

1922-16

President Rita Stroempl called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, March 10 at 7:00 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Steve Lavelle, Linda Rakvic, Rebecca Schaltenbrand, Rita Stroempl and John Williams. Also present were Director Mary Crehore, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Maureen Minadeo, managers Linda Janesz, Nick Kelley, Sybil Wendling and Dianne Russell, Assistant Director Gerry Vogel, and Public Relations Coordinator Jill Ralston. Practicum student Ashley Meece was also in attendance.

Gerry introduced Ashley Meece, a practicum student from the Kent State University library school, who is doing her practicum of 150 hours with us.

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

Holly Moore Kowalski moved and Steve Lavelle seconded to adopt Resolution #2380-16, approving the minutes of the regular meeting of February 11, 2016.

Call for Vote: All AYES

Motion Carried

The following financial report for February, 2016 was presented and placed on file:

| | <u>General Fund</u> | <u>Building Fund</u> |
|--|------------------------|----------------------|
| Receipts MTD | \$ 68,285.89 | \$ 197.67 |
| Expenses MTD | \$ 203,505.75 | \$ 0.00 |
| Unexpended Balance | \$ 965,213.75 | \$ 717,327.63 |
| Total Unexpended Balance, All Funds | \$ 1,682,541.38 | |

Fiscal Officer's Report: Lorie detailed her financial report, advising that our target number on Revenue is 16.67 percent for the second month in the year, and we are already at 20.23 percent on the PLF. We anticipate the first half property tax revenue in March. Lorie touched on the Expense report and advised that she has adjusted any items that were already over encumbered in the budget.

Lorie noted a \$9,230 expenditure for Blue Cloud Visibility for subscription and implementation costs. Nick detailed that this is an on-line catalog partnership with SirsiDynix which allows our data to be visible on the web. Our data is currently with Geo-Tag, which makes our data invisible. Nick noted that Rocky River and Westlake libraries utilize this software. This initial contract is for three years.

Betsey Bell moved and Holly Moore Kowalski seconded to adopt Resolution #2381-16, approving the Fiscal Officer's February 2016 report and monthly financial statements.

Call for Vote: All AYES

Motion Carried

2380-16
Approve minutes
of regular
meeting

2381-16
Approve
Financial Reports

Gifts: There were \$1,355 in gifts to the Endowment Fund in memory of Susan O'Malley, as follows:

\$500 Karen Rockhold – for a gold leaf on the Donor Tree
 \$200 Anne Herrilko
 \$100 Sue's cousins – Linda Nato and Michael Nato
 \$100 Wendy Manternach – for a copper leaf on the Donor Tree
 \$100 Mary Crehore – for inclusion on the roster at the Fairy Garden windows
 \$50 David & Carole Lawler
 \$50 Linda Chopra
 \$50 Casimir and Georganne Wolnowski
 \$50 William and Kathleen O'Malley
 \$50 Gerry Vogel
 \$50 Ann McAllise
 \$25 Claire Kilbane
 \$20 Mary Ellen Brooks
 \$10 Marian Kehoe

Steve Lavelle moved and Rebecca Schaltenbrand seconded to adopt Resolution # 2382-16, accepting gifts totaling \$1,355 to the Endowment Fund in memory of Susan O'Malley.

Call for Vote: All AYES

Motion Carried

Director's Report: Mary detailed author Christina Kline Baker's visit to Avon Lake High School and the Library, and her *Orphan Train* presentation. Several trustees were in attendance and enjoyed the book and her personal story. This event drew 200 people to the Library.

Mary noted that we have received a Library Services and Technology Act grant of \$1,380 for the Children's garden.

The OLC Trustees dinner will be held on Tuesday, April 26 at the Holiday Inn in Independence at 6:30 p.m. Mary requested that the Trustees let her know if they will attend.

Whitey, the pie-bald deer is almost finished for display. Mary was informed by a reporter from *The Chronicle-Telegram* that the taxidermist is nearing completion.

Calvary Baptist Church (CBC) has entered into a transitional partnership with Christ Church Westshore (CCW) for use of their building. CBC will eventually move to their new site on Krebs Road. When they do, CCW will take possession of the building and grounds. In the meantime, CBC inquired about the 2006 agreement

between the Church and the Library for use of our parking lot on Sunday mornings for overflow parking. Mary has notified Jerry Innes at the Lorain County Prosecutor's Office that we will need new agreements: one between CBC, CCW and the Library, and a second one between CCW and the Library when CBC moves out. The 2006 agreement also included "right of first refusal," which the Library acted on in 2012 when CBC first put the property on the market. Mary assumed we would no longer need this option. However, after some discussion, the trustees instructed Mary to tell Innes that we do want that option in both agreements. Mary is certain that CCW does not have afternoon services on Sundays. [Note: They do not.] Most of the Church's overflow parking is gone by 1:00 p.m. Full disclosure, an employee of the Library is the wife of CCW's Rector.

Statistics: January was up a bit, and February was flat over the same time period in 2015. Mary reported that Sunday business has finally picked up. Mary surmised that when we close on Sundays in the summer, we lose our momentum – even though circulation probably wouldn't be very high on summer Sundays. There are no libraries in Lorain County open on Sundays in the summer. The nearest libraries that are open are Ritter Public Library in Vermilion (Erie County), and Lakewood and Westlake Porter public libraries in Cuyahoga County.

Unfinished Business: Mary provided a campaign levy update. We have teams scheduled to pick up the yard signs on Tuesday afternoon. We will meet on Tuesday night around 7:00 p.m. for pizza and election returns. Holly is confident that we will do very well. We have had very favorable endorsements/articles in the newspapers and many letters to the editor in favor of the Library.

Strategic Planning update: Mary distributed copies of a draft of the 2016-2019 Strategic Plan and advised that this draft includes input from department meetings and employee suggestions. Mary suggested that Goal 4.1 could be folded into Goal 4.2.

Rita noted there were many well thought out objectives. Mary will present another draft next month.

New Business

Lorie outlined the 2016 Final Appropriations Budget. Lorie noted on the Revenue side that on January 23, we received certified PLF numbers. Some minor transfers have taken place. Supplies were already over, so Lorie adjusted the account from property maintenance. The bottom line is still the same.

1925-16

Steve Lavelle moved and Rebecca Schaltenbrand seconded Resolution #2382-16, approving the 2016 Final Appropriations Budget at the millennium levels of:

2382-16
Approve Final
2016
Appropriations
Budget

1000/Salaries and Benefits for \$1,929,621

2000/Supplies for \$31,500

3000/Operations/Contracts for \$464,580

4000/Materials for \$300,000

5000/Capital Outlay for \$39,500

7000/8000/Other for \$140,315

for a General Fund total of \$2,905,516 and a \$200,000 appropriation from the Building Fund for a combined total for the two funds of \$3,105,516, as presented by the Fiscal Officer and Director.

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

| | |
|---------------|-----|
| Bell | AYE |
| Kowalski | AYE |
| Lavelle | AYE |
| Rakvic | AYE |
| Schaltenbrand | AYE |
| Stroempl | AYE |
| Williams | AYE |

Betsey Bell moved and Steve Lavelle seconded Resolution #2383-16, appointing Laura Ploenzke as a Public Services Substitute II (Grade 13) at an hourly rate of \$12.63, effective 10 March 2016.

2383-16
Appoint Public
Services
Substitute II

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

| | |
|---------------|-----|
| Bell | AYE |
| Kowalski | AYE |
| Lavelle | AYE |
| Rakvic | AYE |
| Schaltenbrand | AYE |
| Stroempl | AYE |
| Williams | AYE |

Mary showed the Trustees a photograph on aluminum entitled "CLE for Cavs" by Jackson Koch, a local artist who is on display in our Waugaman Gallery this month. She requested that it be approved for purchase from the Endowment Fund.

2384-16
Approve
Endowment Fund
Request

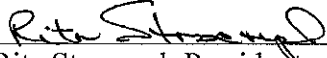
John Williams moved and Holly Moore Kowalski seconded Resolution #2384-16, approving an expenditure of \$400 from interest earned on the Avon Lake Public Library Endowment Fund, held by the Community Foundation of Lorain County, for the purchase of a photograph, "CLE for Cavs," by Avon Lake photographer Jackson Koch.

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

| | |
|---------------|-----|
| Bell | AYE |
| Kowalski | AYE |
| Lavelle | AYE |
| Rakvic | AYE |
| Schaltenbrand | AYE |
| Stroempl | AYE |
| Williams | AYE |

With no further business to discuss, the meeting adjourned at 7:41 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, April 14, 2016.



Rita Stroempl, President



Linda Rakvic, Vice President