

President Howard Lane called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, May 14, 2015 at 7:00 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Howard Lane, Steve Lavelle, Linda Rakvic and Rebecca Schaltenbrand. Rita Stroempl was absent. Also present were Director Mary Crehore, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Maureen Minadeo, and managers Nick Kelley, Dianne Russell and Ed Zovack. Also in attendance were Leanne Hoppe, an Avon Lake resident representing the farmers market, and Sarah Silbaugh, a Kent State University Library school student currently doing her practicum studies at Avon Lake Public Library.

There were no adjustments to the agenda. Leanne Hoppe advised she was at the meeting to answer questions about the farmers market.

Betsey Bell moved and Holly Moore Kowalski seconded to adopt Resolution #2308-15, approving the minutes of the regular meeting of April 9, 2015.

2308-15
Approve minutes
of regular
meeting

Call for Vote: All AYES

Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 177,579.67	\$ 98.19
Expenses MTD	\$ 256,439.75	\$ 42,731.66
Unexpended Balance	\$ 1,279,179.52	\$ 656,251.51
Total Unexpended Balance, All Funds	\$ 1,935,431.03	

Fiscal Officer's Report: Lorie reviewed the Bank Report, noting the Homestead and Rollback comes separate from property taxes. Last year at this time, property tax collection was at 52-53 percent. This year we are at 59 percent, which is good news for the Library. Lorie then detailed the Expense Report, and noted the negative encumbrance in Furniture & Equipment, which is tied to a fine line between Outside Services and Maintenance Agreements. An invoice could have been processed through one account and paid out of the other. Betsey inquired if there is a need to correct where one was paid from. Lorie advised that she will double check this process to ensure that everything is correct. Steve asked about an expenditure of \$6,300 for book ends. Mary advised that they are two parts, both made of steel, and we required many of them to finish off shelving in the Children's department.

Steve Lavelle moved and Linda Rakvic seconded to adopt Resolution #2309-15, approving the Fiscal Officer's April, 2015 report and monthly financial statements.

2309-15
Approve financial
reports

Call for Vote: All AYES

Motion Carried

Gifts: Mary advised there were two gifts to the Library in April: \$9,500 from the Arnold Family Trust in honor of Marybelle Arnold, and \$500 from Dr. Jeanne Arnold in honor of Marybelle Arnold, for a total of \$10,000, for the naming rights of the local history room. The dedication is scheduled for Wednesday, May 27 at 4:30 p.m.

2310-15
Accept gifts

Betsey Bell moved and Holly Moore Kowalski seconded to adopt Resolution #2310-15, accepting two gifts to the Library.

Call for Vote: All AYES

Motion Carried

Director's Report: Mary detailed OLC Legislative Day on April 28, 2015, noting that Michelle Francis, OLC Government Relations Director, is a terrific advocate for libraries; she outlined their strategic plan for increasing the PLF. Mary noted that we have the support of legislators; Gayle Manning, our state Senator, is proposing an amendment to increase the PLF to 1.85 percent in the Senate's version of the biennium budget. Mary gave a brief overview of the OLC Trustees Dinner, and Becky advised that it "was a very nice affair; educational and informative."

Mary noted that the dedication ceremony for naming the local history room the Marybelle Arnold North Coast History Room will take place on Wednesday, May 27 at 4:30 p.m. Mary requested that Board members be present that day, if possible. Mary also stated that Marybelle Arnold was being told about the naming of the local history room today (May 14).

Mary shared news about staffing. Upon Ed's retirement in October, DiscoveryWorks will be fully staffed: DiscoveryWorks Associate Linda Janesz will succeed Ed, and one of DiscoveryWorks' substitutes, Donna Leigh, will succeed Linda. Donna has spent the last 10 years teaching eighth grade science in Avon. Our new Cataloguer starts on June 15; she is relocating back to Ohio after 11 years working out of state.

Statistics: Circulation is down a bit, but foot traffic is up. The Young Adult non-fiction is now inter-shelved with the Adult non-fiction; perhaps the YAs have not found the YA non-fiction because its circulation has declined. A sign will not be as effective as staff educating patrons as to the new location for YA non-fiction. It was moved to provide more room in the YA department for fiction. Also, non-fiction DVDs was inter-shelved with Adult non-fiction about a year ago; this mirrors what we did in Children's many years ago. However, adults prefer to browse all non-fiction DVDs in a section, not inter-shelved with non-fiction books. The non-fiction DVD collection will be segregated once again later this summer, following summer reading. Mary shared a half-page in-house survey that will be provided for patron feedback, starting in mid-June. We want to know why people come into the Library. Steve and Betsey offered several suggestions for additions to the survey, which Mary will add. Her goal is a minimum of 300 completed surveys.

Unfinished Business: Mary affirmed that the building renovation came in on time and under budget. Mary noted that the acoustical panels above the Circulation desk will be replaced. Novak will replace all of these panels at night, and at their cost. Mary also noted several small issues that will be taken care of in the next week or two. Steve inquired about signage invoices, noting they were fairly high. Mary advised that signage was left for the contingency budget, and that we ordered over 30 signs.

2311-15
Approve change
order

Steve Lavelle moved and Rebecca Schaltenbrand seconded Resolution #2311-15, approving Change Order #001 for Crown Commercial Construction, Inc. in the amount of \$4,585, which is less than the authorized allowance (i.e., contingency amount) of \$40,000 and is therefore a deduction from the original accepted bid of \$427,000.

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

Local History Room: The room will be dedicated on May 27 at 4:30 p.m. The Arnold family will have about a dozen people as their guests; they prefer a quiet and informal affair. Randall's is finishing the plaque and Jill will do the lettering on the outside wall. Mary noted that there may be representatives from three historical societies for the dedication, and again encouraged the trustees to attend.

Farmers Market: Mary worked with the county prosecutor on a memorandum of understanding, regarding use of the Library's parking lot in August and September for the farmers market. She also checked with the Library's property insurance agent, and was assured that the Library's insurance covers anyone doing just about anything on library property. Betsey noted that this is not a library-sponsored program and she is concerned about the organizer's lack of insurance and the Library's liability. Mary responded that Leanne Hoppe has opted not to incorporate as a non-profit at this time, and that she is only charging vendors \$5.00 per market day. Any money she makes on the market will be put toward marketing. The trustees reiterated their concerns about indemnification and liability.

2312-15
Reject Farmers
Market proposal

Holly Moore Kowalski moved and Rebecca Schaltenbrand seconded Resolution #2312 -15, approving the use of the Library's parking lot in August and September 2015 as a site for a farmers market.

A Roll Call Vote Was Taken: One Aye, Five Nays

Motion Failed

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

Leanne Hoppe left the meeting at 7:32 p.m.

The Story Book Trail was awarded the Project of the Year by the Avon Lake Community Council. The Trustees and Mary left the meeting at 7:34 p.m. to receive the award from Avon Lake Mayor Greg Zilka.

The meeting resumed at 7:44 p.m.

New Business: Budget hearing for the 2016 Proposed Appropriations Budget
Lorie reviewed the 2016 anticipated revenue, stating that it closely mirrors – at this point in the year – 2015 revenue as property taxes and the PLF are running in line with previous years. Lorie closely analyzed the current budget, and made adjustments to the 2016 proposed budget based on that analysis. (Adjustments can be made to the 2016 Temporary Appropriations Budget in December when we have more concrete financial information for 2016.) Salaries and benefits (1000s) was increased by three percent, reflecting the 2016 wage increase in the collective bargaining agreement; the increase for health insurance was six percent. Although we are realizing a 10 percent increase this year for health insurance, more funds were allotted this year than we need, so we will carry forward more funds in that line item. Operations and contracts (3000s) was increased by \$35,000 to accommodate more funds for next year’s audit (years 2014 and 2015), natural gas, and the addition of \$30,000 for printing. Mary explained that she and Jill want to return to printing and mailing hard copies of the program booklet at least twice a year with the summer booklet included with an issue of *The Press*. A majority of libraries in our area continue to print and mail their newsletters/program books. They get better attendance at programming. Retailers continue to print and mail catalogs because research shows this drives consumers to their websites and into their stores. As per Jill, Westlake Porter Public Library spends approximately \$24,000 annually on printing and mailing their program booklet six times a year. They have excellent attendance at programs. Fall 2015 will be the first one to be mailed as we have the funds available this year. Materials (4000s) were reduced by \$20,000, reflecting reality. The total sum of \$300,000 is more than sufficient for the community’s demands for library materials. Technology (5000s) was reduced by \$10,000 as per Nick’s technology plan. New self-checks and another HVAC unit will both be replaced in 2016; this expense will come from the Building Fund.

2313-15
 Approve 2015
 Proposed
 Appropriations
 Budget

On behalf of the Personnel Committee, Steve Lavelle moved and seconded to adopt Resolution #2313-15, approving the 2016 Proposed Appropriations Budget at the millennium levels of:

- 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 of 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
Lane	AYE
Lavelle	AYE
Ravi	AYE
Schaltenbrand	AYE
Stroempl	Absent

Healthcare Benefits: Mary advised that the union contract states we must provide options for employees to choose from. We received proposals for healthcare from Aetna, Anthem and United Healthcare. Medical Mutual only gave us one plan, so they were eliminated. Aetna had the most “positives” per Mary. Aetna covers the Cleveland Clinic, University Hospitals and MetroHealth. The Aetna plan gives employees a nice bonus with lower out of pocket costs and a lower deductible than Medical Mutual.

At 8:03 p.m., Jill Ralston, Gerry Vogel and Sybil Wendling entered the meeting from the awards dinner.

Mary noted that Kathy Diamond, the Library’s Graphics Designer is retiring at the end of May. Mary and Nick revised the position description to include website design responsibilities and skills, with a logical increase in grade from 16 to 17. They would also like the position to be full-time.

1875-15

2314-15
Approve Grade
17 Graphics/Web
Designer

On behalf of the Personnel Committee, Holly Moore Kowalski moved and seconded to adopt Resolution #2314-15, replacing the current Graphics Designer (Grade 16) position description with the revised position description for a Graphics/Web Designer, reflecting an upgrade to Grade 17 and expanding the position to full-time.

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

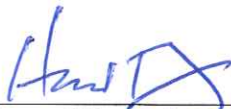
Bell	AYE
Kowalski	AYE
Lane	AYE
Lavelle	AYE
Rakvic	AYE
Schaltenbrand	AYE
Stroempl	Absent

2315-15
Appoint Jen
Wasserman new
Head Cataloguer

Holly Moore Kowalski moved and Steve Lavelle seconded Resolution #2315-15, appointing Jennifer Wasserman as the full-time Head Cataloguer (Grade 17) at an hourly rate of \$19.00, effective 15 June 2015.

A brief discussion of Mary's nomination for OLC Librarian of the Year took place. Rebecca advised she is waiting for some brief narratives. Rebecca asked that a trustee review what she had written. Betsey and Steve both offered to review. Mary thanked the trustees for the nomination. Howard advised that he will compile and submit the application packet before the deadline of May 22.

With no further business to discuss, the meeting adjourned at 8:16 p.m.



Howard Lane, President



Linda Rakvic, Secretary