Sentinel* may do an article.

New Business

Strategic Planning: Mary reviewed the 2012 – 2015 Strategic Plan; the last update for the Board had been in November 2013. The building improvement project had wrapped up all of the objectives (with one exception) under the first goal for Building and Grounds. The other goals under Communication, Technology, Collections and Materials, and Staffing have either been attained or are ongoing. Discussion followed on devising a new strategic plan for the Library. Mary presented various options, including hiring a paid facilitator; scheduling an off-site board retreat for trustees, administrators and managers; or repeating what we did in-house several years ago whereby the trustees, administrators and managers met in a

public meeting for brainstorming and then shared the outcomes and solicited ideas from staff via department meetings. Betsey had led the session with the trustees several years ago, which worked very nicely. All agreed that we should ask Betsey to do the same once again, and that the initial brain storming meeting will be held in the fall.

Mary suggested that prior to a meeting in September or October, we could respond via email for input on the Library's strengths, weaknesses, opportunities and threats [SWOT analysis]. We discussed surveying the public, also. All agreed that we should mount a survey on the Library's website. Mary offered that demographic information about Avon Lake is available online. Steve requested that any information gleaned in advance for strategic planning be shared via email, "reply to all."

Howard Lane moved and Rebecca Schaltenbrand seconded to adopt Resolution #2320-15, appointing Constance Bohan as a non-student Page (Grade 11) and Jack Brodke as a student Page (Grade 11) both at the hourly rate of \$8.10, effective 4 June, 2015.

2320-15
Appoint Pages

A Roll Call Vote Was Taken: All Ayes,


Motion Carried

Bell	Absent
Kowalski	AYE
Lane	AYE
Lavelle	AYE
Rakvic	Absent
Schaltenbrand	AYE
Stroempl	AYE

Discussion moved to summer vacations and who would be available for meetings in July and August. Schedule conflicts exist for Steve and Becky in July, and for Howard and Holly in August. After some discussion, Howard advised that we will meet in July, and take August off.

With no further business to discuss, the meeting adjourned at 7:37 p.m.

The next regular meeting of the Avon Lake Public Library Board of Trustees will be held on Thursday, July 9, 2015.



Howard Lane, President



Linda Rakvic, Secretary